

## Getting Started:

1. Click on the University Training link <https://training.georgiasouthern.edu>
2. All users can log into the site with their MyGeorgiaSouthern username/password (Novell account username and password), then click 'OK'.



3. The University Training website will open. You can begin navigating through the site by clicking on any of the following:
  - The **Calendar**- to view courses offered by the month, day or week.
  - The **Links**- to request an appointment for a course, view the interactive calendar view of courses, view full listing of courses with course details, or Request for a course to be added to the University Training website. There are also two additional links for the Center of Excellence in Teaching and Continuing Education whose classes are not on the University Training website.

Georgia Southern University Training

UNIVERSITY TRAINING

Welcome to the Georgia Southern University Training website. From here you can register for courses offered by the university spanning a variety of subjects.

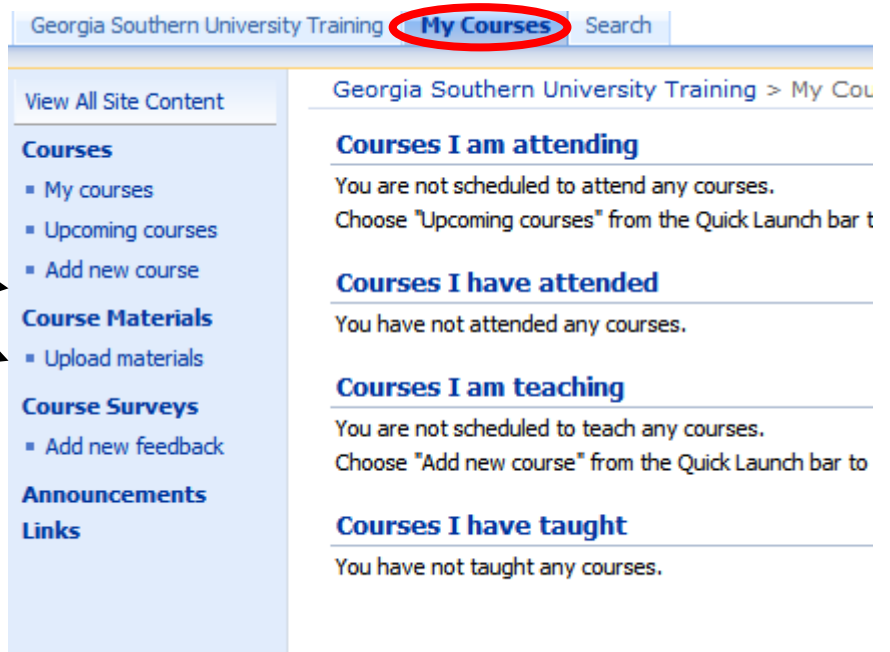
**This Month's Courses**

October, 2009

Expand All Collapse All Day Week **Month**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 2:00 PM Introduction to PowerPoint (2007 Edition) 2:00 PM GeorgiaVIEW - Assignments	29 10:00 AM Navigating Through GeorgiaView	30 8:30 AM Professional Etiquette 9:00 AM GeorgiaVIEW - Assignments 2:00 PM Thesis/Dissertation Formatting: Passing the Format Editor	1 10:00 AM Introduction to SAS 2:00 PM Introduction to Dreamweaver	2 10:00 AM GeorgiaVIEW - Assignments	3
4	5	6 5:00 PM Introduction to Access I (2007 Edition)	7 8:30 AM Performance Management 5:00 PM Introduction to Access II (2007 Edition)	8 10:00 AM Introduction to SAS	9	10
11	12	13	14	15	16	17

- **My Courses**-to view *Upcoming Courses*, *Courses I am attending*, and *Courses I have attended* (please note courses attended prior to 9/15 will be uploaded manually later). If you have additional questions, please contact the Organization, Development and Learning Office at 478-1687.



These are administrative features.

## Register for a Course:

To view additional information about a course or register for a course, double click on the course name that appears in the calendar view.

30  
8:30 AM  
Professional Etiquette

A new window will appear with the course description and course details. Select 'My Registration'.

# University Training Site Tutorial

Georgia Southern University Training > My Courses > Courses > Professional Etiquette

## Courses: Professional Etiquette

[Alert Me](#) | [Export Event](#)

Course Title	Professional Etiquette
Course Description	You Never Get a Second Chance to Make a First Impression. Your academic knowledge and skills may be spectacular, but do you have the social skills needed to be successful in the workplace? Good professional etiquette indicates that you are a mature, responsible adult who can aptly represent your organization. Not knowing proper etiquette could damage your image, prevent you from getting a job as well as jeopardize personal and business relationships. <b>Topics covered:</b> <ul style="list-style-type: none"><li>• The benefits and importance of professional etiquette</li><li>• Meeting and Greeting</li><li>• Handshakes</li><li>• Office etiquette</li><li>• Gift Giving</li><li>• Professional communication</li><li>• Professional appearance and attitude</li></ul>
Instructor	Alejandra Sabio Kennedy
Location	Continuing Education 2901
Available Seats	13
Start Time	9/30/2009 8:30 AM
End Time	9/30/2009 11:00 AM
Course Materials	None provided (instructors, upload here)

Created at 9/3/2009 10:22 AM by Kennedy,Alejandra Sabio  
Last modified at 9/4/2009 7:24 AM by Jason Vickers

Please Note:

Select *Alert Me* to set up customized alerts or alarms for your courses.

### Course Registration List

Then the following screen will appear. Select 'OK' if you would like to register for the course.

Georgia Southern University Training > My Courses > Registrations > New Item

## Course Registration

**You are not registered to attend this course. Press OK to register.**

ABC Spelling...

Attendee	Kennedy,Alejandra Sabio
Course Title	Professional Etiquette
Start Time	9/30/2009 8:30 AM
End Time	9/30/2009 11:00 AM

You will receive a confirmation that you have registered for the course. Please note the confirmation will be sent from 'JVICKERS'.

## To Unregister for a Course:

Go to 'My Courses'

Select the course from "Courses I am attending'

Select 'My Registration'

Then click on 'Click here to unregister'

You will be asked 'Are you sure you want to unregister from this course'. If so, select 'OK'.

**Additional Information:**

- You can use the search engine to search for courses or workshops.
- Click on the 'Request a Course' link to request for a course or workshop to be posted on this website.
- If you have any technical questions, please contact the IT Help Desk at 478-5249 or [helpdesk@georgiasouthern.edu](mailto:helpdesk@georgiasouthern.edu)