Office Ergonomics Training Enrollment Procedure

Description

Office Ergonomics (Ergo) is provided to State and non-State employees. Training dates are posted on an as-needed basis. The current class schedule can be accessed by visiting the Department of General Services Training Reservation System (TRS).

Enrollment

All class enrollments must be submitted through the TRS. The TRS can be accessed at [training registration system](#)

Enrollment Requirements

The following information is required for enrollment
- First & Last name
- Business email address Business phone number
- Bill code (DGS 6 digit bill code, If you don't have a bill code contact your training coordinator or Business Office or Accounting.)

Enrollment Options

Select the appropriate procedure: Individual
Training Coordinator

Enrollment Procedure- Individual

New users begin at Step 1 Existing users begin at Step 7

Individual Enrollment Procedures

Step	Action
1	Access TRS at [training registration system](#)
2	Click on "Log In"
3	Click on "New User"
4	Complete the Student Information Form
5	Click on "Submit Form"
6	Your username and password will be sent to the email address provided in your student information form.
7	Go to the "Log In" page and log in with your assigned username and password.
8	Click on "Courses"
9	Click on "Office Ergonomics Training for Trainers"
10	Click on "Click Here to See a List of Classes For This Course"
11	Click on "Seats Available" for the desired class date and location
12	Click on "Sign Me Up"
13	You will receive confirmation of enrollment at the email address provided in the "Student Information Form"

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Enrollment Procedure- Training Coordinator

New users begin at Step 1 Existing users begin at Step 7

Training Coordinator Enrollment Procedures

Step	Action
1	Access TRS at [training registration system](#)
2	Click on "Log In"
3	Click on "New User"
4	Complete the Student Information Form and mark the training coordinator box Please ensure you have entered a valid bill code. The system will not allow you to establish yourself as a training coordinator without a valid bill code.
5	Click on "Submit Form"
6	Your username and password will be sent to the email address provided in your student information form.
7	Go to the "Log In" page and log in with your assigned username and password.
8	Click on "Courses"
9	Click on "Office Ergonomics Training for Trainers"
10	Click on "Click Here to See a List of Classes For This Course"
11	Click on "Seats Available" for the desired class date and location
12	Click on "Sign Up Multiple Students"
13	New student Click on "Add New Students" Complete the "Student Information Form" and submit Existing Student Use the "Search for Existing Students" box Enter the students last name and search Click on the students name that you wish to enroll
14	You will receive confirmation of enrollment at the email address provided in the "Student Information Form"

Miscellaneous Procedures:

Forgot password

- **Step 1:** Click on "Log in"
- **Step 2:** Click on "Forgot Password"
- **Step 3**: Enter your username
- Your Password will be sent to the email address in your profile

Cancellation Procedures

- You may cancel students up to 5 days prior to class. Substitute students on the day of the class are acceptable.
- Step 1: Log in with your username and password
- Step 2: Click "View /Edit Profile", (Your profile will come up)
- If you are canceling for yourself, Click on View Class History and Click Cancel the class
- If you are a Training Coordinator canceling for a student Proceed to Step #3.
- Step 3: Click "Search Profile"
- Step 4: Enter Students name
- Step 5: Then Click "View Class History"
- On this page you will see where you cancel out the class scheduled

If you are already enrolled, but would like to transfer your enrollment to someone else, you would:

- **Step 1:** Log in with your username and password
- **Step 2:** Click "Courses"
- **Step 3:** Click "Office Ergonomics Training for Trainers"
- **Step 4:** Click "Click here to see a list of current classes for this course" **Step 5:** Click on the class you will be making the changes to under the "Class Status" column.
- **Step 6:** Click "Edit Class Roster"
- **Step 7:** Scroll to find your name and click on "Drop from class" This option cancels you and opens the seat up for enrollment.
- **Step 8:** Refresh the roster by clicking on "Edit Class Roster" again
- **Step 9:** Click "Sign Up Multiple Students for Class"
- **Step 10:** Enter the individuals last name and click "Search"
- **Step 11:** Click on the individuals name that you wish to enroll
- You will see a confirmation screen when the enrollment is complete.

Update/Edit Profile

If you need to change the email address in your profile or if you need to change your bill code you may follow these steps:

- Step 1: Log in with your username and password
- Step 2: Click on "Search for a Profile"
- Step 3: Enter Students name
- Tip: To broaden your search, enter only first two letters of first name and last name.
- Step 4: Click on "Edit Profile" next to the individual profile you need to update/edit or click on "Edit User Profile" to update your own.
- Step 5: Enter in new information that needs to be edited/updated.
- To update/change the bill code- Click on "Click Here" link right underneath the email address. Enter new bill code and click "submit".
- Step 6: Click on "Submit Form" to submit changes.

View/Edit Email Alert Subscriptions

If you would like to subscribe to be notified when a new class is created via email blast, you may follow these steps:

- **Step 1:** Log in with your username and password
- **Step 2:** Click on "Edit User Profile"
- **Sept 3:** Click on "Click here to View/Edit Subscriptions"
- **Step 4:** Select the class or classes of interest
- **Step 5:** Scroll to the bottom of page and click on "Update Subscriptions"

Note
You will need to follow the same steps to "Unsubscribe" to a class once you have attended or are no longer interested in attending.