


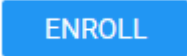
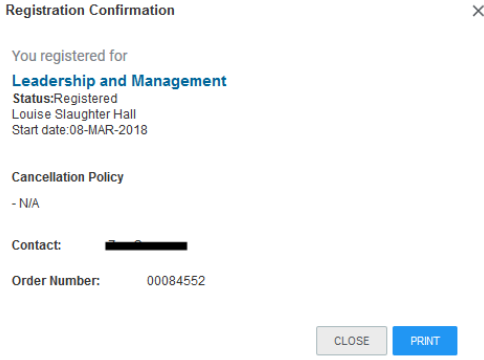


RIT Talent Roadmap: How to Enroll in an Instructor-led Course

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| 1 | Log in to RIT Talent Roadmap using your RIT username and password. |
| 2 | From the homepage, you can search for training using the search box in the top right corner of the screen. Type a course title or topic keywords in the search box. Press enter or click the magnifying glass to search.  |
| 3 | Select the course when it displays on the next page by clicking the image, course title, "Launch" (for web-based classes), or the "View Classes" button. For instructor led classes you will want to locate classes displaying this icon  .  |
| 4 | If you clicked on the image, the course title, or the "View Classes" button then you will need to click  . |
| 5 | The Registration Confirmation page will appear with the course information. Click "Close" when finished.  |
| 6 | An Outlook calendar invitation will be sent to your Outlook email account with course details. |