The Training Tracker web application at Weber State University enables faculty and staff to view their transcript of on-campus workshops they have attended, register for future training programs and request other training they have attended off-campus be recorded in their transcript.

**Signing up for a class**
1. From the main menu, select "Class Schedule."
2. A listing of all WSU courses currently schedule will appear.
3. Click on the highlighted course to enter the scheduling utility.
4. Click "add to my schedule."
5. After you click "add to my schedule," you'll receive a message on the screen that you've been either added to the class schedule or put on a waiting list. (Should space open up in the workshop, you will be sent an e-mail letting you know you are enrolled for the workshop instead of on the waiting list.)

**Dropping a class**
1. Return to the main screen.
2. Select "My current training schedule."
3. Select the class you wish to drop.
4. Click "Drop."

**Viewing current training schedule**
1. From the main screen, select "My current training schedule."
2. All classes you’re scheduled for are displayed.