Welcome!

This training will walk you through the registration process in myUFL.

It is intended for college and department staff who perform registration functions such as enrolling students in courses or dropping courses from a student’s schedule.

This training course should take you approximately 1 hour to complete.
Course Organization & Navigation

The following icons, will help you navigate through this course.

- Move backward and forward
- Exit the course
- Return to the beginning of the course
- Visit the Registration toolkit
- View a simulation
- Click through a process
- Objectives
Course Organization & Navigation

- This training is divided into six learning modules. We recommend you view the modules in order.

- At the end of each module, you will have the opportunity to participate in learning activities, such as quizzes, games, or simulations to support your learning.

- Use the menu at the top of the screen and the arrows at the bottom of the screen to navigate through the course materials.

- If you need to work through this course in more than one sitting, you can exit the course using the “X” at the top of the window. When you return to complete your training, the course will resume where you left off.

Once you successfully complete this course, you may request the following security roles from your DSA, depending on whether you work at the department level or college level:

**Department**
- UF_SR_DEPT_ENR_REQUEST
- UF_SR_DEPT_QUICKENRL_PERC

**College**
- UF_SR_COLL_ENR_REQUEST
- UF_SR_COLL_QUICKENRL_PERC
Hi everyone, I’m Wren! I’m here to walk you through the registration process.

- There will be screen shots throughout this course to help you navigate through each process
- Wren, a departmental administrator in the College of Health and Human Performance, will stop by from time-to-time to offer her experience with registration
- Occasionally, you’ll get to walk through the processes with Wren by clicking through a simulation of the process. You can identify these simulations by the mouse icon to the right
Final Assessment

• At the end of the training, you will be required to complete a Final Assessment

• A minimum score of 80 points is required to receive credit for this course

• If you do not pass the assessment, you must re-register for the course

• Once you successfully complete this course, your training transcript will update immediately
Course Objectives

Upon completion of this course, you will be able to:

- Recognize and appropriately apply the common terms associated with registration
- Use the Quick Enroll a Student page to enroll a student in a class
- Use the Quick Enroll a Student page to drop a student from a class
- Use the Enrollment Request page to enroll a student in a class
- Use the Enrollment Request page to drop a student from a class
Module 2: Key Terms

Objectives

Upon completion of this module, you will be able to:

- Recognize and appropriately apply the common terms associated with registration
- Identify the purpose of each registration-related override and use them appropriately
Key Terms

**Action Date** – Allows you to take an action on a particular date other than today’s date. Generally for retroactive course enrollments college and department-level advisors will not have the ability to adjust the action date.

**Enroll** – Add a class to a student’s course load

**Drop** – Remove a class from a student’s course load

A convenient [Quick Reference Guide](#) with all terms can be found on the Registration toolkit.

Before we get started, there are some key terms we need to go over.
Key Terms - Overrides

Overrides allow you to enroll or drop students despite receiving an error in the system. Let’s go over the most common ones.

**Requisite Override** – Allows the override of pre-requisites for the class

**Class Permission Override** – Allows for a class to be put on the student’s schedule even if the class is departmentally controlled (this override appears as Permissions on the Enrollment Request page, rather than Class Permissions)

**Unit Load Override** – Allows an override of the student’s maximum class load capacity (usually 18 credits for undergraduates)

The overrides you have access to are determined by your security in myUFL.
Additional Overrides

Appointment Override – Allows an override of the student’s assigned registration time

Time Conflict Override – Allows for this class to be put on the student’s schedule even if there is a class that meets at the same time

Requirement Designation Override – Used to override whether a course meets a Math or Writing requirement

Career Override – Allows the override of the required career that the student must be to enroll in this course

Closed Class Override – Allows for a class to be put on the student’s schedule even if the class is full (this will only allow up to 5% over the room capacity)

Additional Overrides

Here are some additional overrides to be aware of in the system.

