You can review your registration history using the “my courses” tabs.

You can review your progress towards certificates you may be enrolled in.

You can also review courses suggested specifically for you based on previous registrations, certificate enrollment, and other factors.
On the “upcoming courses” section of the “my courses” table, you’ll see the course name, start date, time, number of units available, tuition price, and any action available to take for the course.

You can click on the course title to learn more about the course details.

If you have not yet submitted payment information, you can do so by clicking “make payment.”
On the “past courses” section of the “my courses” table, you’ll see the course name, start date, certificate information (if applicable), number of units earned, course completion status, and any action still available to take for the course. You can click on the course title to learn more about the course details.
My Waitlisted Courses

On the “waitlisted courses” section of the “my courses” table, you’ll see the course name, start date, time, and any action available to take for the course.

If a seat becomes available, there will be a “register” button you can use to add the course to your cart so you or your training officer can finalize the payment information.

You can click on the course title to learn more about the course details.
Upcoming Courses (Trainees)

As a training officer or other individual responsible for someone else’s course registration, you will be able to see upcoming courses for your trainee(s).

You’ll see the course name, registrant name, start date, time, number of units available, tuition price, registration status, and any action available to take for the course.
Past Courses (Trainees)

As a training officer or other individual responsible for someone else’s course registration, you will be able to see past courses for your trainee(s).

You’ll see the course name, registrant name, start date, certificate information (if applicable), number of units earned, and course completion status.
Certificate Tracker

When you are enrolled in our Certificate in Public Leadership and/or Certificate in Policy Strategy courses, you will see a progress tracker.

Click “expand,” to see details about the certificate program requirements.
Certificate Details

The certificate details will outline a brief description of the certificate requirements. It will also show an unofficial transcript of

- required courses
- elective courses
- whether you have taken a version of the course,
- number of course units available, and
- number of units earned based on attendance.