

# Register in PeopleSoft

Instructions to find available course sessions and register for all course sessions through PeopleSoft

1. Login to [PeopleSoft](#)
2. Under Learning and Development, select Request Training Enrollment
3. Select Search by Course Number or Search by Course Name
4. Enter Category: CWD, Enter Subcategory IMW and nothing else, click Search
5. Select View Available Sessions next to the course of your choice
6. Select the session of your choice, click Continue and then Submit to enroll

## **Confirmation and reminder emails:**

Once you have registered, you will receive an email confirming your enrollment or waiting list status. If you are confirmed for a session, you will also receive a reminder email five business days prior to the start date. If you are unable to attend the session, please cancel at least three business days prior to the start date.