Appointment Override – Allows an override of the student’s assigned registration time

Time Conflict Override – Allows for this class to be put on the student’s schedule even if there is a class that meets at the same time

Requirement Designation Override – Used to override whether a course meets a Math or Writing requirement

Career Override – Allows the override of the required career that the student must be to enroll in this course

Closed Class Override – Allows for a class to be put on the student’s schedule even if the class is full (this will only allow up to 5% over the room capacity)
Key Terms - Registration Statuses

**Success** or **Messages** – Both mean the action was completed successfully.

**Messages** – When you see **Messages** as a status, it is because the system did something automatically.

- Generally, this is seen when enrolling students in courses that have a Writing Requirement.
- **Messages** can also be seen when dropping a student from a course **after** the drop/add deadline.

**Errors** – Means the system was unable to process the transaction. Click the **Errors** link for more details on the error type and how to resolve it.
Similar to the overrides we’ve discussed, you will receive an error message if you do not enter the units of a variable credit course prior to submitting the request. The default unit is set to 99 but can be adjusted as needed.
Knowledge Check

What is the purpose of the Class Permission Override?

- Allows an override of the student’s assigned registration time
- Allows for this class to be put on the student’s schedule even if there is a class that meets at the same time
- Allows for a class to be put on the student’s schedule even if the class is full
- Allows for a class to be put on the student’s schedule even if the class is departmentally controlled
### Knowledge Check!

When using the **Closed Class Override**, how far above the room capacity will the system allow you to enroll students?

- 5%
- 25%
- 1%
- 10%

---

**Knowledge Check**

When using the **Closed Class Override**, how far above the room capacity will the system allow you to enroll students?
Quick Enroll a Student - Overview

Objectives

Upon completion of this module, you will be able to:

• Quick Enroll a Student in the myUFL Student Information System
Navigation

Use the following navigation to get to the Quick Enroll a Student page. Always begin by clicking the **NavBar Icon** in the upper right corner of myUFL.

- Main Menu
- Records & Enrollment
- Student Information System
- Enroll Students
- Quick Enroll a Student
Quick Enroll a Student

Let’s go through the basic steps of the Quick Enroll a Student process.

We’ll go into the specific details of the process in the next module!
Quick Enroll a Student

Search for the student you need to Quick Enroll by entering their UFID, Academic Career, and Term.

**Academic Institution** should default to UFLOR, but if it does not, enter UFLOR in the field.

Then click **Add**.

NOTE: User Defaults for Academic Career and Academic Institution can be set at Set Up SACR > User Defaults, User Defaults 1.

NOTE: For all actions, it is recommended that you **Add a New Value** rather than append to the previous request.

Click the **Add button**
Quick Enroll a Student

The **Action** menu defaults to **Enroll** but can be changed if necessary.
Quick Enroll a Student

After selecting the appropriate action, you can click the **Show all Columns icon** to see all available options, or simply review them with the other tabs.

Quick Enroll a Student

After selecting the appropriate action, you can click the **Show all Columns icon** to see all available options, or simply review them with the other tabs.
Quick Enroll a Student

Select the appropriate **Action** and enter the **Class Nbr**, then click **Submit** to process the request.
Helpful Tips

• Errors can generally be overridden in **General Overrides** and **Class Overrides**, but it is best to do so consciously rather than just with all of the overrides checked.

• Once an enrollment request has been processed successfully, it cannot be deleted with the [-] button. Insert a new enrollment request to change any of that information.

• Though it can be tempting to check all the override buttons at the time of processing enrollment, it is best practice to override each error **deliberately** rather than not understanding which error needs to be overridden.
Helpful Tips

- Errors appear one at a time. For example, if a student has not taken a prerequisite course and the course is departmentally controlled, both the Requisite and Class Permission override boxes will need to be checked, but you will only see one error at a time.

- You will receive a warning message if you attempt to save the request without hitting Submit. This warning means the request will be saved as pending but won’t affect the student’s record.
Knowledge Check!

Let’s test our knowledge and see what we’ve learned so far!
Knowledge Check!

It is best practice to override each error found **deliberately** rather than checking them all at once. Why?

- You may not understand why an error occurred
- You may override an error that warns you to correct something on the student’s record
- Both options are correct

Knowledge Check!

