1. Log in to the LMS by clicking here using your RIHS username and password.

2. On the RIHS Learner Dashboard, Click on Course Catalog

3. Search by typing the training code or name into the search box. (Note: the training code is included on the training flyer. The Training flyers are found on the RIHS Training Calendar.)
4. Locate the training name in the search results. Click on the **3 vertical dots** and select **REGISTER**.

5. On the **Registration Summary** page, Click the **ADD** button next to the **ILT Class** on the far right.

   (note: If the training requires completing more than one scheduled Session, click the ADD button next to the additional Session(s) on the Registration Summary page.)

6. Click on the **REGISTER** button in the bottom right corner.