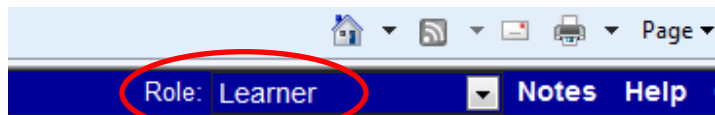


JOB AID: Register for a Class (DOI Participants and those with DOI Learn Accounts)

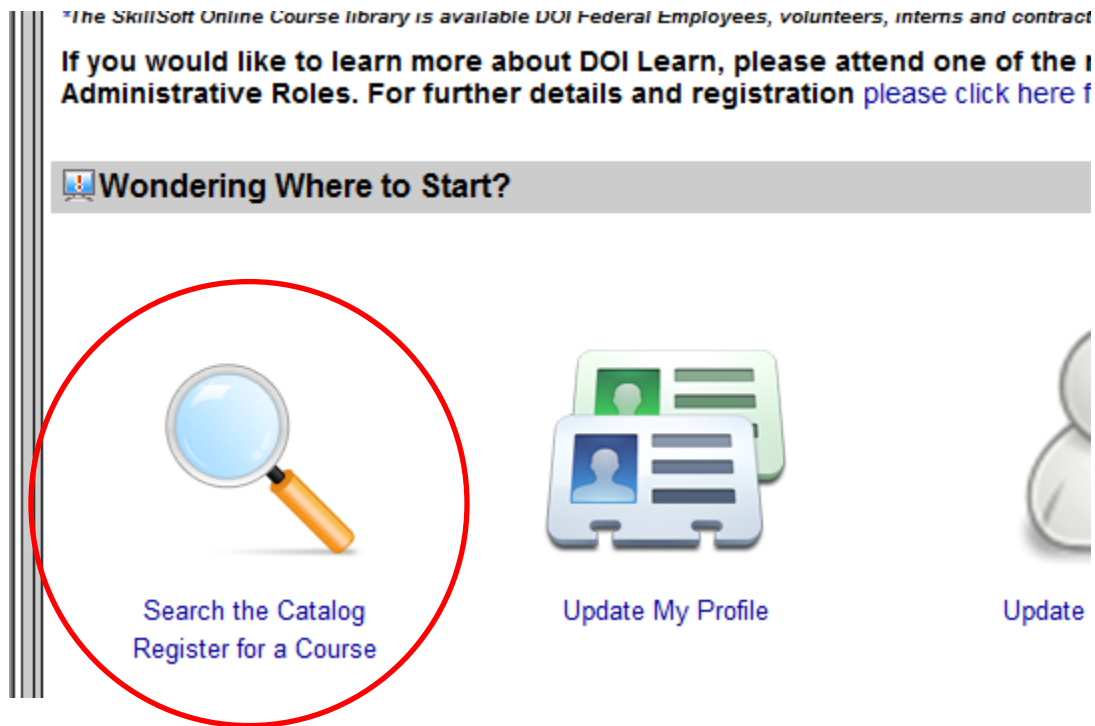
To register via DOI Learn please follow the instructions below.

- 1) Go to: <https://gm2.geolearning.com/geonext/doi/login.geo>
- 2) Enter your Username and Password
- 3) Ensure your "Role" at the top of the screen is "Learner." Use the drop down arrow if it isn't set.