It is best practice to override each error found **deliberately** rather than checking them all at once. Why?
Module 4: Enrolling and Dropping via Quick Enroll a Student

Objectives

Upon completion of this module, you should be able to:

- Appropriately enroll a student in a course using the Quick Enroll Action Enroll in the myUFL Student Information System

- Appropriately drop a course using the Quick Enroll Action Drop in the myUFL Student Information System
Enrolling a Student in a Course

Once you have searched for the student and are on the Quick Enroll page:

1. Enter the **Class Nbr** or click the magnifying glass to search for classes in the Schedule.

2. Click the **Class Enrollment** tab and ensure **Enroll** is selected in the Action dropdown menu.

3. Click on the **General Overrides** tab and **Class Overrides** tab. Check the appropriate overrides, if needed.

4. Hit **Submit** and then check for errors.

These are the four simple steps for enrolling a student in a course.
Enrolling a Student in a Course

Let’s practice enrolling a student together!

Click the simulation icon to get started.
Click Student Information System.
Click Records and Enrollment.
Slide 37 - ENROLL SIM

UF myUF

NavBar: Main Menu

Records and Enrollment

Enroll Student Stream Box

My Favorites

Student Term Information

Career and Program Information

Enrollment Summaries

Term Processing

Enrollment Reporting

Enrollment Verifications

 UF News

Top Stories

UNIVERSITY of FLORIDA

Innovation Hub and Warrington College of Business  
Provide Space for Women’s Collaboratory and Gator Accelerator

Deep brain stimulation shows promise for select Tourette patients in new UF-led worldwide registry

Our most read stories of 2017

UF ranks No. 2 on Kiplinger’s Best College Values list for 2018

Florida consumer sentiment broke records in 2017, despite a downturn in December

IT hiring people we met in 2017

Our newest stories of 2017

Certain books can improve infant learning during shared reading, study shows

University of Florida ranks 14th among public universities with $791 million in research expenditures

Easy outlook on future economic conditions pushes Florida consumer sentiment index up in November

Virtual reality for social good

Protecting “The heart of the Amazon”

Florida consumer sentiment continues downward slide in October

Check out our special stories, if you dare

If everything you learned about Columbus was wrong?

Florida consumer sentiment continues downward in October

Click Enroll Students.
Click **Quick Enroll a Student**.
Slide 39 - ENROLL SIM

Quick Enroll a Student

ID: [Click Box]
Academic Career: [Search]
Academic Institution: UFLOR
Term: [Search]

Add

On the Add New Value tab, enter the student’s UFID in the ID field.
Click the ID field.
Quick Enroll a Student

Find an Existing Value | Add a New Value

ID: 

Academic Career: [Click Box]
Academic Institution: UFLOR
Term: 

Add

Now, enter the appropriate career in the Academic Career field.

Click the Academic Career field.
Finally, enter the appropriate term in the **Term** field.

Click the **Term** field.
Slide 42 - ENROLL SIM

Quick Enroll a Student

ID: 1111111
Academic Career: UGRD
Academic Institution: UFLOR
Term: 2018

Click the **Add** button.
Slide 43 - ENROLL SIM

Quick Enroll a Student

Quick Enrollment

Request ID 000000000000 Jason Grimes
Career Undergrad Institution UF
Term Fall 2019

ID 11111111

Submit

<table>
<thead>
<tr>
<th>Class Enrollment</th>
<th>Units and Grade</th>
<th>Other Class Info</th>
<th>General Overrides</th>
<th>Class Overrides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enroll</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the class number in the **Class Nbr** field or click the **Look up** icon (magnifying glass) to search for the course if class number is unknown.

You can press the **Tab** key to see the course code populate.

