

# Instructions for Online Class Registration

## 1. Go to [http:// sjo.mycarenet.org](http://sjo.mycarenet.org)

- Log into Carenet using your Carenet User ID & Password
- Move mouse cursor over the “**Education & Training**” tab.
- Click on “**Class Calendars / Registrat**ion” link.



## 2. Search Classes

Note: There are 2 options to search classes using; “**Search Classes**” or “**Calendar**” Tab.

### “**Search Classes**” Tab

- To search for a class, type the class name in the “**Class Title**” field or search by using the “**Training Date**” fields.
- Then click the “**Search**” button.
- A list of available classes will appear in the Results Dialog Box.
- Locate the class you would like to register for then click on **Register Now!** Located to the right of the screen.
- Confirm your course by clicking on “**My Registered Classes**” tab.
- In the Results Dialog Box located at the right of the screen click on “**View Class**”.
- To unregistered for a class please contact Clinical Education at extension 18044.



### “**Calendar**” Tab

- To search for a class, view calendar, locate class, and click on the class link. Class link will direct to the registration screen. To register click on the “**Register Me**” button.
- Confirm your course by clicking on “**My Registered Classes**” tab.
- In the Results Box located at the right of the screen click on “**View Class**”
- To unregistered for a class please contact Clinical Education at extension 18044.

