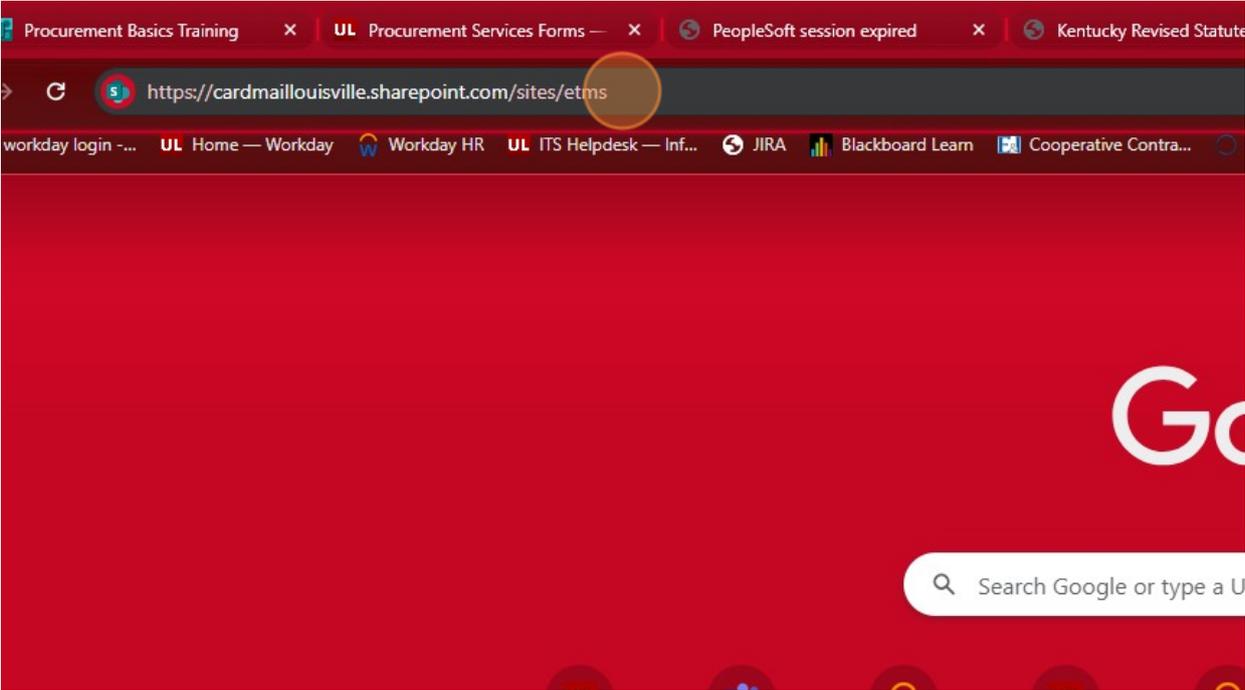
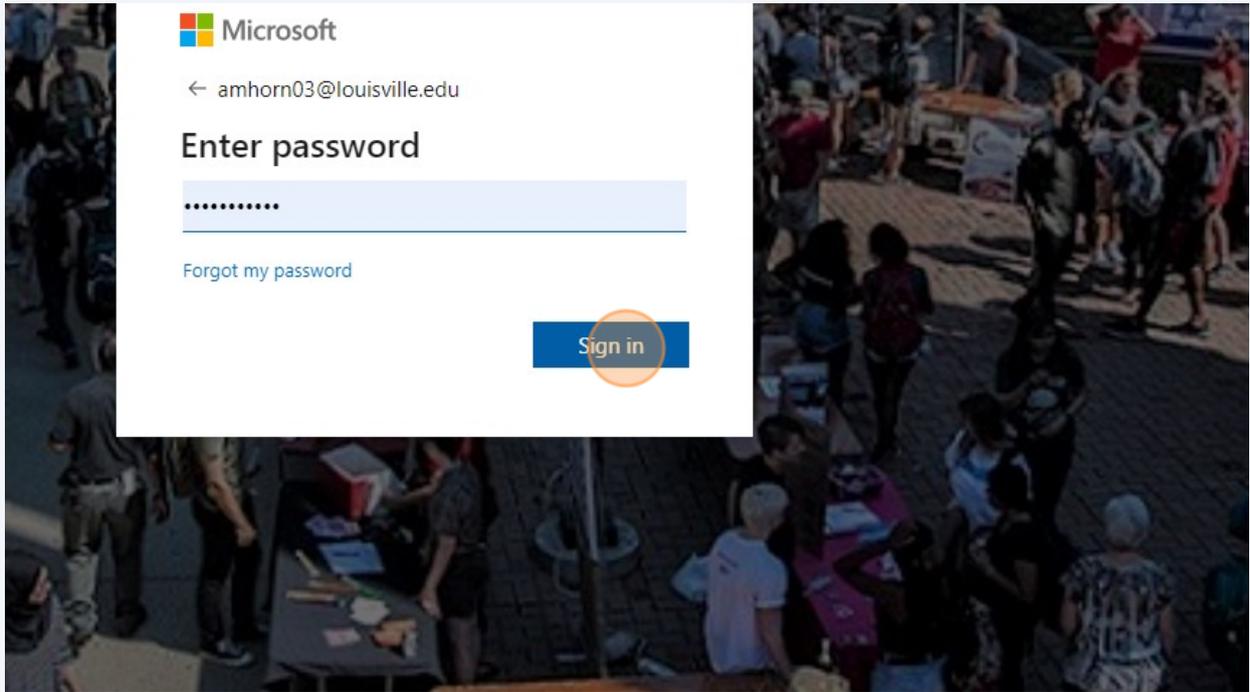