Click the **Class Nbr** field to continue.
**Quick Enroll a Student**

**Quick Enrollment**

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Jason Grimes</th>
<th>ID 11111111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
<td>Undergrad</td>
<td>Term Fall 2018</td>
</tr>
<tr>
<td>Institution</td>
<td>UFLOR</td>
<td></td>
</tr>
</tbody>
</table>

**Class Enrollment**

<table>
<thead>
<tr>
<th>Action</th>
<th>Units and Grade</th>
<th>Other Class Info</th>
<th>General Overrides</th>
<th>Class Overrides</th>
<th>Related 1</th>
<th>Related 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll</td>
<td>14483</td>
<td>ABE 2012C</td>
<td>0127</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Go to**

- View Enrollment Access
- Student Services Center
- Calculate Tuition
- Term/Session Withdrawal
- Study List

**Click the Submit button.**
Quick Enroll a Student

Quick Enrollment

Request ID: 0294300343  Jason Grimes
Career: Undergrad  Institution: UFLOR
ID: 11111111  Term: Fall 2018

<table>
<thead>
<tr>
<th>Class Enrollment</th>
<th>Units and Grade</th>
<th>Other Class Info</th>
<th>General Overrides</th>
<th>Class Overrides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll</td>
<td>14483</td>
<td>ABE 2012C</td>
<td>0127</td>
<td></td>
</tr>
</tbody>
</table>

Note the status has now changed from Pending to Messages.

Click the Messages link to view the messages and ensure the enrollment was processed successfully.

Note: When you see the Messages link, this means that the Action was processed successfully.
Here, you can view the messages associated with this action.

Click the **Next** button to continue.
Dropping a Course

Once you have searched for the student and are on the Quick Enroll page:

1. Select **Drop** from the Action dropdown menu.

2. Next, in the **Class Nbr** field, enter the class number or click the magnifying glass to see the student’s enrolled classes. Be sure to check the box next to the necessary class!

3. Click **Submit** and, as always, check for any errors.

Let’s switch gears and talk about how to drop a student from a course.
Dropping a Course

Let’s practice dropping a course together!

Click the simulation icon to get started.
Click the **NavBar** icon.
Click Main Menu.
Click Records and Enrollment.
Slide 54 - Slide 54

Click Quick Enroll a Student.
Quick Enroll a Student

ID: [Enter value]
Academic Career: [Select option]
Academic Institution: [Enter value]
Term: [Select option]

Add

Find an Existing Value | Add a New Value

On the Add New Value tab, enter the student's UFID in the ID field.
Click the ID field.

Back  Next
Quick Enroll a Student

ID: 1111111

Academic Career: LSRM
Academic Institution: UFLOR
Term: 

Add

Now, enter the appropriate career in the Academic Career field.
Click the Academic Career field.
Quick Enroll a Student

Find an Existing Value  Add a New Value

ID: 1111111
Academic Career: UGRD
Academic Institution: UFLO
Term: 2100

Find an Existing Value  Add a New Value

Finally, enter the appropriate term in the **Term** field.

Click the **Term** field.
Quick Enroll a Student

Find an Existing Value  Add a New Value

ID: 11111111
Academic Career: UGRD
Academic Institution: UFLOR
Term: 2188

Click the Add button.
Note the Action menu defaults to Enroll.

Click the dropdown Action menu to view other options.
Select **Drop** from the dropdown menu.
Quick Enrollment

Request ID: 0000000000  Jason Grimes
Career: Undergrad  Institution: UFLOR
ID: 1111111  Term: Fall 2018

Class Enrollments  Units and Grade  Other Class Info  General Overrides  Class Overrides

<table>
<thead>
<tr>
<th>Action</th>
<th>Class Nbr</th>
<th>Section</th>
<th>Related 1</th>
<th>Related 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop</td>
<td></td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Go to: View Enrollment Access  Student Services Center

Session Withdrawal  Add  Update/Display

Click the **Look up** icon in the Class Nbr field.
Click the **check box** next to the appropriate class.

**Note:** It may appear that the box is already checked but it is not. You must click the check box to return to the Quick Enroll a Student page and complete the request.
On the next page, you can see that the course information populated into the fields.

Click the **Submit** button to process the drop request.
Quick Enroll a Student

Quick Enrollment

Request ID: 0207300365
Jason Grimes
Career: Undergrad
Institution: UF/FLOR
Term: Fall 2018
ID: 11111111

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Units and Grade</th>
<th>Other Class Info</th>
<th>General Overrides</th>
<th>Class Overrides</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Success</td>
</tr>
</tbody>
</table>

Note that the status has changed from Pending to **Success**.

