

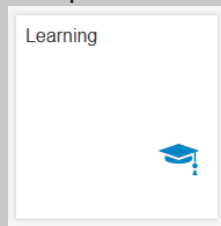


Registering for Scheduled Courses in the Learning Management System

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



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.

Instructor-led Course

Hum res policies for new users of wcm

See Offerings for Price **1**

Hide Course Dates

3/7/2018 10:00 AM - 1 day **2**

this is for new users

1300 York Avenue - 1300 York Ave 7th Floor Vivarium A/C

Free | 2 seats available

Assign to Me

Assign to Others

Recommend

Register Now

Register Others

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

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous **Confirm**

Scheduled Offering

ITIL Foundations: Provided by Global Knowledge

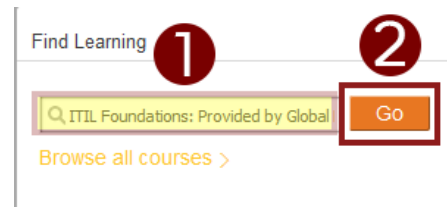
COURSE WCM-29001

Start Date: 2/5/2018 09:00 AM America/New York

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.



Confirmation Notifications

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

Registration Comments → Finished

ITIL Foundations: Provided by Global Knowledge

COURSE WCM-29001

Start Date: 2/5/2018 09:00 AM America/New York

End Date: 2/9/2018 01:00 PM America/New York

Capacity: 1 of 20 enrolled, 0 waitlisted

Price: Free

Success

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

Weill Cornell Medicine

Hello,

The following Users received this message:

Luzniak, Scott

This note confirms your registration in the following learning activity:

Course: ITIL Foundations: Provided by Global Knowledge.

The schedule is as follows: Start: 2/5/2018 09:00 AM America/New York
End: 2/5/2018 01:00 PM America/New York
Instructor: Luzniak, Scott
Facility: 1300 York Avenue
Location: 1300 York Ave WCMC Library Computer Lab

Start: 2/6/2018 09:00 AM America/New York
End: 2/6/2018 01:00 PM America/New York
Instructor:
Facility: 1300 York Avenue