

Instructions for Enrolling in a Conventional (In Classroom) Class

1. Go to <http://esinovatraining.webex.com> (Copy and paste it in your browser or carefully type it in the browser address box; DO NOT USE a www prefix)
2. On the **Live Sessions** ** page, type **pd** in the **Search** box. Click the **Search** button. ** **DO NOT GET CONFUSED, ALL OF THESE CLASSES ARE CONDUCTED IN THE CLASSROOM.**
3. On the **Search Results** page, you will see a list of classes arranged in calendar order. To see a class description, click on the blue underlined class title link.
4. If you wish to enroll in the class, click the **Register** (you may have to scroll down to see it at the bottom) button. If you do not wish to enroll, use the browser back button to return to the search page. Follow step 2.
5. If enrolling, after clicking the **Register** button, enter the registration password received from ESI in an email.
6. You will be taken to the **Register** page. Fill in the **Registration Information** boxes. Click the **Register** button.
7. You will see a **Registration Confirmed** page. Click the **OK** button at the bottom.
8. You will receive an e-mail confirming your registration AND containing instructions for cancelling your enrollment. **DO NOT DELETE THIS EMAIL AS IT IS YOUR LINK FOR CANCELLATION!**
9. To cancel your enrollment at any time, click on the cancelation link in this registration acknowledgement e-mail. If you cancel, you will receive further email to confirm that transaction.