How to Search and Register for Training
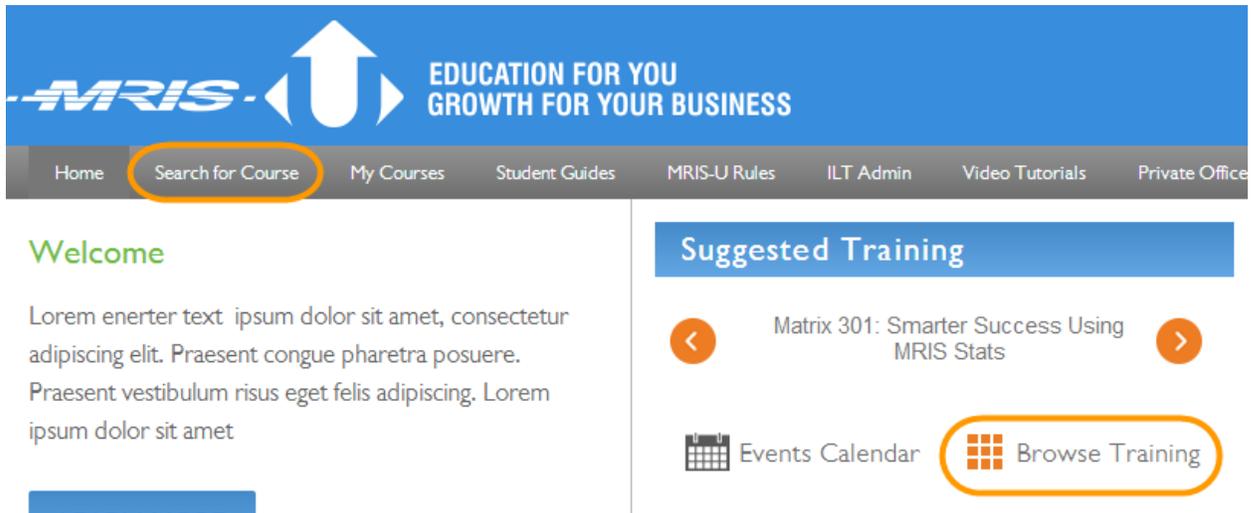
Search for Training:

When you log into MRIS-U using your Username and Password, you are able to search and register for courses 3 different ways: Browse for Training, Events Calendar, and the Search Bar.

Browse for Training:

1. Click **Browse for Training** on the homepage or **Search for Course** in the drop down menu:
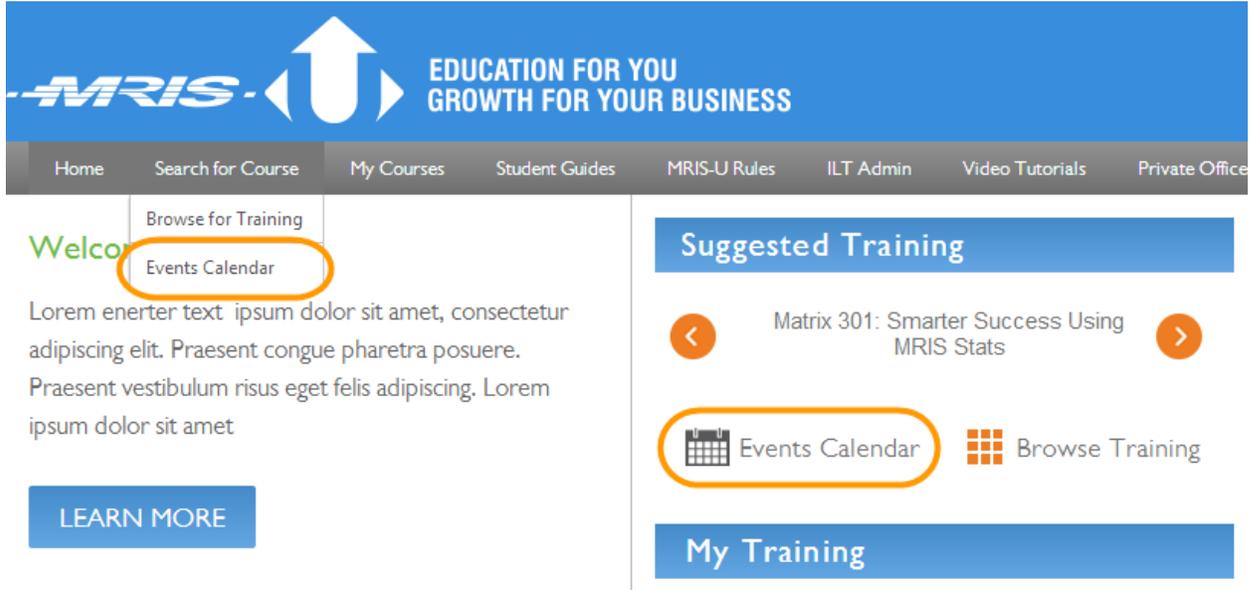