Sign In and Access Procurement Basics Training

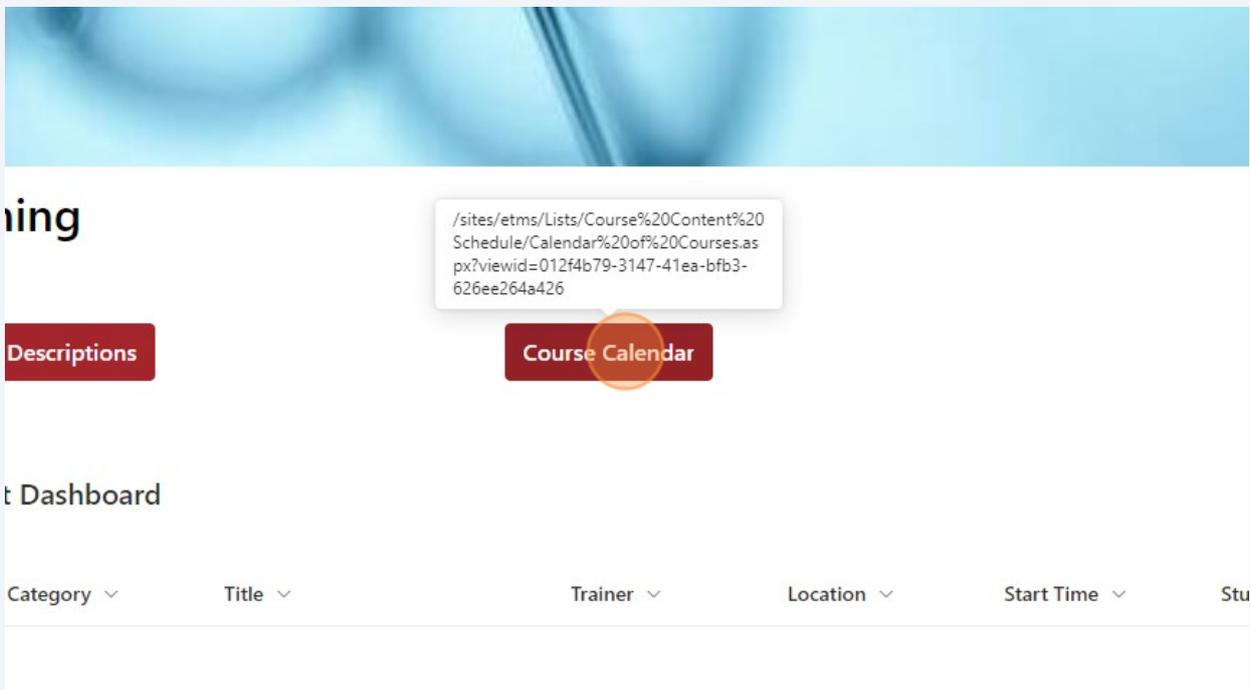
1 Enter <https://cardmaillouisville.sharepoint.com/sites/etms> and hit Enter



