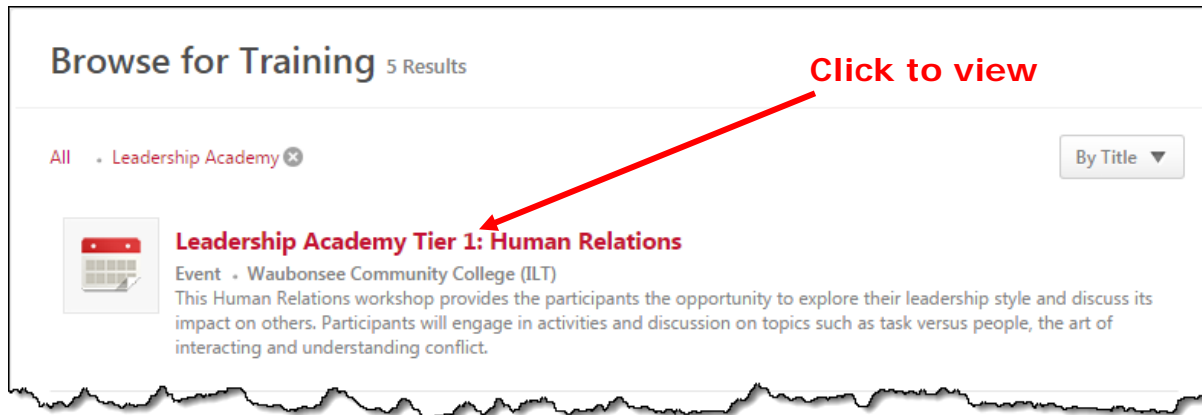


Register for Leadership Academy

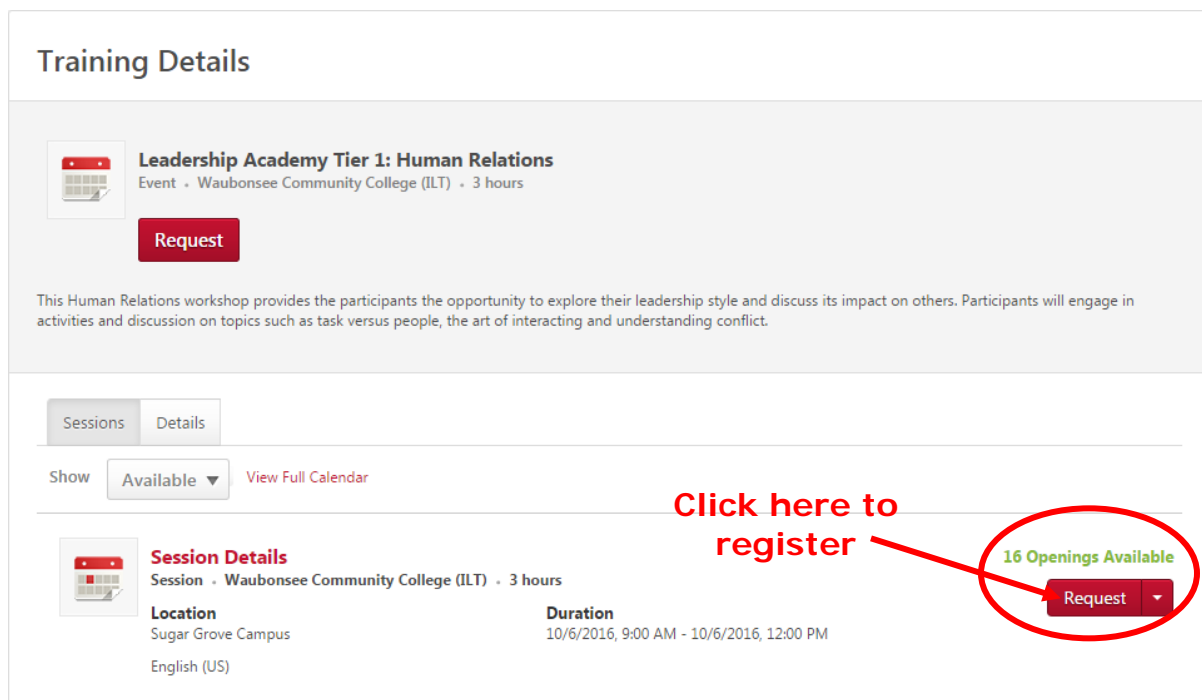
Follow the instructions to register for Leadership Academy in Cornerstone, our new training management system.

