Signing Up for Instructor Led Training (ILT)

Log into the Virtua network with your user name and password; click on the Virtua Learning System link on the VINE home page to be directed to the Virtua Learning System Welcome Page.

- In the search box, type in the name of the ILT that you would like to register for [and Enter].

- Next page will list Training Results; click the course name.

- Select which offering you would like to attend and click Request.
The below screenshots will walk you through an additional way to sign up for instructor led training.

- Click **Browse Training**.

- Click the **Calendar** icon (event) to view ILT.
• You can scroll down to view all ILT offerings or narrow your selection by sorting by Subject, Date Range, or Location.