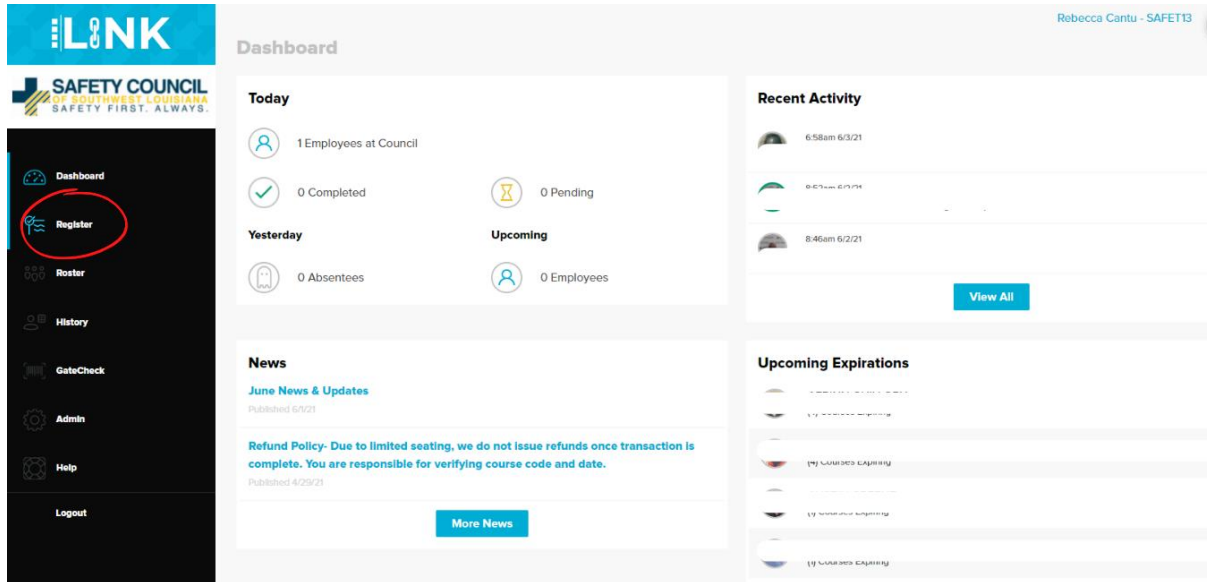
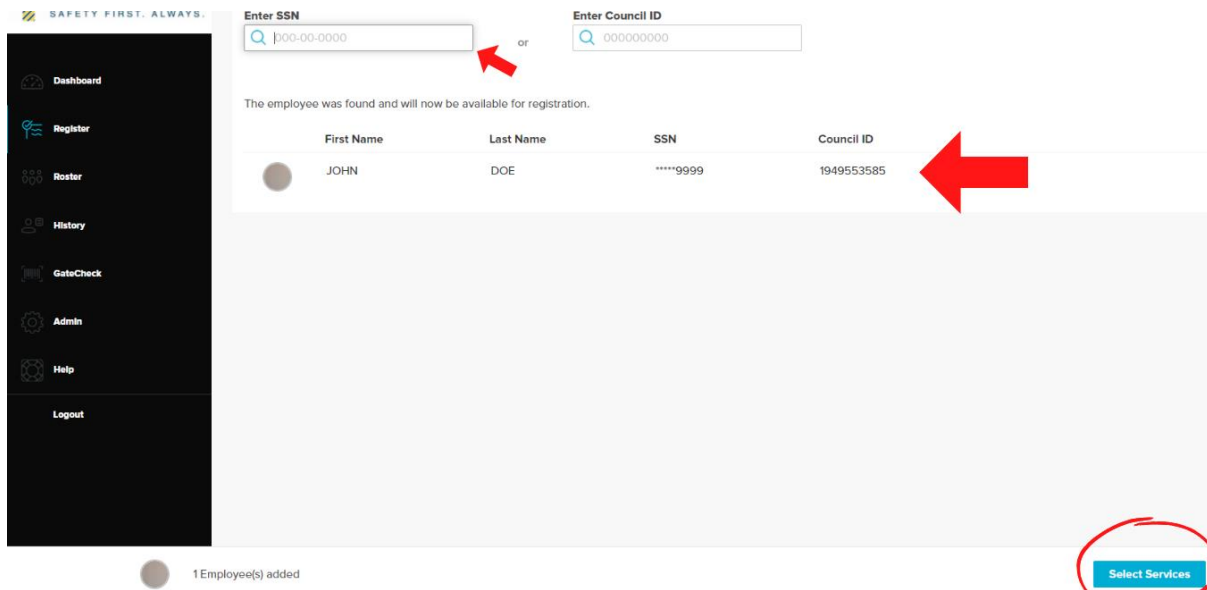