2. The page will appear with a list of all the classes available, filters are available on the left to narrow down the courses shown. Scroll down to find the class you want. Click here for steps to REGISTER.
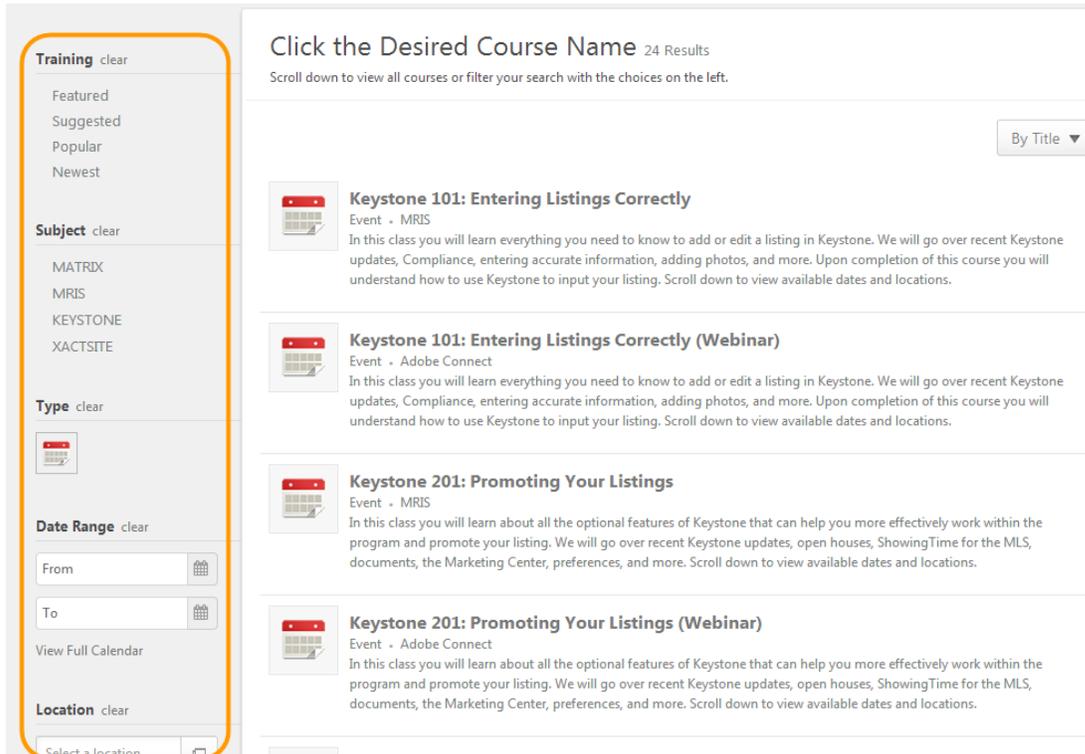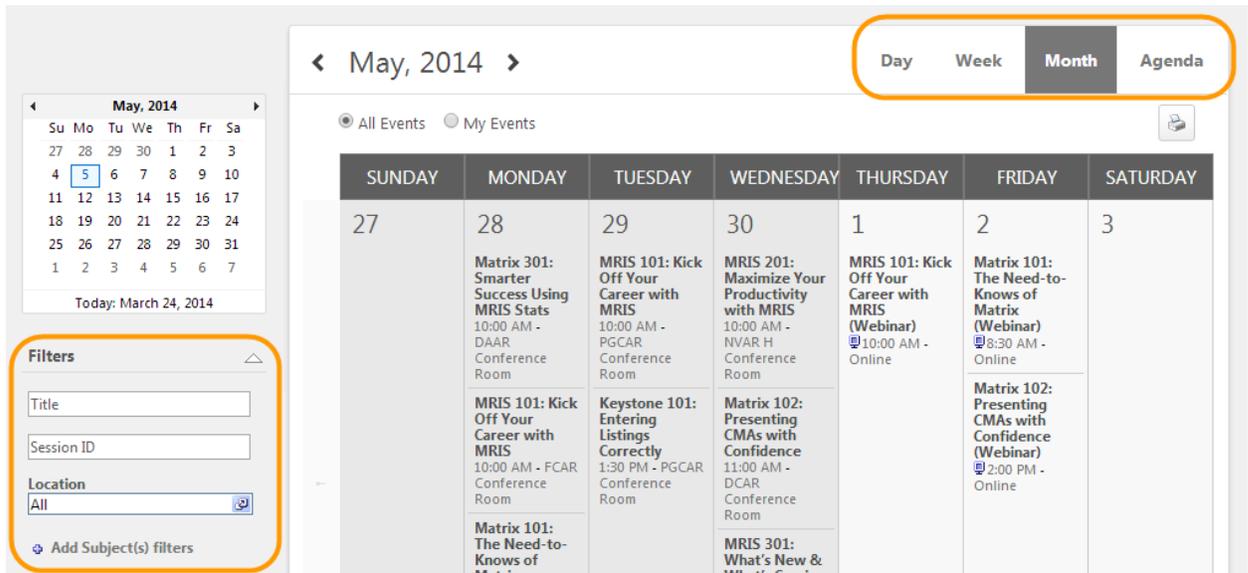
Events Calendar:

1. Click **Events Calendar** from the homepage or from under the Search for Course tab.

2. Select the view you would like to see courses in: Day, Month, Week, or Agenda and narrow down results by location, title, and subject.
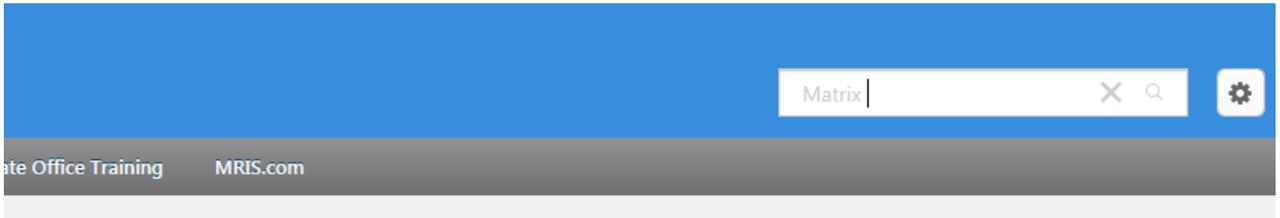
3. Hover over the event for more information, and/or select the name of the course you'd like to attend.
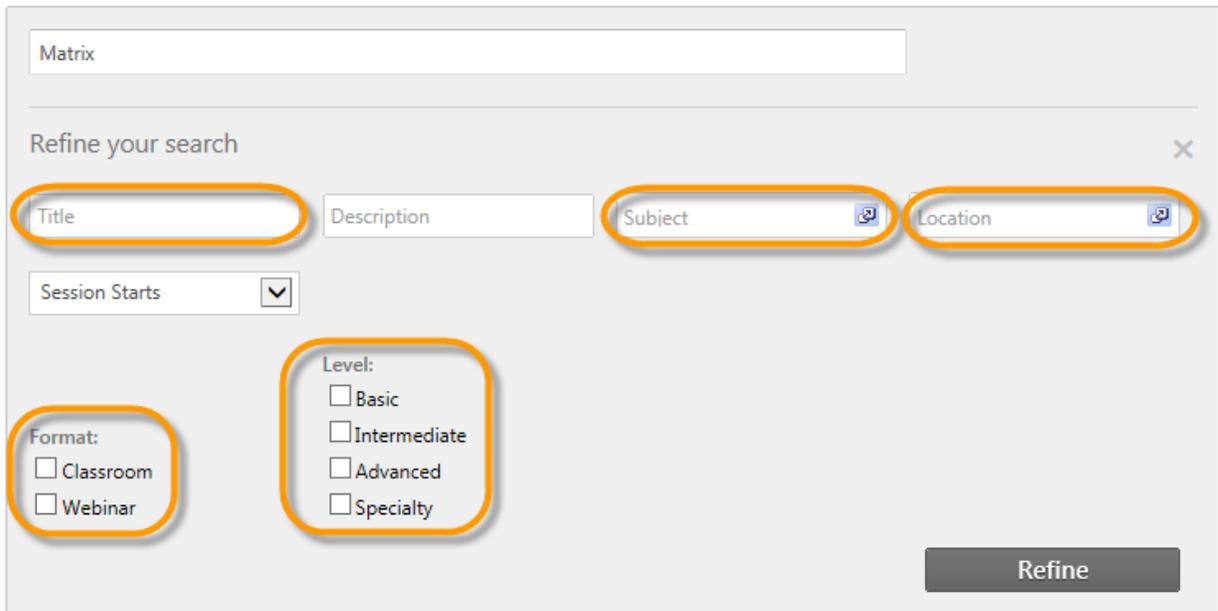   [Click here for steps to REGISTER.](#)

Search Bar:

1. Enter your desired search terms in the search bar at the top right.

2. Choose "**refine search**" to narrow by title, subject, location, format, and level and click **Refine** to view search results.

3. Select the Name of the class you want to attend. DO NOT CLICK REQUEST.

Register for Training:

1. **Scroll down** to view all of the available dates, times and locations of each session. Click on the **session name** of the class you would like to attend.

Sessions [Available ▼] View Full Calendar

Available Sessions (5)	Available / Waitlist
Keystone 101 - Fredericksburg, VA Session · MRIS · 2 hours, 30 minutes FAAR Conference Room, Fredericksburg Area Association (FAAR) **Starts** 3/27/2014 - 10:00 AM **Ends** 3/27/2014 - 12:30 PM	45/0

2. Select the **Request** button.

Training Details

Keystone 101: Entering Listings Correctly
Session · MRIS · 2 hours, 30 minutes

[Request]   [Calendar View]   [Print]   [View Event]

3. If you are taking classroom training, review the **No Show Acknowledgement** policy. Select the I Agree checkbox, and click Submit to register.

   *Please note, you are only responsible for the No Show Acknowledgement for classroom training, not webinars.

   No Show Acknowledgement
   You will be assessed a $25 fee if you do not attend or fail to cancel at least 48 hours prior to your class start date and time (excluding holidays and weekends).

No Show Acknowledgement Details
I agree: ☑

   [Submit]

4. You are redirected to your training Transcript where it shows your status **Registered** for the session.

   Transcript: DR Test 1

   [Active] [Completed] [Archived]

   ⊕ Add External Training

   [Title]   [All Training ▼] 🔍   « Previous [1-1 of 1 ▼] Next »

Title	Type	Due Date	Status	Options
📅 Keystone 101: Entering Listings Correctly (Starts 3/27/2014)	Session	None	Registered	Withdraw