Click the **Next** button to continue.
Knowledge Check!

Let’s test our knowledge and see what we’ve learned so far about enrolling in and dropping courses!
Knowledge Check!

When dropping a course, if you click on the magnifying glass next to Class Nbr, you will need to check the box next to the class in question, as it may appear to already be checked, but it is not.
Knowledge Check!

What must you always do after you enroll a student in or drop a course?

- Check for errors
- Manually update the transcript
- Manually remove the student from Canvas
Quick Enroll a Student Resources

Additional Quick Enroll a Student simulations and instruction guides can be found on the Registration toolkit.

<table>
<thead>
<tr>
<th>Simulations</th>
<th>Instruction Guides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll</td>
<td>Enroll</td>
</tr>
<tr>
<td>Drop</td>
<td>Drop</td>
</tr>
<tr>
<td>Closed Class Override</td>
<td>Closed Class Override</td>
</tr>
<tr>
<td>Permission Override</td>
<td>Permission Override</td>
</tr>
<tr>
<td>Requisites Override</td>
<td>Requisites Override</td>
</tr>
<tr>
<td>Time Conflict Override</td>
<td>Time Conflict Override</td>
</tr>
<tr>
<td>Unit Load Override</td>
<td>Unit Load Override</td>
</tr>
<tr>
<td>Unit Taken Override</td>
<td>Unit Taken Override</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Module 5: Enrollment Request

Objectives

Upon completion of this module, you will be able to:

• Drop a course for a student on the Enrollment Request Page
• Enroll a student in a course on the Enrollment Request Page
• View your Operator Enrollment Access
Navigation

Use the following navigation to get to the Quick Enroll a Student page.

Always begin by clicking the **NavBar Icon** in the upper right corner of myUFL.

**Main Menu**
- Records & Enrollment
- Student Information System
- Enroll Students
- Enrollment Request
The actions that are available on the Enrollment Request page are **Drop** and **Enroll** actions.

**Enrollment Request** allows you to do the same actions as Quick Enroll a Student.

The biggest difference is that all details on the Enrollment Request page are presented on one page, rather than multiple tabs.
Enrollment Request

You may see other actions in the dropdown menu but UF is not using some of those actions. For example: Change Wait List Position, Drop to Wait List, Normal Maintenance, and Swap Courses.

You will not have access to add, change, or remove grades. If you select any of those options you will receive an error.
View your Operator Enrollment Access

You can view your Operator Enrollment Access by clicking the View your Operator Enrollment Access link.

This list displays all the enrollment functions, as well as the time periods for which you can perform these actions.

Click the Operator Enrollment Access link.

You can also view your Enrollment Access on the Quick Enroll a Student page.
View your Operator Enrollment Access

To the right is an example of what your Operator Enrollment Access page may look like.
Errors

Another benefit of the Enrollment Request page is if an error occurs during the action you are performing, the error will display at the bottom of the page. You do not need to navigate anywhere else in the system to see the error. At the top of the page, you will see the error notification.
Errors

Simply scroll down to the bottom of the Enrollment Request page to view the Error Message.

Please note, the Class Permission Override is not available on the Enrollment Request page.
Knowledge Check

The primary difference between the Quick Enroll a Student page and the Enrollment Request page is that all of the details are presented on one page with Enrollment Request.

TRUE  FALSE
Enrollment Request Resources

Additional Enrollment Request simulations and instruction guides can be found on the Registration toolkit.

### Simulations
- Enroll
- Drop
- Closed Class Override
- Permission Override
- Requisites Override
- Time Conflict Override
- Unit Load Override
- Unit Taken Override

### Instruction Guides
- Enroll
- Drop
- Closed Class Override
- Permission Override
- Requisites Override
- Time Conflict Override
- Unit Load Override
- Unit Taken Override
Module 6: Error Messages and Other Resources

Objectives

- Recognize the purpose of each error message
- Resolve the error message with the appropriate override
Error Messages

When attempting to enroll a student into a course, you may see an error message. In most cases, these errors can be resolved by using the overrides mentioned in module 2. The following slides go over these error messages and which override to use to resolve the error.