# How to enroll in Distance Learning Courses

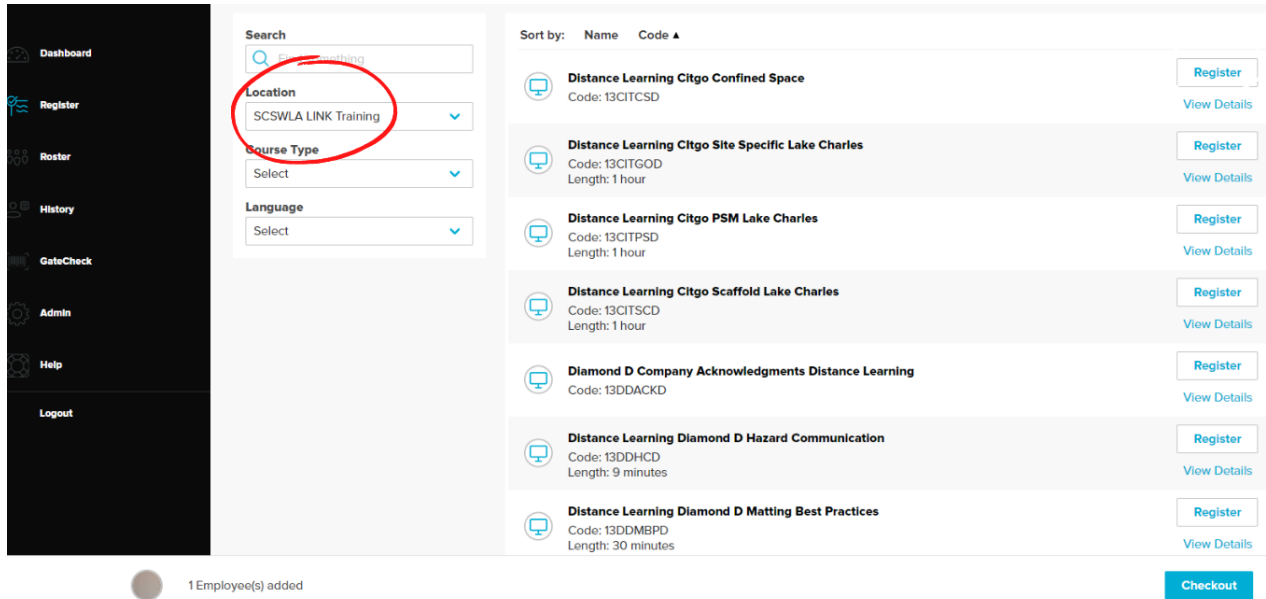
1. **Log in.** Once on the Dashboard select **Register.**



