Registering for Instructor Led Trainings (ILT)

1. Log in to the LMS by clicking here using your RIHS username and password. Be sure to turn off your pop-up blockers before you log in.

2. Click the magnifying glass search icon on the upper right hand corner.

3. Search for the training by typing in its name or course code. (Note: the course code can be found on the training flyer for the training you would like to take. Training flyers can be found on the RIHS Training Calendar.)
By the course code:

4. Find the training you want. Click **Select**, then click **Register**.

5. Click the **ADD** button to the far right of the training.
6. Click **REGISTER** at the bottom right.

6. You are now registered for the training. Click **DONE** to exit.