

If you need assistance registering for a training session, please contact Learning & Development at <u>learning@qatewayloan.com</u> or call (918) 392-8596.

STEP 1: Locate the Learning Calendar in GLADS

- 1. Go to gatewayedge.com.
- 2. Select **GLADS** from the **Resource Center** menu.
- On the GLADS home page, click the Instructor Led Training icon to the right of the screen. The calendar will appear.

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Assignments	View By:	

4. Locate your training session on the calendar and click the title of the session.

Upcoming Instructor Led Training								
< May 2017 >								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
30	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19 Team Dynamics: Begins with	20		
21	22	23	24	25	26	27		

5. Review the session details and **click** the **Schedule This Offering** link.



6. GLADS will then:

- a. **Confirm** your **enrollment** in the session onscreen.
- b. Send an **email** that will **place the session** on your **Outlook calendar** for you to **Accept.** *Please note – The enrollment confirmation email will come from compliance@gateway.com.*

	DUE DATE									
6a		19 May								
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10 com	pliance@gatev	vay.com								
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