



## Class Registration via EdTrack

Log into the Time & Attendance site via the Intranet or at <https://time.oit.duke.edu/APIHealthcare>.

Use your NETID and password to log in.

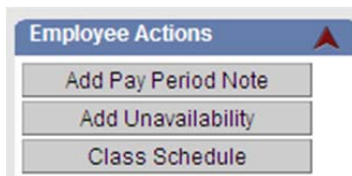
1. From the welcome screen, click on the Employee button.



2. If you only have access to your own time, your current time card will appear on the screen. If you have access to employees in one or more departments for time and attendance and/or staffing and scheduling, you will need to click on My Time Card to get to your time card screen.



3. Under Employee Actions click on Class Schedule



4. To search for a class by Course Code, click in the Course Code text box. It is very helpful to know the EdTrack course number for the class. EdTrack course numbers are generally included on communications, flyers regarding EdTrack courses, or the Clinical Education & Professional Development Intranet site.
  - a. WHEN USING INTERNET EXPLORER IT MAY TAKE 3-5 MINUTES FOR THE COURSE LIST TO POPULATE ON THE RIGHT SIDE OF THE SCREEN. ONCE THE LIST APPEARS, TYPE THE COURSE CODE INTO THE TEXT BOX.
  - b. Enter a Start Date Range Begin and a Start Date Range End



- c. Change the Enrollment Status to blank.
- d. You can also leave the course code blank and get a list of all the courses available during the indicated date range.
- e. Click **SEARCH**

Enter your class enrollment search criteria:

Course Code	EDS735	Classroom(s)	
Description		Instructor(s)	
Start Date Range Begin	12/04/2012	Affiliation	
Start Date Range End	01/29/2013	Facility	
Status		Filled	
Enrollment Status		Class Group Code	

Search

2 items were found.

	Course	Class Group	Date	Start Time	End Time	Status	Enroll
	EDS735		12/13/2012	08:30	10:30	Posted	
	EDS735		12/13/2012	10:30	12:30	Posted	

5. Click on the yellow folder to open the details of the class. If you do want to enroll, click on the ENROLL button on the left hand side.

Actions

Enroll

Request Enrollment

IF YOU SEE REQUEST ENROLLMENT, the class requires that you call in order to register for the class. A Request Enrollment **DOES NOT** guarantee that you are enrolled in the class so please do not use that option. CALL 684-4293 TO REGISTER FOR THE CLASS.

Home Quick Badge Employee

Class Enrollment Navigation

Item 1 of 1

Class: ACLS116

Class Enrollment

Actions

Enroll Request Enrollment

Report Favorites

Report Favorites do not exist

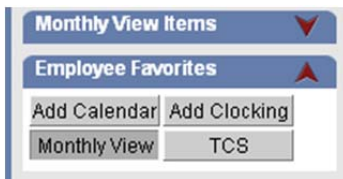


6. Your enrollment status will change to Enrolled in the class details AND you will now see a button for Withdraw.

**To Withdraw from a scheduled class that is NOT LIMITED.**

**IF YOU WISH TO WITHDRAW FROM A CLASS THAT HAS A STATUS OF LIMITED, YOU MUST CALL 684-4293 AT LEAST SEVEN (7) DAYS PRIOR TO THE CLASS. IF YOU CANNOT ATTEND THE CLASS DUE TO ILLNESS OR HAVING TO STAFF ON THE UNIT, PLEASE CALL 684-4293 AND NOTIFY YOUR MANAGER.**

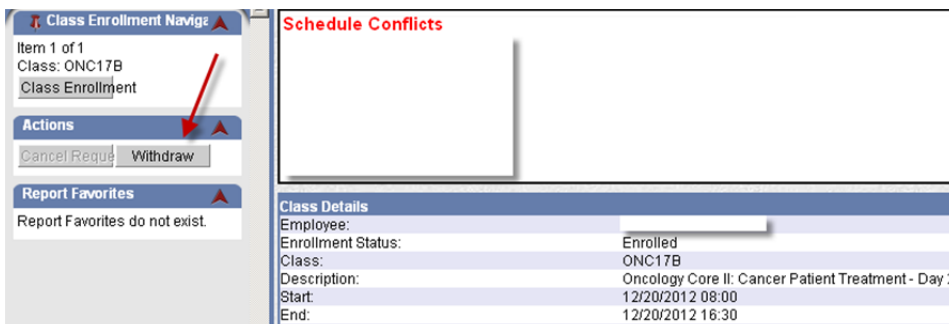
1. Login to Time & Attendance web site.
2. Click Monthly View under Employee Favorites.



3. Navigate to the month and day for the class.
4. Click the class information on the day you wish to withdraw.

Su	Mo	Tu	We	Th
28	29	30 08:30 EDS734	31	1
4	5	6	7 08:00 EDS570	8

5. Click the Withdraw button once you confirm it is the correct class.



**Class Enrollment**

Item 1 of 1  
Class: ONC17B  
Class Enrollment

**Actions**

Cancel Request Withdraw

**Report Favorites**

Report Favorites do not exist.

**Schedule Conflicts**

**Class Details**

Employee:	
Enrollment Status:	Enrolled
Class:	ONC17B
Description:	Oncology Core II: Cancer Patient Treatment - Day 2
Start:	12/20/2012 08:00
End:	12/20/2012 16:30

6. The Enrollment Status of Enrolled will now change to Withdrawn.