

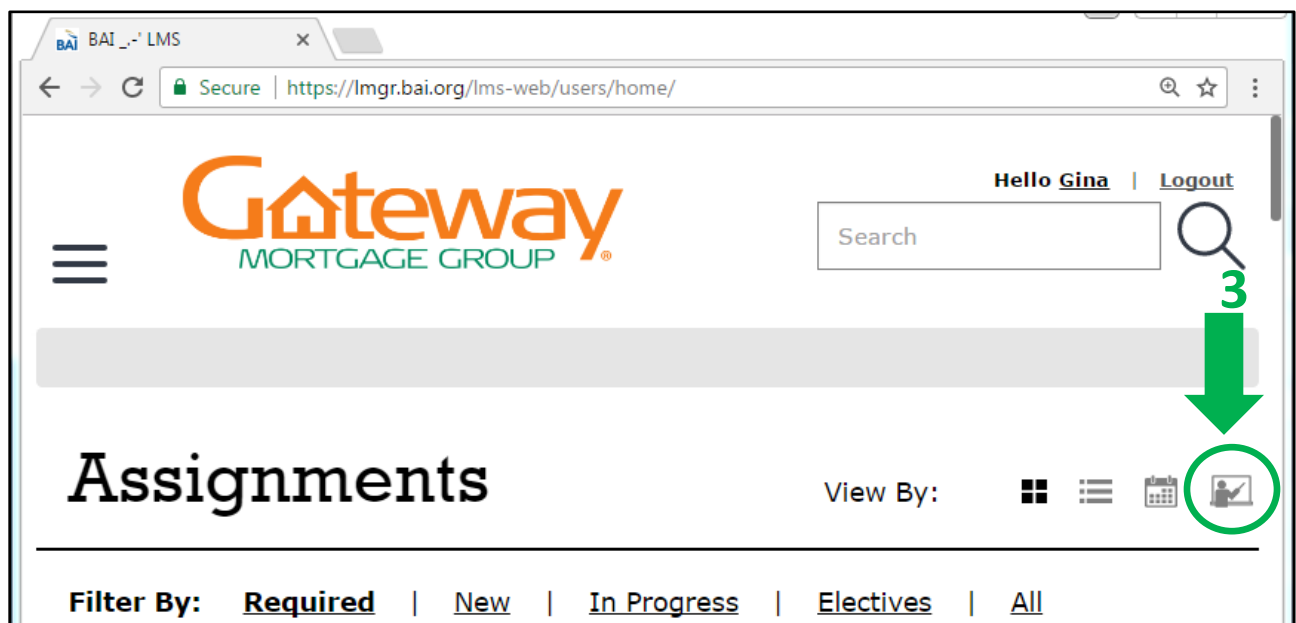
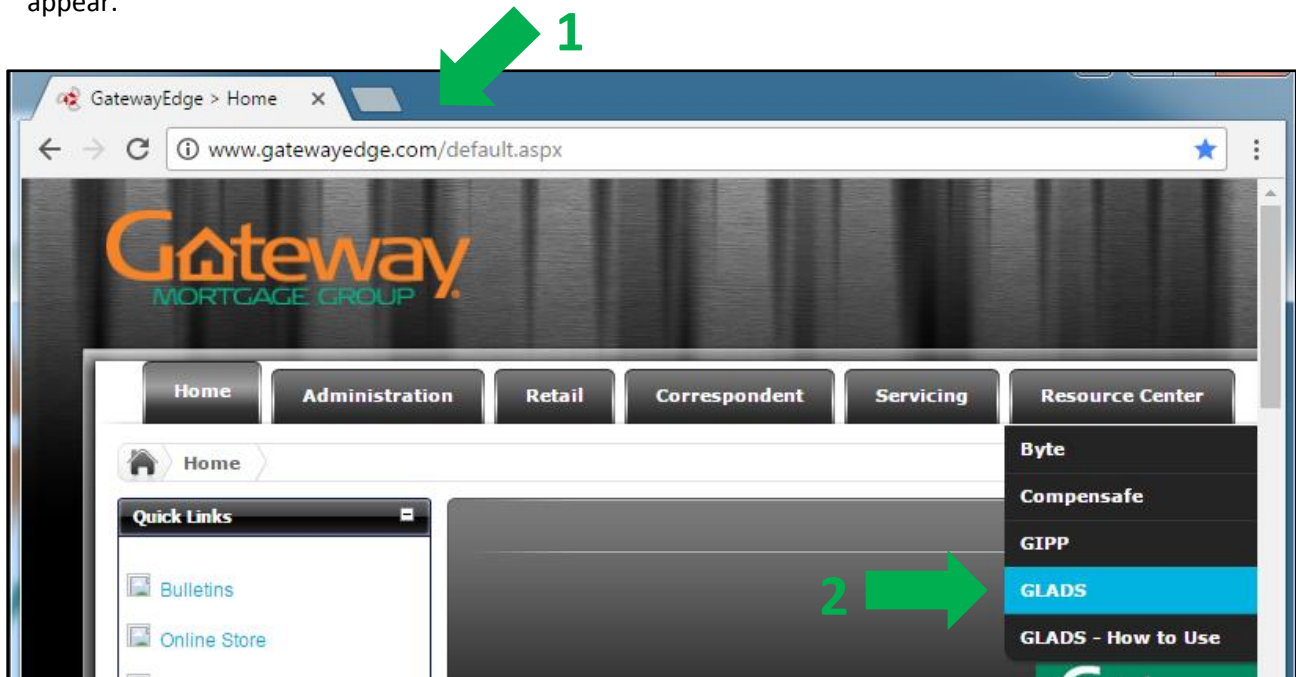


# Register for a Classroom Training Session in GLADS

If you need assistance registering for a training session, please contact Learning & Development at [learning@gatewayloan.com](mailto:learning@gatewayloan.com) or call (918) 392-8596.

## STEP 1: Locate the Learning Calendar in GLADS

1. Go to [gatewayedge.com](http://gatewayedge.com).
2. Select **GLADS** from the **Resource Center** menu.
3. On the GLADS home page, click the **Instructor Led Training** icon to the right of the screen. The calendar will appear.



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	20
21	22	23	24	25	26	27

On Friday, May 19, a session titled "Team Dynamics: Begins with" is highlighted with a green circle. A green arrow labeled "4" points to this session. A small black circle with the number "1" is positioned above the date "19".

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

**DUE DATE**

**19 May**

*Not Registered*

**Team Dynamics: Begins with You**

Schedule This Offering

**Location:** On Time Every Time Room

**Date:** 05.19.2017 9:30 AM - 05.19.2017 11:30 AM

**Max Allowed:** 10

**Registered:** 0

**Wait List:** 0

A green arrow labeled "5" points to the "Schedule This Offering" link, which is circled in green. A mouse cursor is visible near the bottom right of the details section.

- 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](mailto:compliance@gateway.com).*

