Registering & Preparing for a Class

Browsing Course Titles & Descriptions

Follow these steps to view descriptions of the available public 90 Minute Workouts®.

1. Open your web browser and go to http://elert.webex.com (no www!).

2. From the top of the screen, click **Course Catalog**.

3. Click the application in which you are interested (e.g., Excel, PowerPoint). The 90 Minute Workouts® associated with that application display.

4. Click a class title to view its description, or scroll through the list to view all descriptions for the selected application.

Registering for a Class

Once you have located a class you are interested in attending, follow these steps to find out the next time that class is scheduled and to register for it, if available.

1. Open your web browser and go to http://elert.webex.com (no www!).

2. From the top of the screen, click **Register for a Class**.

3. Click the application in which you are interested. The dates and times when each class is currently scheduled display.

4. Click the date in the **Date** column for the class you want to attend. The first page of the registration form displays.

5. Enter your name, e-mail address, and other requested information.

6. Click [Register]. The Payment Information screen displays.

7. If your company has set up a promotion code for payment, enter it in the **Promotion Code:** field and click [Apply]; then click [Continue].
   or
   If you are paying by credit card, enter your credit card information and click [Submit Payment].

A screen displays confirming your registration. You will also receive an e-mail containing instructions to prepare for and join the class. Please **save this message** until the class date.

Accessing the Courseware

Once you've registered for a class, you can access the courseware and practice files for it.

1. In the confirmation message you received, scroll to the section labeled **To Download the Course Handout and Practice Files**.

2. Click the link in this section of the message.

3. On the screen that displays, scroll down to the **Course Material:** section.

4. To open and print the courseware, click the link for the **.pdf** file. (It will be labeled **[Class title.pdf]**.)

5. If any practice files are listed in addition to the .pdf file, right-click them and select **Save Target As** or **Save Link As**. Save each file to a location you can easily access during class (such as your desktop).

Canceling Your Registration

If you can no longer attend a class you registered for, you can cancel any time up to **24 hours before the class time**. Follow these steps.

1. In the confirmation message you received, scroll to the section labeled **To Cancel or Reschedule Your Registration**.

2. Click the link in the second paragraph (the paragraph that begins, "To cancel registration, click…").

   Important: If this link does not display, it is already past the 24-hour deadline for cancellation.

3. On the screen that displays, click [Yes, Cancel Registration]. A screen displays confirming the cancellation. You will also receive an e-mail message confirming the cancellation.

4. If you want to re-register for the class at a later date, repeat the steps in the *Registering for a Class* section.

Viewing the Class Recording

Registered students can view a recording of the class for one week following the class. This is a good opportunity to review the class topics or to make up a class that you couldn't attend but missed the deadline for cancellation of.

1. Open your web browser and go to http://elert.webex.com (no www!).

2. From the right side of the screen, click **View session recordings**.

3. Locate the recording for your class, and click the Playback button [▶] to the right of it.

4. When prompted, enter the password (included in the confirmation and reminder messages) and click [OK]. Then follow the prompts to register for and view the recording.

> **If you have trouble registering for or joining a class, call Elert & Associates at 651-705-1289 or send a message to training@elert.com.**