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-crumb 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

ITG HelpDesk: 4-2222
TrainingForce: 4-4560