Enrolling in an Instructor-Led Training (ILT) Session

E-Learning Zone is RIT’s one-stop shop for browsing and enrolling in Instructor-led Training (ILT) courses, creating a professional development plan, and tracking previous courses you have taken. ILT courses include workshops, seminars, and presentations.

1. To get started, click on the registration link provided in the email announcement.
2. Log in using your RIT username and password.
3. Click on the Session Schedule icon.
   - The list of sessions will appear.
4. Click the Enroll link listed next to the session you would like to attend.
   - If the session you attempt to enroll in does not have a vacancy available, you are presented with a Waitlist link so you can opt to be placed on the waiting list.
   - If enrolled, you will receive a confirmation email from cpdcoop@rit.edu.
5. After clicking Enroll, a dialog box will appear asking if you want to add the session to the MY PLAN section. MY PLAN shows a list of the sessions you have enrolled in. Click Yes to add the session to MY PLAN.
6. The Add to My Plan dialog box will appear. Here you can specify the details or leave them blank. Click OK when you are done.

- You are now enrolled in the session and it is listed under the In Progress tab of the MY PROGRESS page. The session will also be listed on the MY PLAN page.
To Add a Session to Your Outlook Calendar

When you receive the confirmation email, **double-click on the attachment** of the calendar invite (.ics) to open it, then type in a **subject** and click **Save & Close**.

To Log in to E-Learning Zone

To explore other features of the E-Learning Zone, log in to: [https://www.rit.edu/fa/cpd/elzlogin/index.php](https://www.rit.edu/fa/cpd/elzlogin/index.php)

For help using E Learning Zone, please contact CPD at [cpdcoop@rit.edu](mailto:cpdcoop@rit.edu) or x5-5313.