Need to Attend a LIVE Training?

Live training = face-to-face training sessions and live webinars.

1. Hover on the **Find Training** tab and select the **Events Calendar** menu option.

2. Select the month of the training session or use the filters to search within the calendar.

3. Hover on top of the desired training to view the details.

   **Note:** If the training includes a physical address, it is a face-to-face training. If it includes a blue computer icon, it is a live webinar.

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4. Once you locate the desired training, click on the bolded title. A Sessions Details page that includes information about the training will appear. Click on the **Request** Button.

![Session Details](image)

5. Then view your active transcript to see the details of your face-to-face training session or to launch the live webinar.

![My Learning](image)