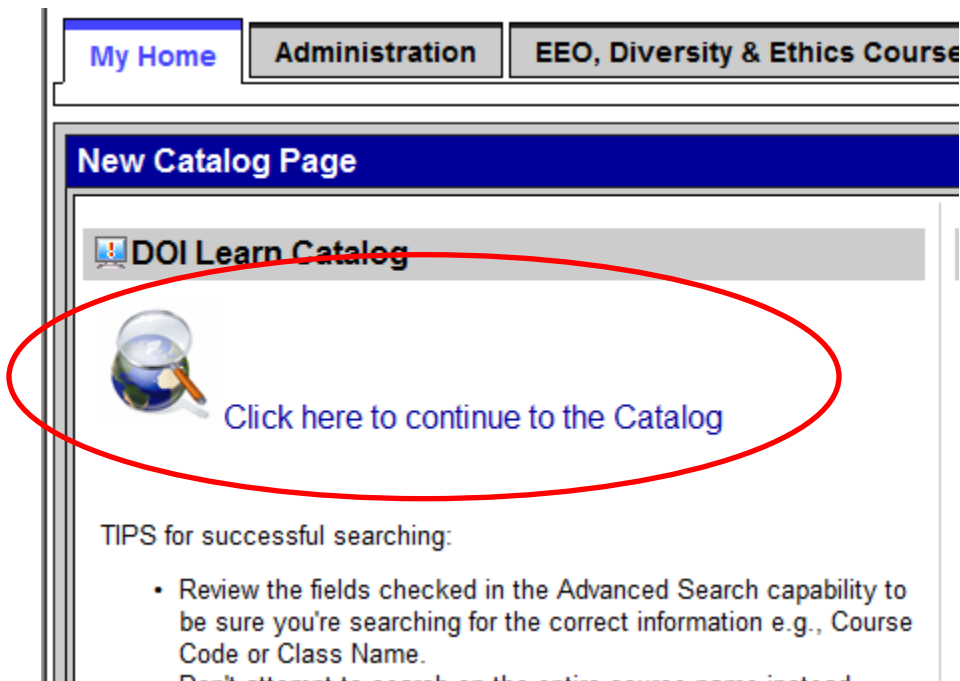


Logged

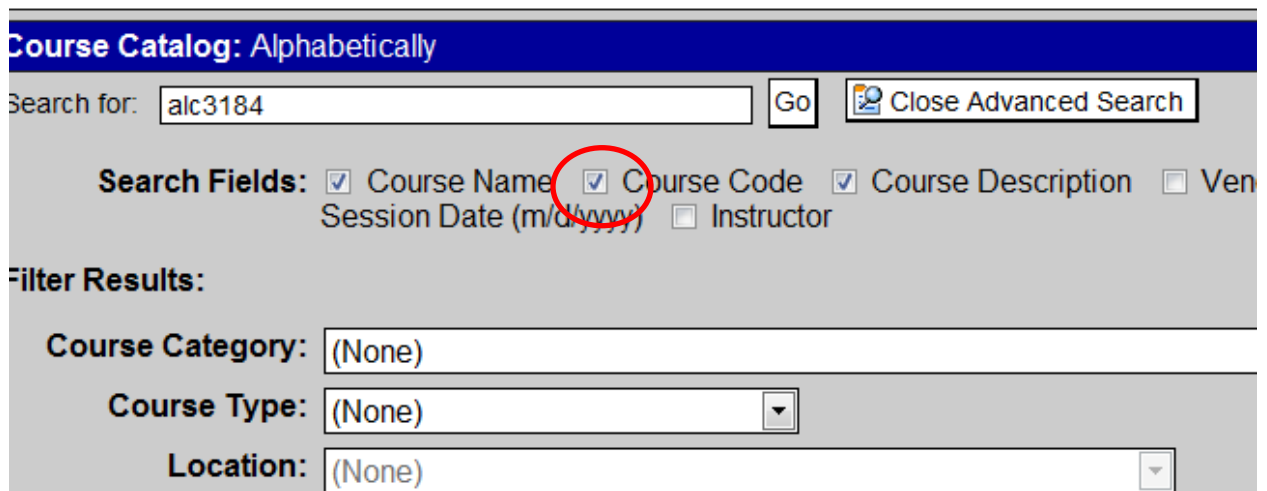
- 4) Click "Search the Catalog Register for a Course" Icon



5) Select "Click here to continue to the Catalog"



6) Click the button "Advanced Search"; put a check mark in the box next to "Course Code"



7) Type in course name or course code (e.g., csp3156a) and enter or click on “Go” button

Course Catalog: Alphabetically

Search for:

Search Fields: Course Name Course Code Course Description Class Description Session Date (m/d/yyyy) Instructor

Filter Results:

Course Category:

Course Type:

Location:

Classroom:

8) Ensure the tab “Alphabetically” is selected

Location:

Classroom:

Select a letter range to view from the drop-down menu then click . Click or the name

Select Letter Range:

displaying records **1-1** of a total of **1**.

9) Scroll down and under results find the appropriate course name and follow directions in the course description to apply for this class in DOI Learn.

10) Payment: follow credit card instructions. If you have a tuition-waiver or the course is tuition-free, select “No payment required” in the drop-down box.