

How to enroll in instructor-led training

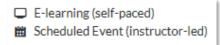
In <u>StrongStart</u>, we offer self-paced courses that can be taken at any time and instructor-led training, offered in-person or in a webinar.

Here's how to enroll in instructor-led training:

1. Open the Course Catalog

In StrongStart (<u>strongstart.eoe.mass.gov</u>), open the **Course Catalog**. Courses can have one or more required lessons. Some courses may include both instructor-led and self-paced courses.

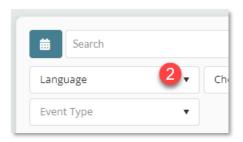
Above the course title, you can see what types are in each course:





2. Select your preferred Language

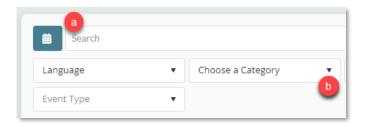
Open the **Language** menu and select your preferred Language. This will filter the catalog to only show courses in that language.



Optional:

You can also **(a) Search** for a course title or subject and/or **(b) Choose a Category**.

You can use the Category menu to filter by *Category of Study*, to only show *EEC Required Courses*, or filter to only show *Instructor Led Training* or *Self-Paced Training*.





3. Select the Course Title

Select the Course Title to view more information about the course including the Overview and Objective.



4. View the available scheduled dates

Scroll down to the *Scheduled Event(s)* for this Course section. Here you will find additional details about the instructor-led training.

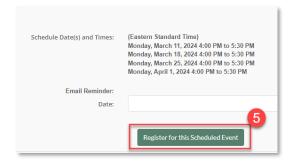
Select Click here to view the _ available scheduled date(s) to see when and how the course is offered.



5. Register for this Scheduled Event

In this screen, you can view information about the dates and times when the course is offered. You can also view details about the location and instructor.

When you find a course offering that works for you, select **Register for this Scheduled Event.** This will place the course in your shopping cart.



6. Check out

In the next screen, select In Cart (Checkout).



7. Finish

In the Shopping Cart screen, select **Finish**. Once you select Finish, you'll see the course in your Dashboard.

