Registering for an In-Person Training

1. Login 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. [Image of search bar]

4. 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).

By Name:
By Course Code:

5. Find the training you want. Click **Select**, then click **Register**
6. Click the **ADD** button to the far right of the training under the **OFFERINGS** section

7. Click **REGISTER** in the bottom right
8. You are now registered for the training. Click **DONE** to exit.