



ADDITIONAL INFORMATION

Personal Account

It is important that you regularly review your personal information and update it as necessary.

We use your account information to communicate class requirements and changes by e-mail, phone or fax. If you forget your password, click a button and it will be sent to the e-mail address listed in your personal account.

Eligibility Requirements

Please note some programs and courses require a written application be submitted and approved by DAS-HRD Office of Learning & Professional Development prior to enrollment. Prior approval programs include Ohio Certified Public Manager and Human Resources Academy. If you do not have the prior approval your registration will be cancelled. Prior approval requirements are noted in the course description of the class information.

Cancellation

Special cancellation requirements are noted in the course descriptions. Some programs such as the Ohio Certified Public Manager program require registrations be cancelled 14 days prior to the course date. If the participant cancels after that time, his/her organization may be billed for the missed class. Late cancellations are costly to the participant, his/her organization and the training programs.

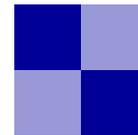
Web Site Problems

If you cannot log in or have other issues with the online registration system, contact the DAS-HRD Office of Learning & Professional Development at (614)387-6183 or hrd.training.staff@das.state.oh.us.

WEB LINKS

View/Register online for the following programs.	
Learning & Professional Development	http://das.ohio.gov/training
Human Resources Academy	http://das.ohio.gov/hra
Ohio Certified Public Manager	http://das.ohio.gov/ocpm
PASS	http://das.ohio.gov/pass
Project Management	http://das.ohio.gov/projmgmt
Online Registration	http://trainreg.das.ohio.gov

Step-By-Step Online Registration



OhioDAS

Human Resources Division
Office of
Learning & Professional Development
4200 Surface Road
Columbus, Ohio 43228

Phone: (614) 387-6183

Fax: (614) 728-9464

Toll-free, Ohio only (888)577-6276

E-mail: hrd.training.staff@das.state.oh.us

<http://trainreg.das.ohio.gov>

OhioDAS | Office of
Human Resources Division | Learning and Professional
Development
Service · Support · Solutions

Advantages of Online Registration

- Access the online registration system on the World Wide Web from any location.
- Choose courses from subject listing or from the course calendar.
- Search for course by subject, course title, instructor or course number.
- View courses scheduled in all regions of Ohio with map links to the class locations.
- Password protected account allows students to:
 - Register for classes or cancel registration,
 - View current course registration,
 - Reprint class confirmations,
 - Receive registration or cancellation e-mail confirmations and reminders,
 - Print transcripts.

STEP-BY-STEP ONLINE REGISTRATION

- 1) **Open** the Web site, <http://trainreg.das.ohio.gov/>, in your Web browser.
- 2) **Select** “My Account” in the light blue toolbar.
- 3) At next screen, **either** 1) if you are a new user, **click** to create a new account **or** 2) login to your existing account. If you forgot your user name and password it will be emailed to you when you **click** the “Forgot your username/password?” link.
- 4) On your welcome screen, **click** the link: “To sign up for a class [click here.](#)”
- 5) At next screen, you may browse through the course categories. When the course listing appears, it may be sorted by course name, course number or date – **click** the link at the top of a column.
- 6) **QUICK TIP** You may find a course using the search box, enter one of the following: subject, phrase, course number, instructor or location in the search field and click your enter key.
- 7) After the listing appears, you may **click** on the course name to review the details and then **click** the blue bar name “Add this to my list...,” at the bottom of the page to add the course to your cart **or** when the course listing first appears, you may click the blue “Add Course” button on the right to add the class to your cart.
- 8) After you are finished adding one or more classes to your cart, **click** the blue “Register Now” button to begin the next step in the registration process.
- 9) At the next screen, **review** your class choices then **click** the blue “Submit” button to complete the enrollment process.
- 10) You may cancel your registration by clicking on “Click Here to cancel a course” link in the gray area on the left of the screen and following the screens.
- 11) You will receive an e-mail confirmation of your registration or cancellation, usually the same day.

Check your personal information for accuracy!

