



3. Click on a sub catalog (e.g. Procurement) **PROCUREMENT**
4. Locate and select the appropriate course title (e.g. PO122 – Processing Purchase Orders ILT)
5. For an **ILT course**, go to the bottom of the page to view the dates, locations, and seats available of the classes

 PO122 – Processing Purchase Orders ILT

Seats: 12

[Enroll](#)

At ISInc - Sacramento, 2554 Millcreek Drive, Sacramento, CA 95833 , Sacramento - Hub 1
6/7/16 1:00 PM - 6/7/16 5:00 PM PDT

6. For a **WBT course**, go to the bottom of the page to enroll
7. Click the **Enroll** button [Enroll](#)
8. Click the **Confirm enrollment** button [Confirm enrollment](#)

Note: The ILT courses are optional. You can take the WBT version of the course. If you enroll in the ILT course, please also enroll in the WBT as well. Part of the ILT class consists of going through the WBT.

Course Calendar

The Course Calendar shows only the ILT courses since the WBT courses are on demand and not tied to a specific date. The Course Calendar option is helpful to see ILT sessions by date, region, and audience.

1. Rollover the **Catalog** tab [Catalog](#) and click the [Course Calendar](#) **Course Calendar** link
2. To narrow down the results you can choose an Area or Audience. For example, if you work in Southern California, click the **Area** dropdown list and select your region (e.g. Southern CA – Hub 4)
3. Click the **Filter** button [Filter](#)
4. Click on the name of the course on the date you would like to attend (e.g. PO122 on July 12th)
5. Go to the bottom of the page to view the location and available seats

Area
All
Bay Area - Hub 2
Central CA - Hub 3
Sacramento - Hub 1
Southern CA - Hub 4

12
• PO122 – Processing Purchase Orders ILT

Session(s):  PO122 – Processing Purchase Orders ILT

Seats: 11

[Enroll](#)

At CalTrans - District 7 Los Angeles, 100 South Main Street 8th Fl.8th Floor, Rm 08-041 Los Angeles, CA 90012 , Southern CA - Hub 4
7/12/16 8:30 AM - 7/12/16 12:30 PM PDT

6. Click the **Enroll** button [Enroll](#)
7. Click the **Confirm enrollment** button [Confirm enrollment](#)