
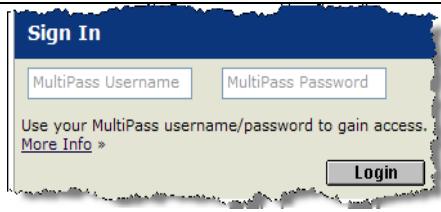

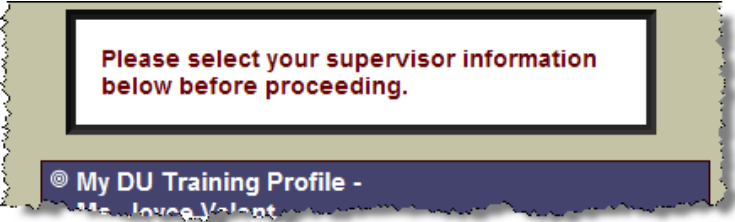


How to register for training workshops in the DU Training Tracker System:

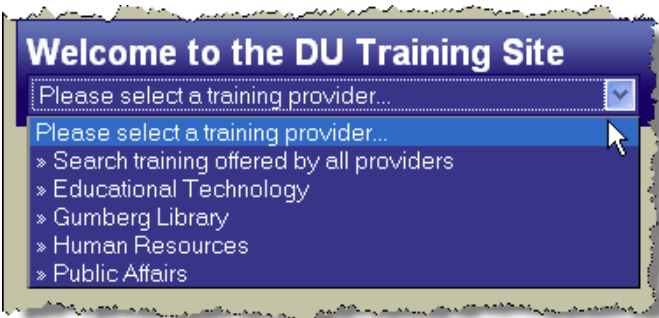
<p>A. Open a web browser. (Internet Explorer) and visit http://www.duq.edu</p>																									
<p>1. Click the DORI image link near the bottom of the screen, or, visit http://www.dori.duq.edu.</p>																									
<p>2. Enter your MultiPass account information and click Login to enter DORI.</p> <p><i>(If you do not have or know your MultiPass information, call the CTS Help Desk at 412-396-4357.)</i></p>																									
<p>1. Click the Working tab in the top row.</p> <p>2. Click the DU Training Tracker link in the middle column. A new window will open.</p>																									
<p>B. First Time Training Tracker users: <u>(All repeat users, proceed to Step C)</u></p> <p>Your user information will display.</p> <p>You will be prompted to enter your supervisor's information.</p> <p>In Add/Change/My Supervisor/Chair Info:</p> <ol style="list-style-type: none"> 1. Enter your supervisor's LAST NAME (all or partial, case insensitive) 2. Click the Find my supervisor button <p>A list of matching names will display.</p> <ol style="list-style-type: none"> 3. Locate and verify your supervisor in the Search Results list 4. Click select > beside the desired person's information. 5. A confirmation message will display at the top of the screen <p>The chosen person and their email will now display under My Supervisor/Chair Info section. <i>Repeat these steps to update your supervisor at any time.</i></p>	<div style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center; color: red; font-weight: bold;">Please select your supervisor information below before proceeding.</p> <p style="text-align: center; background-color: #333; color: white; padding: 5px;">© My DU Training Profile - Mr. Joyce Valent</p> </div> <div style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="2">GeneralUser Info</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">Department</td> <td>Human Resource Mgmt.</td> </tr> <tr> <td style="background-color: #e0e0e0;">Title</td> <td>Training Manager</td> </tr> <tr> <td style="background-color: #e0e0e0;">Email</td> <td>valentj@duq.edu</td> </tr> <tr> <td style="background-color: #e0e0e0;">Phone</td> <td>396-5774</td> </tr> </tbody> </table> </div> <div style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="2">Add/Change My Supervisor/Chair Info</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">Supervisor Last Name</td> <td>valentj</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">Find my supervisor</div> </td> </tr> <tr> <th colspan="2" style="background-color: #e0e0e0;">SEARCH RESULTS</th> </tr> <tr> <td style="background-color: #e0e0e0;">Valente, Denise valented@duq.edu School of Ldrshp & Prof Adv</td> <td style="text-align: right;"> <div style="border: 1px solid gray; padding: 2px;">select ></div> </td> </tr> <tr> <td style="background-color: #e0e0e0;">Valenti, Maria valenti461@duq.edu GR Pharmacy</td> <td style="text-align: right;"> <div style="border: 1px solid gray; padding: 2px;">select ></div> </td> </tr> <tr> <td style="background-color: #e0e0e0;">Valente, Mark valentem@duq.edu School of Business</td> <td style="text-align: right;"> <div style="border: 2px solid red; border-radius: 50%; padding: 2px;">select ></div> </td> </tr> </tbody> </table> </div> <div style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center; color: orange; font-weight: bold;">Supervisor selected susccessfully.</p> </div>	GeneralUser Info		Department	Human Resource Mgmt.	Title	Training Manager	Email	valentj@duq.edu	Phone	396-5774	Add/Change My Supervisor/Chair Info		Supervisor Last Name	valentj	<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">Find my supervisor</div>		SEARCH RESULTS		Valente, Denise valented@duq.edu School of Ldrshp & Prof Adv	<div style="border: 1px solid gray; padding: 2px;">select ></div>	Valenti, Maria valenti461@duq.edu GR Pharmacy	<div style="border: 1px solid gray; padding: 2px;">select ></div>	Valente, Mark valentem@duq.edu School of Business	<div style="border: 2px solid red; border-radius: 50%; padding: 2px;">select ></div>
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C. To locate and register for a training session:
Your user information will display.