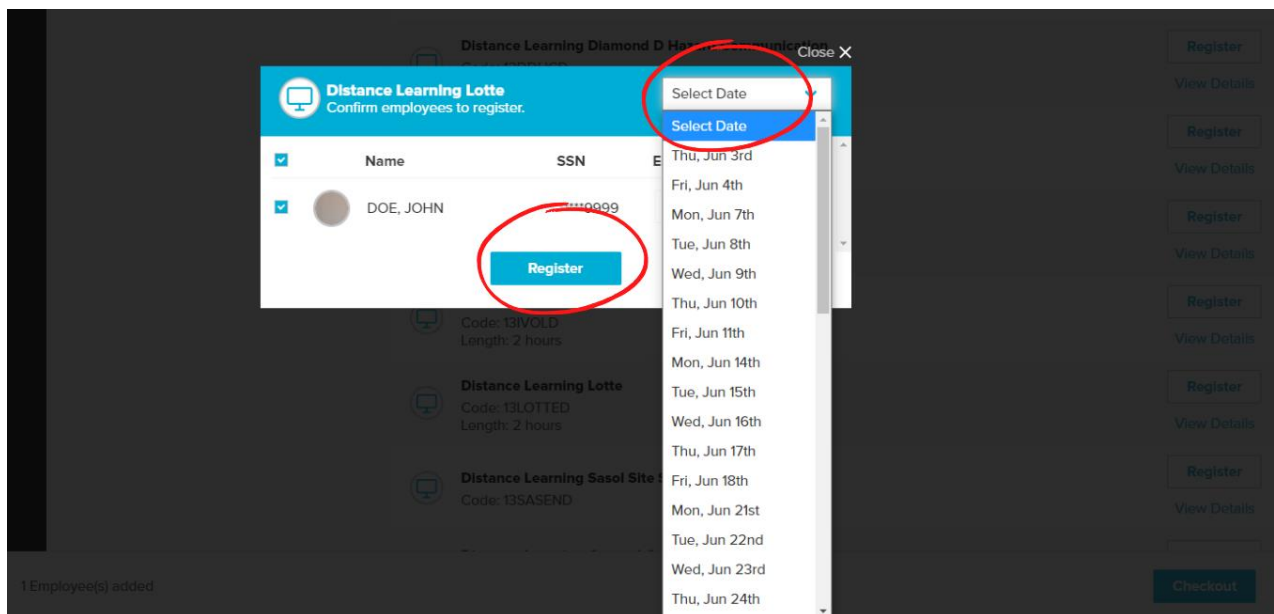
2. **Enter trainee social security number.** Verify the SSN and trainee match, then click on **Select Services.**



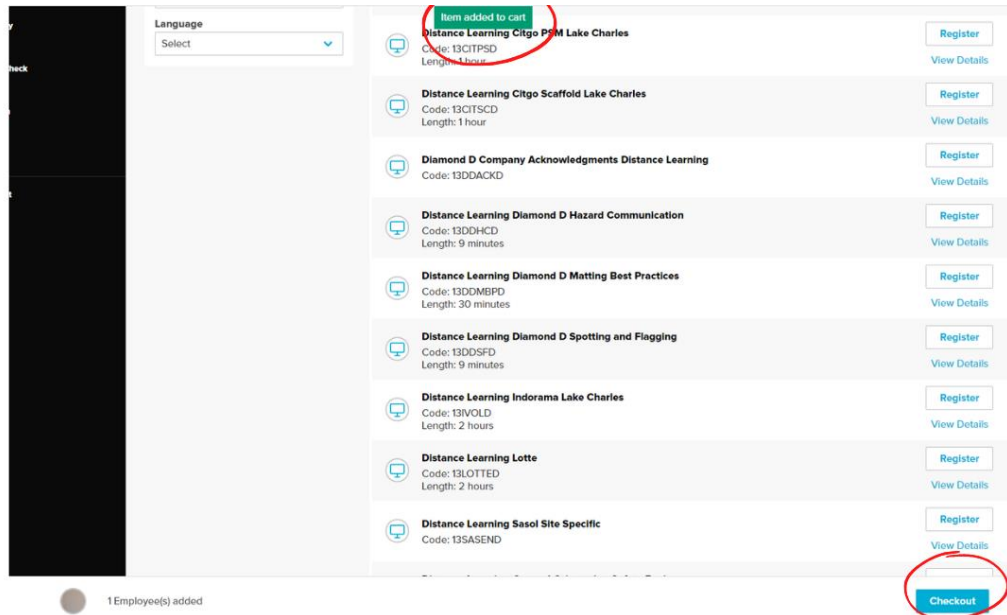
3. Select **SCSWLA LINK Training** for Location. Distance Learning Courses will appear. The search bar will allow you to enter course code or course name. Select the course needed by clicking **Register**



4. **Select date and time** then click **Register**



5. Once item is added to cart, click on **Check Out**



6. Verify the correct trainee and service has been scheduled. **Select your Payment Option** and proceed to **Checkout**.