- 1) To start, go to the following web address: <https://goo.gl/c1FB0m> and login with your X number and password.
- 2) You will see a listing of the five Tier 1 Leadership Academy workshops. Click the title of your desired workshop to see available session.



- 3) The desired workshop information will display. Look to the lower half of the screen to see the available session. The location, time and date are listed as well as the number of seats available. To register, click the **Request** button next to the listed session. If the session displays **No Seats Available**, see **step 5**.

NOTE: Clicking Request under the event title, will not register you for the session.



- 4) The screen will refresh and display your user transcript with the Leadership Academy session listed. The status will read **Registered**. You will also receive an email confirmation and an appointment to post to your GroupWise calendar. You are now set to attend the session.


Transcript: Test User4 Options ▾

Use the transcript to manage all active training.

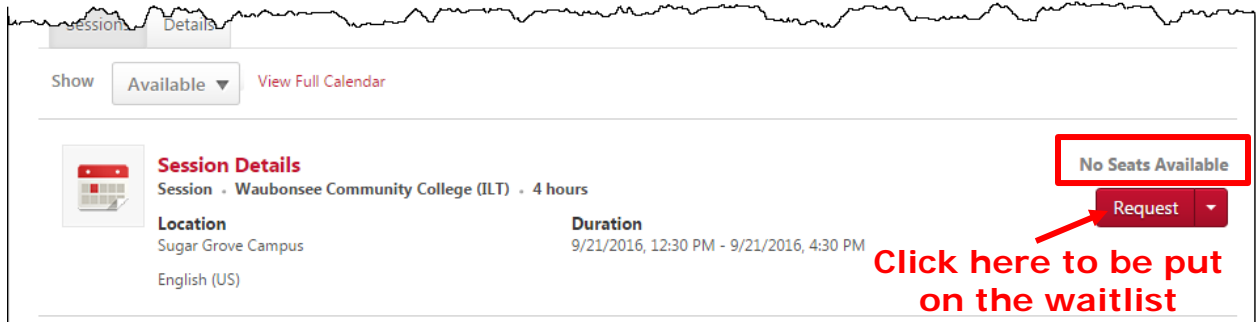
0 HRS
AGGREGATE TRAINING COMPLETED FISCAL YEAR ENDING
6/30/2017 COST
\$0.00

Active ▾ By Date Added ▾ All Types ▾

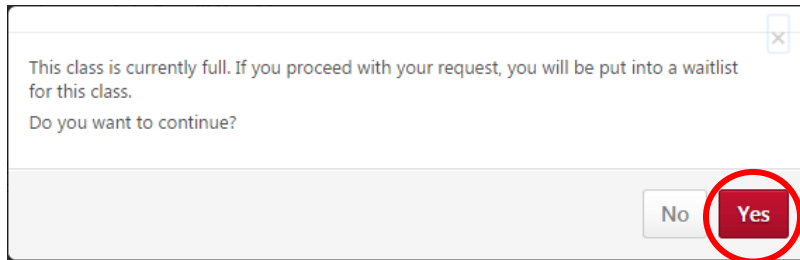
Search Results (1)

 **Leadership Academy Tier 1: Human Relations(Starts 10/6/201...**
Due: No Due Date **Status: Registered** Training Purpose: None View Training De... ▾

- 5) If the session displays **No Seats Available**, you still have the opportunity to be put on the waitlist. Click the **Request** button next to the session.



- 6) A dialogue box will appear informing you that you will be put into a waitlist. Click **Yes**.



- 7) The screen will refresh and display your user transcript with the Leadership Academy session listed. The status should read **Waitlisted**. You will receive an email notification that you are on the waitlist. If a seat becomes available, you will receive an email notification to register.

