

# TrainingForce LaunchPad

## Online Class Registration System

[www.ohsu.edu/learning/registration/](http://www.ohsu.edu/learning/registration/)

### Main LaunchPad Window

Located at: <http://www.ohsu.edu/learning/registration/>



### Logging into TrainingForce LaunchPad


1. From the main screen, click **Login** from the upper left.
2. Enter your OHSU Network ID and press **Tab**.
3. Enter your OHSU Network password and click **Login**.

**Note:** Passwords are case sensitive

**Note:** If you are having difficulty logging in please contact us (see [Help](#) and [Resources](#) below).

### Searching for Classes

#### Searching by Course list

1. Hover your mouse pointer over the **Search** menu and click on **Courses**.
2. From the **Course Search** window, open the **Course** list.
3. Scroll, if necessary, and click on a course.
4. Click the **Search** button.
5. Review the course description.
6. Click on the **Learning Opportunities** icon to display available classes .

#### Searching by Category

1. Hover your mouse pointer over the **Search** menu and click on **Categories**.
2. From **More categories**, click on the link to expand your choices.
3. Click on the additional category choices until you find what you are looking for.
4. Use the **You are here** bread-crumbs links to move backward through the categories.
5. Courses will be automatically displayed for each category. If you do not see courses listed, there are currently no courses of that type scheduled.

#### Searching by Scheduled Classes

1. Hover your mouse pointer over the **Search** menu and click on **Scheduled Classes**.
2. Enter appropriate search criteria, such as **Location**, **Date range** and **Course**.
3. Click the **Search** button.
4. Use the resulting table to get more course information or begin the registration process.

### Registering for a Class

1. Locate the class using the search menu.
2. Check the class status for **full** or **accepting**.
3. If the class is accepting, click on the class date link.
4. From the class information page, click on **Register**.
5. Click the **Checkout** button to proceed.  
**Note:** First time users may be asked for their login information one more time at Checkout.
6. Review any prerequisites on the Checkout page.
7. Click **Next**.
8. Classes with fees associated will have additional steps to collect payment information. Fill this information out as requested.
9. At the final checkout page, read the directions carefully, fill in appropriate details, click on **Finished**.  
**Note:** A confirmation letter, or a wait list notice, will automatically be sent to your OHSU email account.

### View Class Registrations

1. Log in to TrainingForce LaunchPad.
2. Hover over the **My Information** menu, and click on **Current Registrations**.

### Cancel a Class Registration

1. After logging in, hover over **My Information** and click **Current Registrations**.
2. Click on the **Registered** link for the course you wish to cancel.
3. Select **I wish to cancel this registration**, and enter a reason (optional).
4. Click on the **Update** button.  
**Note:** You will receive an automatic email notice of your cancellation.

### Viewing Training History

1. After logging in, hover your mouse pointer over **My Information** and click **History**.  
**Note:** Not all of your training history at OHSU may appear here. Please contact IT Training if you feel something recent is missing. (see [Help](#) and [Resources](#) below).

### Taking Exams & Surveys

1. After logging in, hover your mouse pointer over the **Respond** menu and click on **Complete a Survey** or **Take an Exam**.
2. Enter the Survey or Examination number (provided by your class Instructor) and click **Start**.

### Help and Resources

IT Training LaunchPad support line 4-6677, option 3  
ITG HelpDesk Knowledgebase  
<http://helpdesk/Default.aspx>  
ITG HelpDesk: 4-2222