If you encounter an error message not mentioned in the following slides, contact the Office of the University Registrar.
Closed Class Override

What it looks like

Not Enrolled, Class 19673 Full, (14540,7)
The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.
If available, choose the Waitlist Ok option and resubmit the request.

How to resolve it

Closed Class Override

Allows for a class to be put on the student’s schedule even if the class is full *(this will only allow up to 5% over the room capacity)*

Toolkit Resources

Quick Enroll a Student
Closed Class Override Simulation
Enrollment Request
Closed Class Override Simulation
Class Permission Override

What it looks like

Department Consent Required to Enroll in Class, Add Not Processed. (14640.33)
Consent is needed to enroll in the class. The add transaction was not processed.

How to resolve it

Class Permission Override

Toolkit Resources

Quick Enroll a Student
Class Permission Override Simulation
Enrollment Request
Class Permission Override Simulation

Class Permission Override

What it looks like

How to resolve it

Allows for a class to be put on the student’s schedule even if the class is departmentally controlled (this override appears as Permissions on the Enrollment Request page, rather than Class Permissions)

Class Permission Override

Toolkit Resources

Quick Enroll a Student
Class Permission Override Simulation
Enrollment Request
Class Permission Override Simulation
Requisites Override

What it looks like

Requisites not met for Class, not enrolled. (14540,18)
Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.
Prereq. HBA 7434 with minimum grades of C.

How to resolve it

Requisites Override

Toolkit Resources

Quick Enroll a Student
Requisites Override Simulation

Enrollment Request
Requisites Override Simulation
Time Conflict Override

What it looks like

A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.

How to resolve it

Time Conflict Override

Allows for this class to be put on the student’s schedule even if there is a class that meets at the same time.

Toolkit Resources

Quick Enroll a Student
Time Conflict Override Simulation

Enrollment Request
Time Conflict Override Simulation
Unit Load Override

What it looks like

Maximum term Unit Load exceeded. (14640,30)
Add transaction not processed. The maximum term unit load would be exceeded

How to resolve it

Unit Load Override

Allows an override of the student’s maximum class load capacity (usually 18 credits for undergraduates).

Toolkit Resources

Quick Enroll a Student Unit Load Override Simulation
Enrollment Request Unit Load Override Simulation

Toolkit Resources

Quick Enroll a Student
Unit Load Override Simulation

Enrollment Request
Unit Load Override Simulation
Adjust Units Taken

What it looks like

Invalid Input Value for Units Taken. Must be Between 1.0 and 5.0 Units. (14640, 132)
The value entered for units taken is invalid. It is not within the valid range of allowable units for the class. The transaction was not processed.

How to resolve it

Adjust Units Taken

Allows you to adjust the number of credits of a variable credit course.

Toolkit Resources

Quick Enroll a Student
Adjust Units Taken Simulation

Enrollment Request
Adjust Units Taken Simulation
Resources

- Registration Process Key Terms
- myUFL Registration Toolkit
- Student Information System Toolkits
- Toolkit Resource Center
- Office of the University Registrar  
  (352) 392-1374
- UF Computing Help Desk  
  (352) 392-HELP

Thanks for joining me today! I hope you have enjoyed learning about the registration process.

If you need additional help, the resources listed to the left are available to you.
Summary

You are now able to:

- Recognize and appropriately apply the common terms associated with registration
- Use the Quick Enroll a Student page to enroll a student in a class
- Use the Quick Enroll a Student page to drop a student from a class
- Use the Enrollment Request page to drop a student from a class
- Use the Enrollment Request page to enroll a student in a class
Final Assessment

You have reached the end of **OUR003: The Registration Process in myUFL**. To receive credit for this training, you must complete the final assessment with a score of at least 80 points. You may take this training as many times as desired by registering again.

Be sure to review the content carefully before taking the final assessment. All assessment attempts will be displayed on your training transcript. If you wish to access this training after taking the final assessment, simply search for the course in myTraining, and click the Start button again.

By clicking the Final Assessment link below, you are acknowledging the following:

• You will not be able to revisit the course content during the assessment.
• If you do not pass the assessment, you will need to retake this training course and take the assessment again.