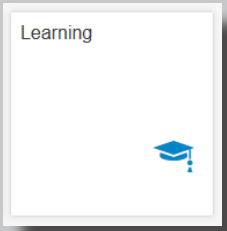
Registering for Scheduled Courses in the Learning Management System

Accessing the Learning Management System

In order to access the Learning Management System (LMS) you will need to first log into the Weill Business Gateway.

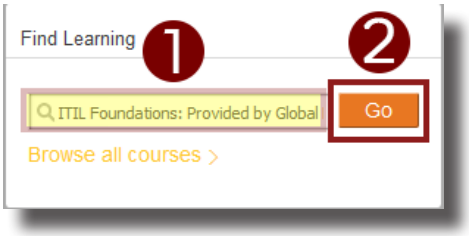
1) Navigate to http://myapps.weill.cornell.edu and log in with your Cornell CWID and password
2) Click the **Weill Business Gateway** icon
3) Click the **My Workspace** tab
4) Click the **Learning** Tile



Searching for Your Course

After logging in you can search for your course in two steps:

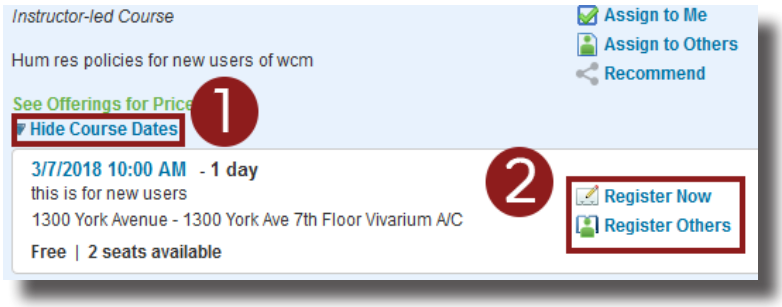
1) Enter the course title you wish to register for (Example: *ITIL Foundations: Provided by Global Knowledge*).
2) Click **Go** to find your course.



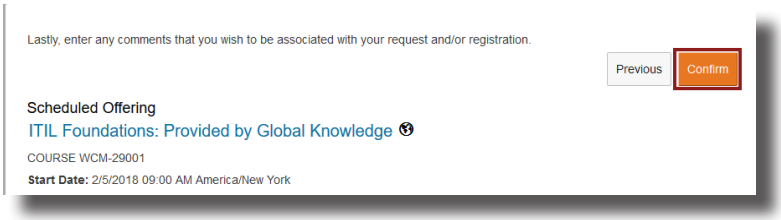
Registering for a Session

After you find the course you wish to register for, follow these steps to register for a session.

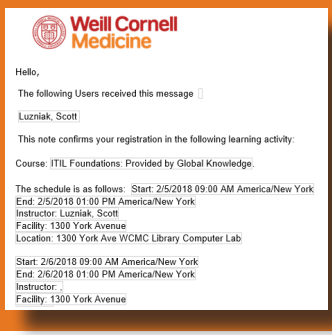
1) Click the arrow next to the **View Course Dates** link. This will drop down all the scheduled offerings for your course.
2) Look through the list of available sessions. Click **Register Now** to begin the registration process for yourself. Supervisors can click **Register Others** to enroll your direct reports.



3) Finally click **Confirm** on the following screen.



Confirmation Notifications

Once you are registered for a scheduled course you will receive an on screen notice that you are registered.

You will also receive an email notification within 24 hours of registration that includes a calender meeting ics file. Click the file to add it to your Outlook calender.