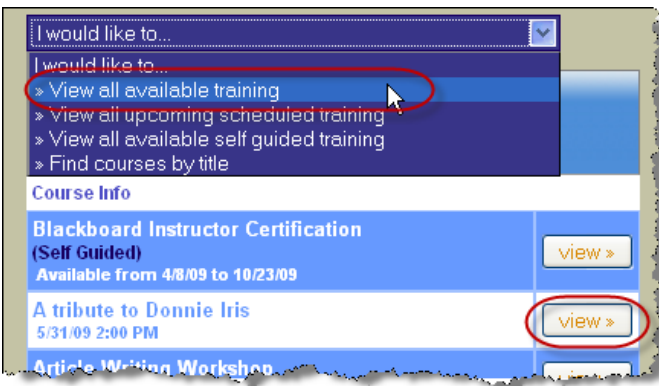
1. (A new browser window will open and display the DU Training Tracker system.)
2. Click **Search All Training**.



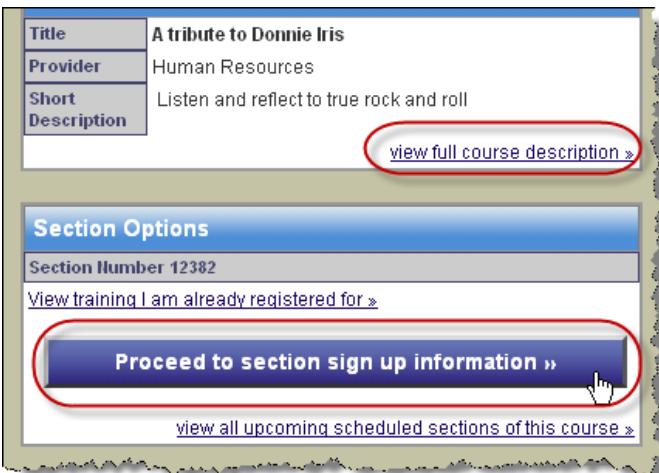
3. From the drop down list, select a **Training Provider; OR,**
4. If you do not know who is offering the training, click **“Search training offered by all providers”**.



5. In the next box, click the “I would like to...” drop down box;
6. Choose **View all available training**.
7. Scroll through the list to find the desired training.
8. Click **VIEW** next to the desired course.



9. If you want to read more about the course, click **View full course description** for more course information and details, or,
10. Click **Proceed to section sign up information** to start the registration process.

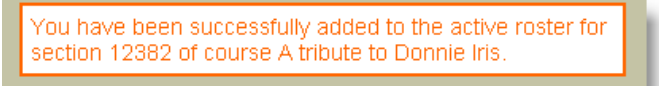


Please verify and read the course information completely!

11. If the course date and time are acceptable, click **Register for this Course Section** to register in Training Tracker.



12. A confirmation box will appear at the top of the screen. The course will now be part of your DU Training Tracker record.

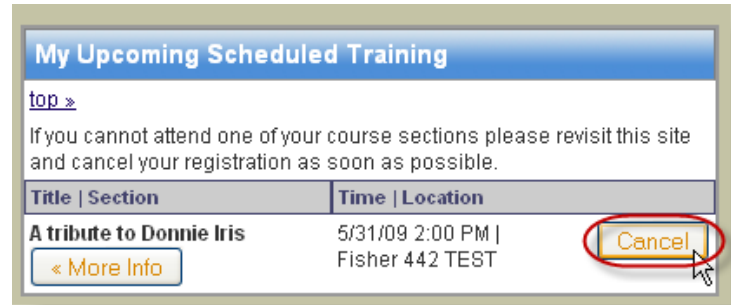


D. To review or edit your training profile record and history:

1. In DU Training Tracker, click **My DU Training** in the left side menu bar.
 - a. Your Training Profile will display.

All of your scheduled training will display in the “**My Upcoming Scheduled Training**” box.

2. To cancel a training registration prior to the scheduled date, click the **Cancel** button next to the training section to remove.
3. A cancellation confirmation message will display at the top of the screen.



E. To edit or update your supervisory information:

1. In the **My Supervisor Info** section, click **edit >**
2. Then follow **Step B** above, (*First Time Training Tracker Users*) to locate and add a new supervisor.



Please email help@duq.edu, or call x 4357 (HELP) if you need further assistance.