BUSINESS PARTNER CLASS REGISTRATION QUICK START GUIDE

Business Partners are all non-PennDOT personnel, both public and private sector. This guide will show you how to register for a class using PennDOT's Technical Training Calendar.

ACCESS THE TECHNICAL TRAINING CALENDAR

- Enter http://www.dot.state.pa.us/tc in the address bar of your browser.

  The default HOME PAGE appears.

▪━━▷ *Before you register for a class, it is suggested that you create a Personal Profile.*

WHAT IS A PERSONAL PROFILE?

A Training Calendar Personal Profile:

- Stores your personal information so that registration forms are automatically completed for you

- Tracks current and past class registrations for a single user ID, including payment information

- Tracks class wait list requests

- Captures your interest in specific training classes, and allows you to receive email notifications of upcoming offerings

- Allows you to create a log of miscellaneous training events you attend that are not offered on the Training Calendar

Anyone with a PennDOT Internet Account (user ID and password) can create a Personal Profile. A PennDOT Internet Account is established for business partners that use PennDOT software applications such as CEES, ECMS, ePermitting, JPA, UR-EDMS and many more.

HOW DO I GET A PENNDOT INTERNET ACCOUNT?

A PennDOT Internet Account is established for business partners that use PennDOT software applications such as CEES, ECMS, ePermitting, JPA, UR-EDMS and many more.

Contact your company/agency security administrator to create an account for you with access to the "Training Calendar User" category. (Note: All established PennDOT business partners have a security administrator. If your company/agency is *not* an established PennDOT business partner, follow these instructions to apply.)

PennDOT Internet Account specifics…

- All questions related to your PennDOT Internet Account should be directed to your company/agency security administrator.

- After 30 minutes of inactivity on the computer, signed in users will be automatically signed off.

- Passwords expire every 60 days.

- To keep your account active, you must sign in at least once every six months. PennDOT reserves the right to delete accounts that have been inactive for six months or longer.

CREATE A PERSONAL PROFILE

To create a Personal Profile, sign in to the Training Calendar. The system will automatically prompt you to create your Personal Profile.

1. Click **Personal Profile Sign In**.

2. Enter your PennDOT Internet Account **USER ID** and **PASSWORD**.

3. Click **Create My Profile** on the CREATE PERSONAL PROFILE screen.

4. Complete the MY PERSONAL PROFILE screen and click **Save**.

FIND A COURSE/CLASS

There are many ways to find a course or class on the **CALENDAR**.

To find **course** information:

- Use the left Navigation Pane to find a **course** by topic, alphabetically, or by Continuing Education Credits offered. Or you can use the SEARCH field. You can also use the Course Info button on a Class Information screen.

COURSES	Course/Meeting Search	Course Info
By Topic		
By Alphabet		
By Cont. Ed. Credits		
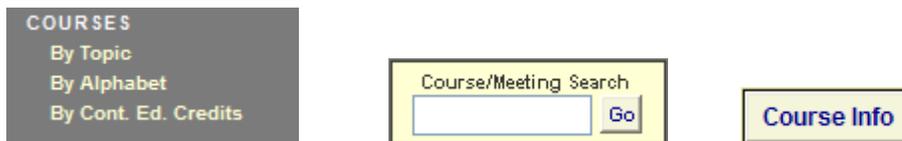
To find **class** information:

- Use the CURRENT CALENDAR option to view a month's class offerings. Or you can select any of the class lists in the left Navigation Pane. You can also use the Class Schedule area of the Course Information screen to select a specific class.

Location	Start	End	Times
Harrisburg	02/28/12	02/28/12	08:00 AM - 10:00 AM
Hollidaysburg	03/01/12	03/01/12	08:00 AM - 10:00 AM

REGISTER FOR A CLASS

1. Sign in to the Training Calendar using **Personal Profile Sign In**. (If you do not want to create a Personal Profile, you can still register for classes following the instructions below.)

2. Open the CLASS INFORMATION screen for the class in which you want to register.

3. Click **Scroll to Business Partner Information**. You move to the BUSINESS PARTNERS section.

4. Click the appropriate button, **PUBLIC SECTOR** (federal, state, or municipal government) or **PRIVATE SECTOR**.

5. Complete all information on the screen.

   Be sure to check ☐ **I accept this commitment**, even if there is no cost to attend the class (some classes do not have a registration cost but do have a no show charge). By checking this box, you assume responsibility for the cost of the class or the no show charge.

6. Click **Submit**.

   The CLASS REGISTRATION CONFIRMATION page appears.

7. Click **Print this Page** to print the confirmation page for your records.

8. You will receive an e-mail with a copy of the registration (email address entered on the registration form) notifying you of your successful registration and any financial commitment.