2 Enter log in information and click "Sign in"



3 Click on Course Calendar



4 Click arrows to change month.

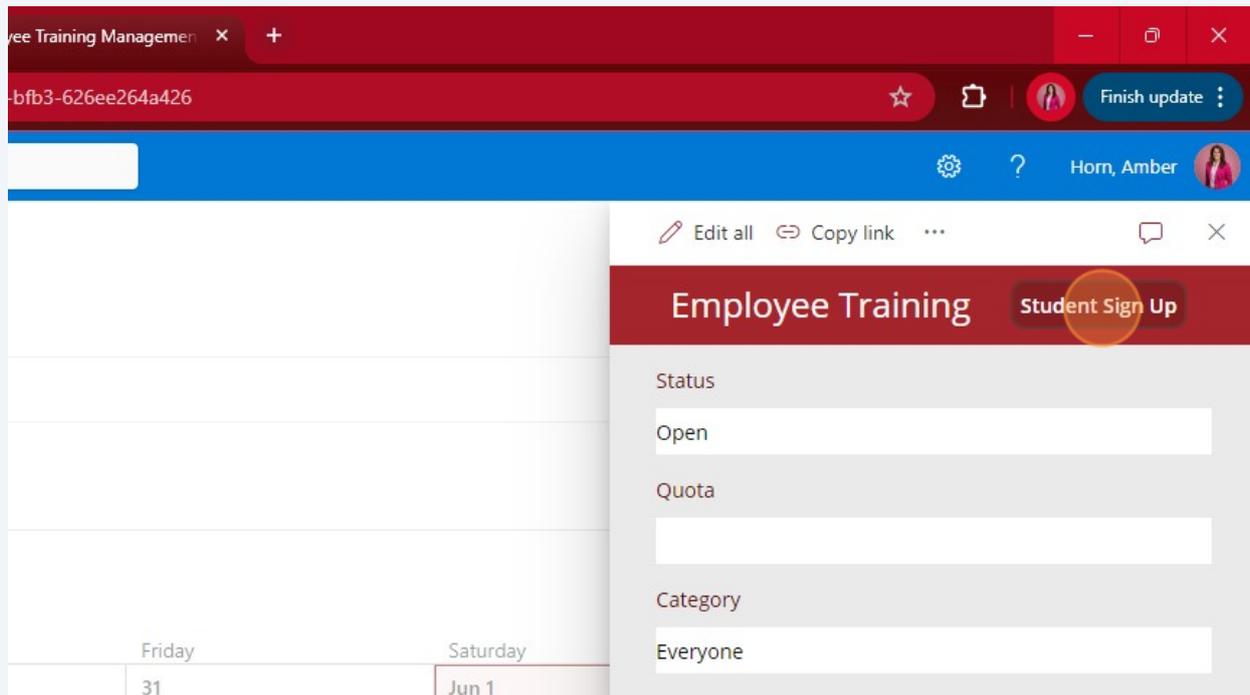
The screenshot shows the 'Employee Training Management System' interface. At the top, there is a navigation bar with 'Home' and 'Trainer Resources' (selected). Below this is a toolbar with buttons for '+ New', 'Share', 'Export', 'Forms', 'Automate', and 'Integrate'. The main content area is titled 'Course Content' and features a calendar for 'May 2024'. The calendar shows dates from Sunday, Apr 28 to Wednesday, May 1, and then continues with dates 5, 6, 7, and 8. The 'May 2024' dropdown menu is highlighted with an orange circle, indicating the step to click the arrows to change the month.

5 Double-click "Procurement Basics Training" for the month you want to attend and a box will pop up on the right.

The screenshot shows a calendar for June 2024. The calendar displays dates from 29 to 29. A red box highlights the date '10 AM Procurement Basics Train...' on the 13th, indicating the step to double-click the training event. The calendar is organized into columns for each day of the week, with dates 29, 30, 31, Jun 1, 5, 6, 7, 8, 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, and 29.

6

Click "Student Sign Up" button. Your name should automatically populate based on your login information.



7

Click "Submit". You will receive an email with confirmation of your registration and meeting invite link to add the event to your calendar.

