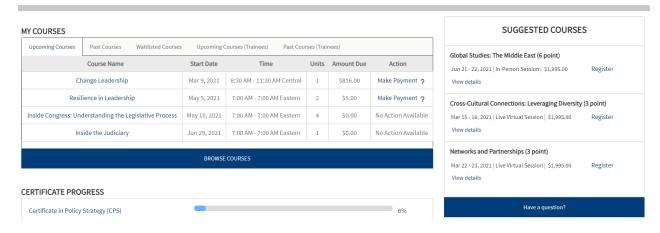


### WashU AT BROOKINGS

#### Welcome to the WashU at Brookings registration portal

You can create a user profile for yourself and others, browse and register for courses, and track course and certificate progress.



### **Reviewing Your Registration History**

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.

## WashU AT BROOKINGS

MY COURSES									
Upcoming Courses	Past Courses Waitlisted Courses	ast Courses Waitlisted Courses Upcoming Courses (Trainees) Past Courses (Trainees)							
	Course Name	Start Date	Time	Units	Amount Due	Action			
Change Leadership		Mar 9, 2021	8:30 AM - 11:30 AM Central	1	\$816.00	Make Payment ?			
Resilience in Leadership		May 5, 2021	7:00 AM - 7:00 AM Eastern	2	\$5.00	Make Payment ?			
Inside Congress: Understanding the Legislative Process		May 10, 2021	7:00 AM - 7:00 AM Eastern	4	\$0.00	No Action Available			
Inside the Judiciary		Jun 29, 2021	7:00 AM - 7:00 AM Eastern	1	\$0.00	No Action Available			
BROWSE COURSES									

### **My Upcoming Courses**

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."

# WashU AT BROOKINGS

#### MY COURSES

Upcoming Courses	Past Courses	Waitlisted Courses						
Course Name			Start Date	Concentration	Units Earned	Status	Action	
Leading Change & Strategic Execution			Mar 8, 2016	Leadership	2	Completed	No Action Available	
Women's Leadership: Strategies for Success			Oct 5, 2020		8	Completed	No Action Available	
LEGIS Congressional Fellowship			Jan 4, 2021		8	Completed	No Action Available	
BROWSE COURSES								

### **My Past Courses**

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.

## WashU AT BROOKINGS

MY COURSES								
Upcoming Courses	Past Courses	Waitlisted	Courses	urses Upcoming Courses (Trainees) Past Courses (Trainees)				
Course Name			Start Date		Time		Action	
Networks and Partnerships			Mar 22, 2021		7:00 AM - 7:00 AM Eastern		Register Remove	
				BROWSE COU	JRSES			

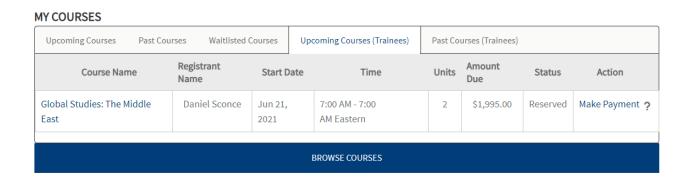
### **My Waitlisted Courses**

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.

## WashU AT BROOKINGS

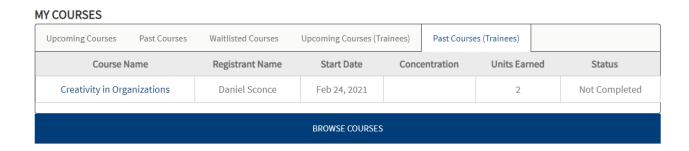


### **Upcoming Courses (Trainees)**

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.



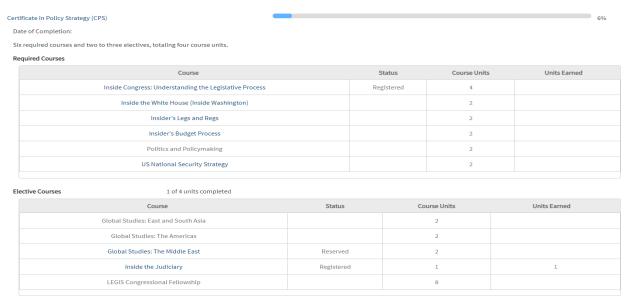


### **Certificate Tracker**

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.

# WashU AT BROOKINGS



### **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.