**Enrolling in an Instructor Led Training session (ILT) session**

**E Learning Zone (ELZ):** [https://www.rit.edu/fa/cpd/elzlogin/index.php](https://www.rit.edu/fa/cpd/elzlogin/index.php)

ELZ is your one-stop shop for browsing and enrolling in ILT courses, creating a professional development plan, and tracking previous courses you’ve taken. To get started, log in using your RIT username and password, then use the **MY PLAN, MY PROGRESS, and CATALOG** tabs on the left to navigate.

If there are no sessions currently available for a course (i.e. there are no sessions scheduled or all sessions are full), you can add a course to your watch list (See the section for adding a course to your watch list).

1. To enroll in a session, go to the **Catalog** tab and locate the **Instructor Led Training** folder to locate a course. Alternatively, you can use **SEARCH-&-LEARN** to find an ILT course if you know its name.

   ![SkillPort](image)

2. Select the title of an ILT course. You can click on the **Show Details** link to read a description of the course before selecting it.

3. Scroll through the course details to find the **Sessions** section. Click the plus (+) sign to show the valid sessions for this course.

4. Scan the list of sessions to find one you want to attend. If necessary, click the plus (+) sign to the left of a session to see additional details. Hover over a session the session you are interested and, click **Enroll**.

   - If the session you attempt to enroll in does not have a vacancy available, you are presented with a Waitlist link so you can opt to be placed on the waiting list.
   - You cannot enroll in more than one session of a given course at a time. If you are already enrolled in a session, that session appears in bold. You must withdraw from the current session prior to enrolling in a new session for the same course.

5. After clicking Enroll, a dialogue box will appear asking if you want to add the session to the **MY PLAN section**. For easy identification of ILT sessions you are enrolled in, click **Yes**; otherwise click No. If you clicked Yes, you then must specify the details and click **OK** when you are done.

   If a session requires approval, your registration will need to be approved. You will be notified electronically of your registration status, after approval request is received. The majority of classes supported by CPD will not require approval; any that do will be noted.

You are now enrolled in the selected session and the session is now listed under the **In Progress** tab of the **MY PROGRESS** page. You can also see the session listed in the **MY PLAN** page, if you chose **Yes** to add it.

**Open the attachment of the calendar invite you receive, key in a subject and click save**