Employee Training Registration Database
Visitor Login & One-click Registration

Accessing the Database:
- Go to the Employee and Organizational Development web page and click on the online registration icon (www.valdosta.edu/fnadmin/training/)
- Click on the Visitor Login button.

Returning Visitors
- Enter the Email Address and Password created on your initial visit (use the Lost Password? Button to help you if necessary)
- Click the Login button
- View classes scheduled in the Registration Database (see page 2)

First Time Visitors
- Click on the First Time Users: Click Here button
- Enter your First and Last Name and then enter an E-mail address that you would like to serve as your “username” (Use an active address as this will be used to communicate with you when necessary)
- Click the Create button to enter your choices

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First Time Visitor Login continued

A. Enter Address information

B. Enter Phone information

C. Enter Security Profile information as instructed below:
   1. Enter the characters you would like to use as a password
   2. Retype those characters to confirm the password
   3. Enter a “Security Question” you can use to help reset your password when necessary
   4. Enter the answer to your “Security Question”
   5. Retype to confirm the answer to your “Security Question”
   6. Click the Save button

Enter your newly created Username (Email Address) and Password and click the Login button to enter the database (Please remember this information; you will use this to login to the database from this point forward)

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Registering for a Class

- Navigate to desired session; classes are listed in alphabetical order by default
- Click the “Register” link to be added to class; choose as many as desired during your login

To cancel your registration, simply click on the “Cancel Registration” link that appears

- Log out using the button in the upper-right corner of the database