

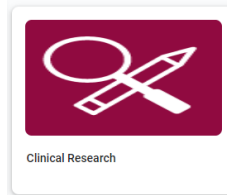
Enrolling in Instructor-Led Training (ILT) for CTSA Courses

Instructor-led training (ILT) courses are taught by an instructor either online or in-person on campus. There are two methods by which you can enroll in a class: by campus through the Library icon, or the Live Course Calendar. **Note:** You can only register for one class of a live course. If you need to switch classes, withdraw and then re-enroll.

Enrolling through the Library

To enroll in an ILT class through the Library:

1. Click the **Library** icon.
2. Select your campus, CU Anschutz.
3. Click **Clinical Research**.
4. Filter by "Live Course."
5. Scroll and locate the ILT.
6. Click the title of the course to open it.
7. Scroll down the list of upcoming classes for the course.
 - **Available:** You can register for this class.
 - **Available – limited seats remaining:** You can register for this class, but the class is at or over 90% capacity.
 - **Closed:** You cannot register for this class. This happens when the date to accept new registrations has passed or the administrator is not allowing self-registration.
 - **Full:** The class has reached the maximum number of allowable registrations. If available, you can join the waitlist.
 - **Registered:** You are already registered for the class. If you want to register or wait list for a different class, you must cancel your current registration.
 - **Canceled:** The administrator or instructor canceled the class.
 - **Waitlist:** You asked to be added to the waitlist for a class that is full. If a seat opens, you may become registered. You can join a waitlist for as many classes as you want for a live course. Once a waitlist changes to a registration, you are automatically removed from other waitlists.
8. Click **Register** for the class you would like to enroll in and follow the instructions to also register via Zoom. If the course is full, you can select **Join Waitlist**. A "You have successfully registered" popup message appears.



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