


## **Directions for In Person Class Registration** **Active Play Throughout the Day – March 2, 2019**

### **How to register for this class:**

Link to our [online learning portal](http://childcare-snohd.talentlms.com/): ( <http://childcare-snohd.talentlms.com/> )

- First time users: Select **SIGNUP** in upper right hand corner and provide the requested information. Be sure to add you STARS ID if you want STARS credit.
- If you are already registered, select **LOGIN** and log into TALENT using your username and password.
- Go to **Course Catalogue** and search for the class “ IN PERSON TRAINING - Active Play Throughout the Day”.
- Select **Get this Course** and you see the grey box “You have this course”.
- You should now see this training listed under your **Courses File**
- Under Course File, click on the right pointing arrow  to view your course.
  
- Click on the blue **Resume Course** button and then select the blue **Register** button. The button turns green when it changes to **Registered**. You are all set!

If the class is full, you will have an option to sign up on our waiting list. We will let you know if a space becomes available within a day of the training.

We will send you a reminder a few days before the class. If you register and are unable to attend, please send an email to [childcareclass@snohd.org](mailto:childcareclass@snohd.org) and let us know.

Contact Katy Levenhagen for more information: [klevenhagen@snohd.org](mailto:klevenhagen@snohd.org), (425) 252-5407

