Training@Maryland

The Training@Maryland site (http://training.umd.edu) has a new look with multiple ways to search and register for various events and training activities occurring on campus.

Displaying Events

There are multiple views to choose from to display events.

- Click on the drop-down next to Display Format.

- Grid View – Displays events in the form of a calendar.
• **Category View** – Displays events by categories and subcategories

  - **New Employee Orientation**
    - This program is designed to give employees an understanding of what the University of Maryland is all about, our institutional mission, our students, and our services. It is important in helping new employees integrate into the campus and become enthusiastic Terrapin Employees. We will review the history and structure of the University. A discussion on University benefits, a multimedia tour of the campus and campus resources. A Q&A session will be held.
    - Location: Lot 4b, the overflow lot north of the Comcast Center, just across the street from the front of Chesapeake I
    - Parking Information: The following lots are available near the building: Lot P4 and Lot P5. If you do not have a UMD Parking Permit, you can park at the meter in the P2 lot. Obtain a one-day parking permit through your department or through Transportation Services. Further parking information can be found at http://www.transportation.umd.edu/visitor/campusmap.html

• **Date/Time View** – Displays events, in order, by date and time

  - **eTerp Training for Search Chairs, Search Chair Designees, and Hiring Officials**
    - This training will cover the responsibilities of Search Chairs/Designees and Hiring Officials. It will be repeated periodically. Topics include changes to applicant databases, email applicants through the system, and using the On-Line Reference feature.

• **Location View** – Displays events by building and room

  - **American Sign Language (3 Classes)**
    - The hands-on, 2-part workshop will teach you sign language basics and how to conduct basic conversations in American Sign Language.

In each of the views, there are four options available on the right side of the page:

• **Subscribe** – Allows you to setup an event subscription based off your current Category/Subcategory selections in order to receive updates via email, text message, or through a persistent iCalendar feed.

• **Download** – Allows you to download all events within your current Calendar view in either .csv, iCal, or XML format.

• **Help** – Opens a new window that includes a Help file for the current view screen.

• **Print** – Opens a new window that includes a printer friendly format of the current view.
Searching for an Event

On the Training@Maryland homepage, all events sponsored by all participating training providers are listed in order by the date of the event, by default. If you are looking for a specific event, there are a number of ways to search for and filter the events shown. You can search by:

- **Training provider** (located under the Training@Maryland logo)

  - Click on a training provider's name to show only their events

The other search options are located on the left side of the page.

- **Date/Date Range** – Use any of the following ways:
  - Click on the tabs above the calendar to see events that are occurring on specific dates, weeks, months, or the entire year.
  - Use the arrows next to the month and year to go to the previous month or the next month.
  - Click on a specific date in the calendar.
  - Click on an arrow next to select the whole week.
  - Click on the drop-down next to Display Month to choose a specific month.
  - Use the advanced search option to choose a customized date range. **NOTE: You must click Submit to display events when using this option.**
• **Categories** – Use any of the following ways:
  o Check the box next to a category or subcategory.
  o Click on the + next to a category to display subcategories.
  o Click on Select All to check all categories and subcategories.
  o Click on Deselect All to uncheck all categories and subcategories.

  **NOTE:** You must click **Submit** to display events when using this option.

• **Keyword**
  o Type any word in the text field. **NOTE:** You must click **Submit** to display events when using this option.

Keyword(s):

Registering for an Event

Once you have located an event, you can register for the event in two ways:

1. If an event is open for registration, hover the mouse pointer over the title to make a window appear that displays the event name, date/time, number of spaces available (if applicable), location, description, and five action icons at the bottom of the window. Click on the **Register** icon.
2. Click on the title of the event. This will display an event details page. The same five action icons are located on the right side of the page. Click on the **Register** icon.

You will be directed to the Central Authentication Service (CAS) screen to enter your Directory ID and password (unless you are already logged in).

The registration form will appear. Your First Name, Last Name, and Email Address will be prefilled. Depending upon the information needed by the training provider, you may need to fill out additional fields. Any field with a red asterisk is required in order to register for the event. Click **Cancel** to return to the Event Detail page or click **Next** to continue the registration process.
You will be taken to a registration preview page prior to submitting your registration. Verify that your information is correct. You can click Cancel to return to the Event Details page, click Back to correct your information, or click Submit. You will receive an email notifying you of your registration information.
Interacting with an Event

In addition to registering for an event, you can also interact with events by clicking on any of the action icons that appear on the bottom of the event window page (when you hover the mouse pointer over the event title) or on the right side of the Event Details page.

- **Remind Me** – Allows you to enter either your email address or your cell phone number and carrier in order to be added to an event reminder list. You will have the option to select the timeframe prior to the event when you would like to receive your reminder notice.
- **Notify Me** – Allows you to enter your email address in order to be added to an event modification subscription list.
- **Add to My Calendar** – Allows you to choose whether you want to save the event in your personal calendar (iCal) or to an email address.
- **Email a Friend** – Allows you to send an email containing event details and a hypertext link that will navigate your “friends” directly to the Event Details for the event.