

## CLASP Registration

This one page document provides instructions for registering for CLASP Training using the CLASP SharePoint Registration Site in three easy steps.

The CLASP Registration URL is:

<https://uofr.rochester.edu/SiteDirectory/ORPA/clasptraining/default.aspx>

1) The CLASP Registration Site Training Sessions are divided into three groups: [Core](#), [Update](#), and [Electives](#). Please identify the Session that you would like to attend and click on the **Course Title** to access the Course Registration Page.

Update Sessions				
Course Title	Location	Start Time	End Time	Session Status
<a href="#">Annual Update</a>	3-7619 Upper Auditorium	1/6/2010 9:00 AM	1/6/2010 11:00 AM	Session Open

2) To register for the Training Session, simply click the **My Registration** button.

Course Registration Page	
	<input type="button" value="My Registration"/> <input type="button" value="Cancel"/>
<b>Course Title</b>	Annual Update
<b>Course Description</b>	
<b>Instructor</b>	
<b>Location</b>	3-7619 Upper Auditorium
<b>Seat Status</b>	Open
<b>Start Time</b>	1/6/2010 9:00 AM
<b>End Time</b>	1/6/2010 11:00 AM

3) On the next screen, click the **OK button**. You have now registered.

You are not registered to attend this course. Press OK to register.	<input type="button" value="OK"/> <input type="button" value="Cancel"/>
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