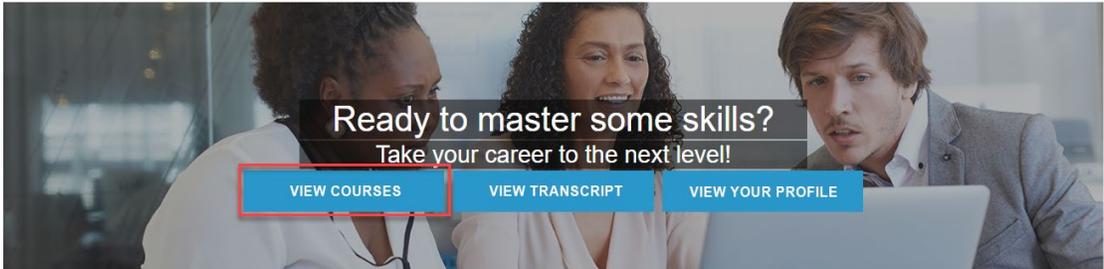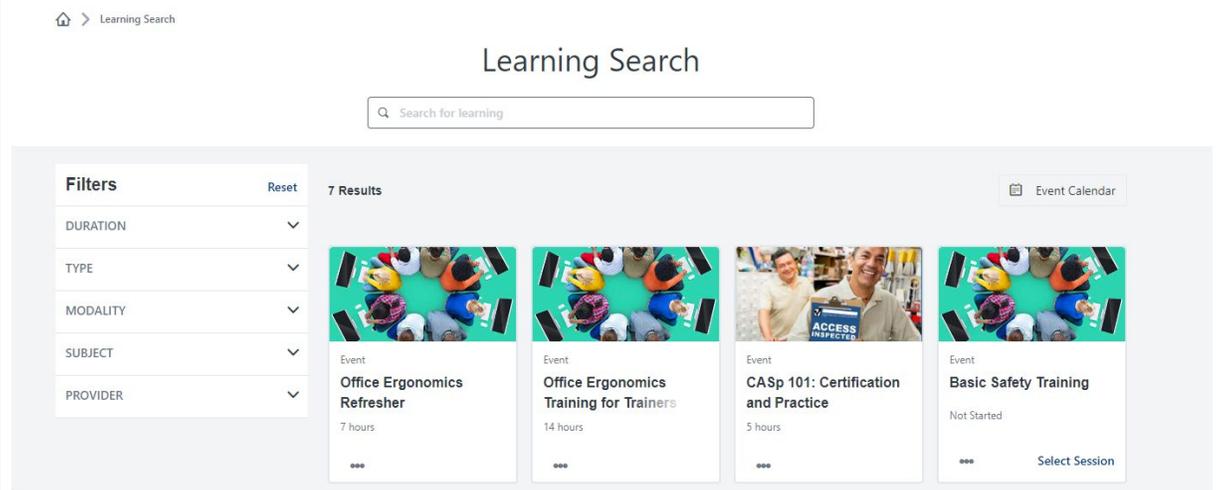# External User - How to Register for a Course

| Objective	To provide a detailed procedure for an external user to register for a course in Pathways.

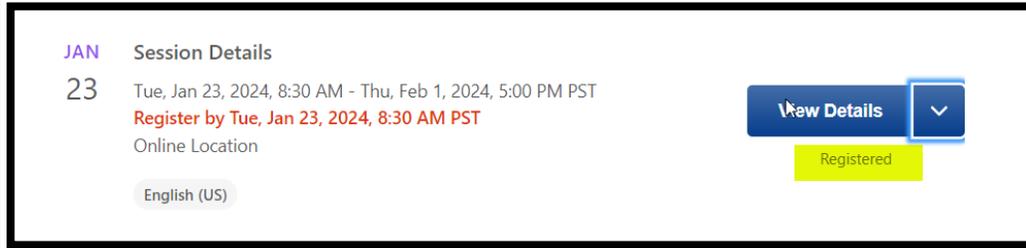| Step	
1	Click the link to visit the DGS Pathways website. https://learning-dgs.csod.com/client/learning-dgs/orim.aspx
2	Log into Pathways using your username and password.
3	From the Welcome page, select *View Courses*.

3	Select the course you are that you wish to register for to open the course page.
4	From the course page, click on the drop down-arrow next to *View Details* and select *Request*.
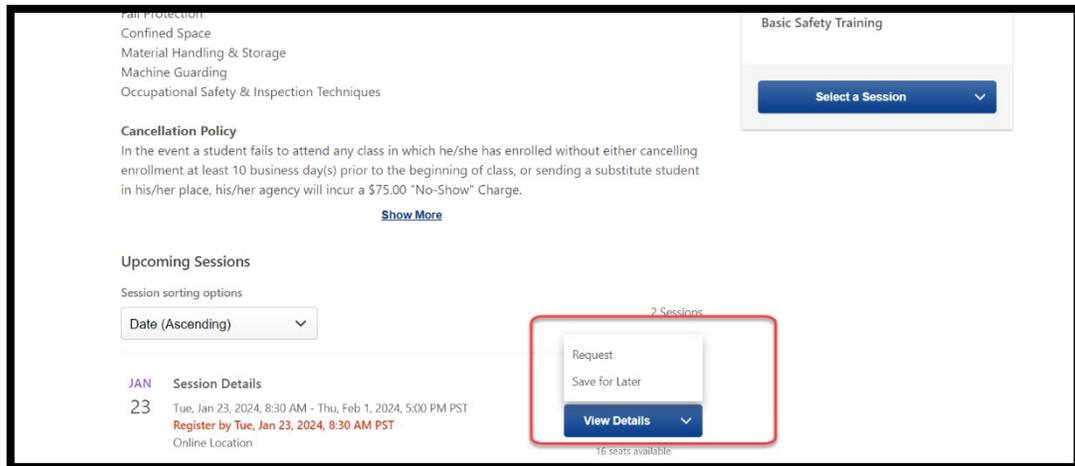
5	After you select *Request,* you are now registered for the course. You can confirm by clicking on the drop down-arrow next to *View Details,* and it will now say *Registered*.
	JAN 23 **Session Details** Tue, Jan 23, 2024, 8:30 AM - Thu, Feb 1, 2024, 5:00 PM PST Register by Tue, Jan 23, 2024, 8:30 AM PST Online Location English (US) View Details ⌄ Registered
6	You will receive a verification email from noreplyPathways@dgs.ca.gov notifying you that you have successfully registered for the course. You Are Registered for Training noreply@email.com To ☺ Reply ← Reply All → Forward Mon 10/9/2023 1:58 PM ⓘ If there are problems with how this message is displayed, click here to view it in a web browser. CAUTION: This email originated from a NON-State email address. Do not click links or open attachments unless you are certain of the sender's authenticity. This is an automatically generated notification, please do not reply. PATHWAYS LEARN. GROW. CHANGE. REPEAT. Dear You have registered for the following training item: Title Professional Email Writing in English: Complete Training **Why is it important to master business email communication?**