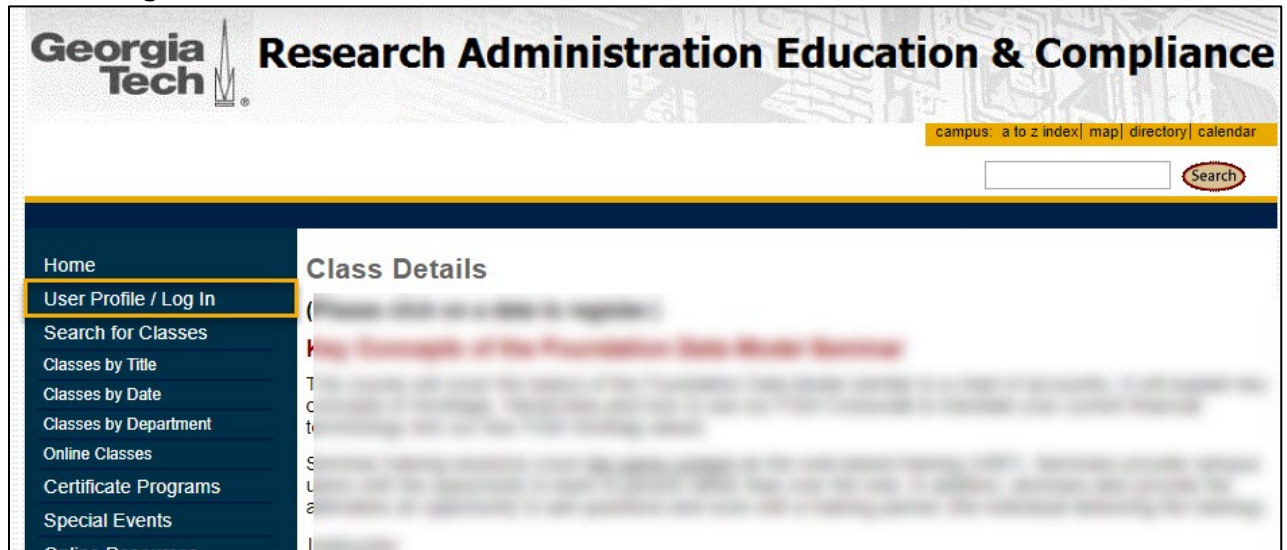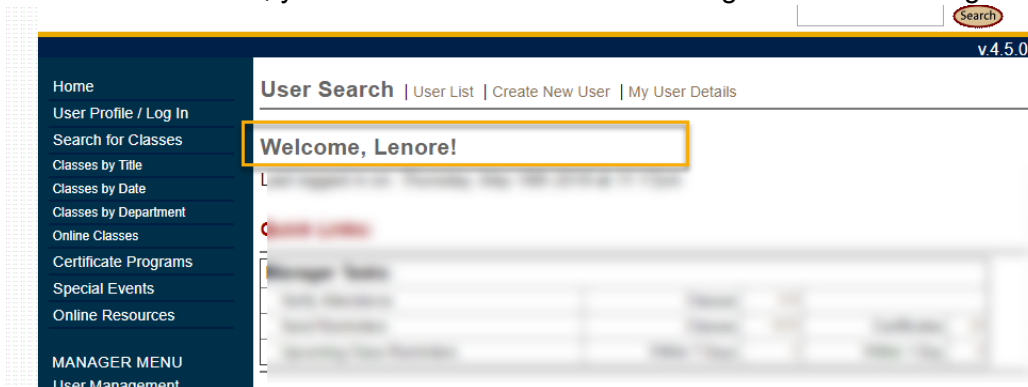# Register for Workday Financials Training

1. Access training course information here: Workday Financials Training - Course Catalog.
2. Find the course to register for and select the **Seminar** or **Instructor-led** link.
3. After selecting the link, you will be taken to the course registration site. Select the **User Profile/Log** in in the blue column on the left.

4. After a few seconds, you will receive a welcome message in the course registration site.

5. In a new tab, navigate back to the Workday Financials Training - Course Catalog, and select the **Seminar** or **Instructor-led** link for the course to register for.
6. After selecting the link, you will be taken to the course registration site with a Welcome back message in a pop-up window. Select **Ok**.
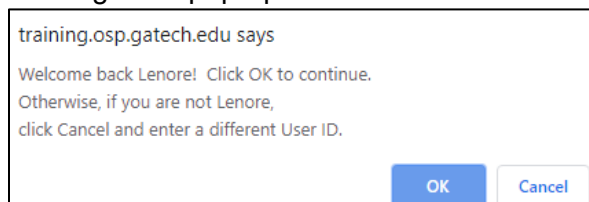
7. To proceed with course registration, select the date for the course. **NOTE: Once you select the date, you will automatically be registered for the course and will receive a confirmation message as well as a confirmation email.**

Thank You!			
We have processed your registration. The following has been completed:			
Class:	**Date:**	**Outcome:**	**iCalendar:**
Procurement Processes in Workday Seminar	2019-06-11	Enrolled	Download

You have been added to the class roster(s).
You will receive an email confirming your registration.

We look forward to seeing you at these events.

If you have any questions or require assistance, please contact:

training@osp.gatech.edu

8. Select the **Download** link in the iCalendar column to download a calendar invite into your own calendar.
9. Contact erp.training@gatech.edu with any questions regarding Workday Financials training.

Cancel Workday Financials Training

1. Access the training registration page at https://training.osp.gatech.edu/ and select **Login**.

2. Upon log in, you will be directed to a welcome page. In the Quick Links section, select the **class** link in the first bullet point.

3. After selecting the class link, scroll to bottom of the page to find the **Class Details** section. Select **Cancel** for the applicable class.

4. After the class is cancelled, you will receive a Cancellation Confirmation email and the class will no longer display in your Class Details section of the page above. Please manually delete the calendar invite if you previously downloaded it and added to your calendar.