



Database Information and Directions

The database can be accessed the following ways:

• Click View Upcoming Events on the home page.



Click on Training at the top of our website.

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When you are in a course, click on the date to register.



Home Screen

• From the home screen, you have the option to enter the Search, Calendar, Shopping Cart or Sign In. Choose the Sign In option first. Once you are signed in, you can browse courses through the Search or Calendar options.

*An account is required to register for courses online. In addition, each attendee must have their own account using a unique email address.

Home	A	Home
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Calendar		
Shopping Cart	Ä	_
Sign in	÷	

*You must be logged in before registering for classes.

• When you are logged into the database, the home screen offers additional options including, updating your contact details, and viewing your schedule, history, and credits.

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Calendar	
Shopping Cart	æ
Update Details	1
Current Schedule	1
History	È
Credits	©
Sign off	G

- Update Details: This will open a page for you to update your email, phone number, primary and billing addresses.
- Current Schedule: This will show the upcoming classes you are currently registered to attend.
- History: The History page will show the classes you have completed.
- Credits: The credits you have received for taking classes will show up on this screen.

Search Screen

• You can search for a course by the keyword or course date. If you select the Search by Course or Program, additional search features are available. The Course feature lists courses offered by T2. For example, Basic Plan Reading or Van Driver Training. The Program feature lists the programs offered by T2. For example, Roads Scholar or Pesticide Training and Testing.

Home	A	Search	
Search	۹	Keyword Search	
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Shopping Cart	æ		То
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Current Schedule	1	Search Clear Ad	lvanced Search
History	=		
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Sign off	œ		

Calendar Screen

• This offers another way to search for courses by showing them in a calendar view.

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Current Schedule	1						1	2
History		3	4	5	6	7	8	9
Credits	©	10	11	12	13	14 Traffic Incident Management Responder	15	16
Sign off	œ					Training AM 11/14/24		
		17	18	19	20	21 KEPSC for Roadway	22	23

- Update Details: This will open a page for you to update your email, phone number, primary and billing addresses.
- Current Schedule: This will show the upcoming classes you are currently registered to attend.
- History: The History page will show the classes you have completed.
- Credits: The credits you have received for taking classes will show up on this screen.

Online Registration Process

Registration

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• To register for a course, click the course name. This will open a pop-up window that shows the detailed course information. Select the appropriate fee from the dropdown. Click Add to Cart.

Grade & Drain Level I 12/02	2-06/24		
Course Code GRD1120224	Start Date Monday, December 2 2024	End Date Friday, December 6 2024	Time 8:00 AM - 5:00 PM
Fee	Industry Registration Fee	200.00 -	
	Industry Registration Fee	200.00	
	Local Government Registrati	on Fee 175.00	
Overview	State Registration Fee	175.00	
This is a self-paced course is in close at 5:00pm on Friday. The this course. Once you begin the Electronic materials can be fou Location	n Canvas Learning Management exam for this course will becom e exam, you cannot pause or fini nd here: https://www.dropbox.co	System. This course will open : a available after you have succ sh the exam at a later time, you m/sh/rg3xr906h19vd0l/AABqw6	up at 8:00am on Monday and essfully completed all modules of a must complete it in its entirety. OOsiPz2WKIsV0.lb-58Pa?dl=0
Canvas			
Credits			
Full		6.00	
Add To Cart Close			

This will add the course to your shopping cart. You should see the Shopping Cart information at the top of the page. You may now continue searching for courses and adding them to your cart, or you may proceed to checkout. To proceed to checkout, click the Shopping Cart tab on the left or the Shopping Cart message at the top of the page.

Home	ŧ	▼ I Shopping Cart (1 Item				
Search	۹	Search				
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Shopping Cart	æ	Course Date	From	=		
Update Details	1		То	Ĩ		
Current Schedule	1	Instructor				
History	۲	Search Clear Adva	nced Search			
Credits	©					
Sign off	œ					

- To complete checkout, you must be signed into the system. If you are not signed in, then a pop-up window will open for you to either log in or create a new account. Again, each attendee must have their own account with their own unique email address.
- When you proceed to checkout, you will be sent to the Summary Page. Please review all of your information for accuracy. There are also Terms and Conditions at the bottom of the page which covers our cancellation policy, attendance and payment. To proceed, you must click Agree.
- The final page is the Payment page. You can choose Bill Me, Purchase Order (purchase order number must be submitted) or Online Credit Card Payment.
- Once you click Submit, your registration will be logged into the system. You will receive a confirmation letter approximately two weeks prior to your event which includes additional information about the class.