Signing Up for Web Based Training (WBT)

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.

- Type in the name of the WBT Course you would like to register for in the search bar on the top right corner of your screen and click enter.

- The next page will take you to a list of Training; click the course you would like to register for.

- Click Request.
Virtua Learning System

- Click **Open Curriculum**.

<table>
<thead>
<tr>
<th>Search Results (3)</th>
<th>Open Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURR-Baby Friendly Education for Physicians (WBT 3 hrs)</td>
<td></td>
</tr>
<tr>
<td>Due: No Due Date  Status: In Progress</td>
<td></td>
</tr>
<tr>
<td>CURR-I Team Powerpoint Training (WBT 1 hr)</td>
<td></td>
</tr>
<tr>
<td>Due: No Due Date  Status: In Progress</td>
<td></td>
</tr>
<tr>
<td>(CURR) Information Services In-Service</td>
<td></td>
</tr>
<tr>
<td>Due: No Due Date  Status: In Progress</td>
<td></td>
</tr>
</tbody>
</table>

The below screenshots will walk you through an additional way to sign up for a WBT.

- After signing into the **Virtua Learning System**, click **Browse Training**.
Virtua Learning System

- Click the laptop icon and book icon for WBT.

- You can scroll down to view all WBTs or narrow your selection by sorting by Subject, Date Range, or Location. (See screenshot below).
- A new page will open up with details of the course.
- Click on the **Request button** to register for the course.

The requested course will now appear in your ‘Transcript’ Page with a status of Registered.