Registering for an In-Person Training

1. Log in to the LMS here using your BHETA username and password. Be sure to turn off your pop-up blockers before you log in.
2. Click the magnifying glass search icon in the upper right corner.
3. Search for the training by its name or course code by typing it into the search box (Note: the course code can be found on the training flyer for the training you would like to take).
4. By Name:
By Course Code:

5. Find the training you want. Click **Select**, then click **Register**
6. Check the box to the left of the course you would like to register for

7. Click **Next** in the bottom right
8. Click **Submit** in the bottom right

9. You are now registered for the training. Click **Done** to exit