

Online Training Enrollment System

Go To www.dallascounty.org/TrainingSchedule/

Accessing the Schedule

You can **view the schedule** from the main screen VIA the [online/Lookup](#) list.

ONLINE LOOK-UP: Classes are listed alphabetically. You can sort them by date, day, etc., by clicking on the small arrows located in the blue heading row.

Click on "[descriptions](#)" to see class de-

Enrolling in Classes

SIGN IN/register as a student.
You only have to sign in one time to set-up your OTES account.

Click the **SIGN IN** button on the main screen.

- You must complete every field on the next screen. *(Type the entire e-mail address using lower case only and include "@dallascounty.org.")*. Click **Continue**.
- Enter a password at password screen. It must be at least 5 characters. Click **Continue**.
- When you see the online notification of successful account set-up, Click **LOGIN**.

LOG IN from the main page.

- The e-mail address you used to register/sign-in is your **USER NAME**.

From the **LOOKUP** screen, you can select classes you want to enroll in.

- Click to put a check in the box in front of the class. You can also select multiple classes.
- Click on **Enroll** at the end of the screen.

NOTE ABOUT THE STATUS COLUMN:

Open means there's space in the class.
Stand-by means the class is full. You can include a Stand By class in your enrollment request. If space becomes available later, you will be added to the class roster automatically and notified via e-mail.

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Receiving Confirmations and Other Enrollment Notifications

You'll receive **immediate** enrollment confirmation and/or stand-by notification two ways.

Online/on screen right after you submit your enrollment.

Via **e-mail** - You cannot reply to these e-mail messages. If you need to cancel a class, see, "Canceling an Enrollment", below.

- **MAKE SURE YOUR E-MAIL IS SET FOR HTML:** Click **Tools** from menu bar, then select **Options** from the drop down menu, click on **Environment** next, select the **Views** tab, then select **HTML** as Default View in both boxes at the bottom of this window.

Keeping Track of Your Classes

LOG IN to the system at any time to view **REPORTS** about your enrollments and completions.

After you log in, find **REPORTS** at top of screen.

*In addition to **REPORTS**:*

If you try to enroll in a class you are already enrolled in, the system will alert you.

Enrolled Classes: All classes for which you are enrolled and confirmed are listed in this report.

The system will also send you a reminder via e-mail 7 days prior to your class.

Stand By Classes: All classes for which you are on stand-by status are listed.

Canceling an Enrollment, Either Confirmed or Stand-by

IF YOU HAVE A SCHEDULE CONFLICT FOR A CLASS YOU ARE EITHER CONFIRMED OR ON STAND-BY FOR: Please cancel in the System at once so we can manage our resources and keep our classes full.

- Check the box in front of the class you want to cancel.
- Click on **Cancel Enrollment** or **Cancel Stand-by Listing** at the bottom of the screen.

LOGIN to the system.

You'll immediately see an online message acknowledging your cancellation, and you'll also get an e-mail message.

From **REPORTS** at the top of the screen, select appropriate report, either Enrolled Classes, or Stand-by Classes.

The Help Button

Click to see:

- Frequently asked questions
- Instructions: How to use the online training system