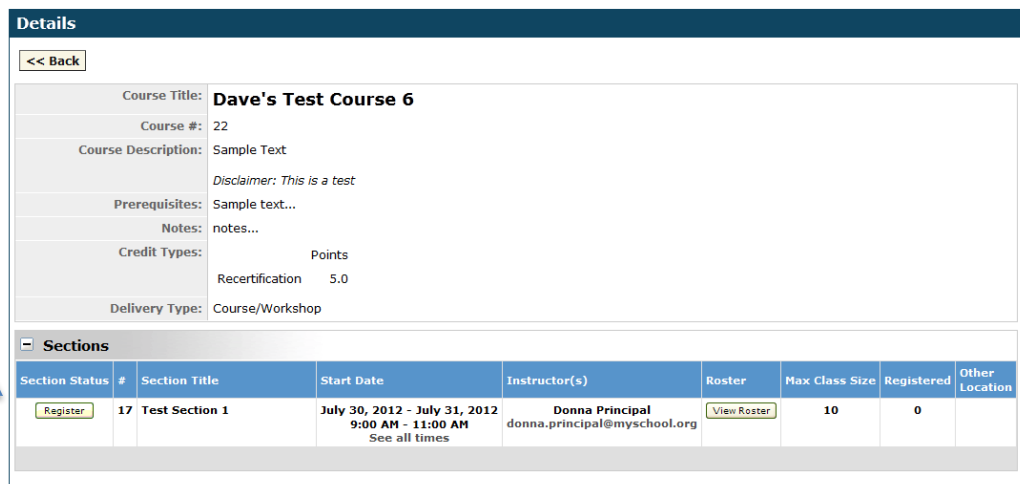


Registering for Sessions in Truenorthlogic for Exchange Credits

1. Open a browser and go to hcs.truenorthlogic.com
2. Enter your username and password. The username and password will be the same credentials you use to login to your computer.
3. To find professional learning opportunities, click on the *Search Learning Opportunities* tab.



4. You will be able to enter any search criteria to find courses within the system or click the *List All* button to browse the entire catalog.
5. Once you find the desired course, click on the course title to get additional information about the course and to register.



Details

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Course Title: **Dave's Test Course 6**

Course #: 22

Course Description: Sample Text
Disclaimer: This is a test

Prerequisites: Sample text...

Notes: notes...

Credit Types: Points
Recertification 5.0

Delivery Type: Course/Workshop

Sections


Section Status	#	Section Title	Start Date	Instructor(s)	Roster	Max Class Size	Registered	Other Location
Register	17	Test Section 1	July 30, 2012 - July 31, 2012 9:00 AM - 11:00 AM See all times	Donna Principal donna.principal@myschool.org	View Roster	10	0	

6. Once you select register, you will confirm the registration by selecting *Next*.

Please confirm the following information to complete the course registration. Click Next to continue

Course Information	
Course Title: Angela's Test Course	Location: District Office
Section: Angela's Test Course	Other Location:
Credit Types: How much do I have?	Points Recertification Credits 3.0 Exchange Day Credit 3.0
Section Notes:	
Class Dates: 07/01/2013 - 07/01/2013	

Next



7. You will then be prompted to select *Credit Type* if there are two credit type options for the session. Select Exchange Day Credit to enroll in the session to earn hours towards an exchange day. This step will complete the registration process. *Please note that only sessions occurring during off contract hours will have the Exchange Day Credit option.

Choose Credit Type

Recertification Credits

Exchange Day Credit

