Section 19

Training Registration

The following instructions explain how to register for employer training sessions and workshops, as well as view or cancel a registration.

How to Register

Step 1

You will receive an email when registration for an education program is available.

To register, click on “Training Registration” in the Additional Tools menu on the home page.

Step 2

1. Under “Upcoming Events,” enter the start and stop dates for the time period you are searching for and click “Search.”

2. A list of programs will appear. Click “Select” next to the program date and location you want to attend.

3. The Seminar Participant screen shown on the next page will appear.
**Step 3**

1. Click on the gray “A” box. (If program capacity is full, a blue “WL” box will appear. Click on it to be added to the waitlist.)
2. Click “Next.”

**Step 4**

A list of employer contacts on file with STRS Ohio will appear. To register one or more attendees:

1. Click “Actions” next to the person you want to sign up and select “Register.”
2. The status will change to “Confirmed” or “Waitlist” depending on space available.

*Repeat to register more attendees.*

3. When finished registering all attendees, click “Confirm.”

You will return to the Training Registration screen shown on the next page.

*Tip!* The Help screen on the right side of each page provides instructions.
Viewing Registrations

Your Registrations Only
To view education programs you are currently registered to attend, click on “My Sessions” on the Training Registration screen.

Registrations for You and Other Attendees
To view education programs you or other individuals in your school are currently registered to attend, click on “Meeting All Sessions” on the Training Registration screen.
Canceling Registrations

To cancel a registration:

1. Click “Cancel” in the Tools column next to the name of the attendee you want to cancel.
2. Click “Yes” to confirm.