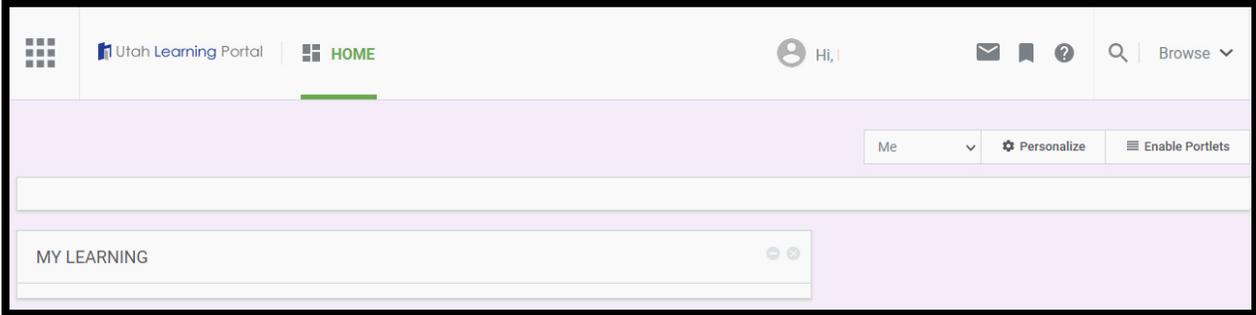


# How to Register from the Finance Website

Steps:

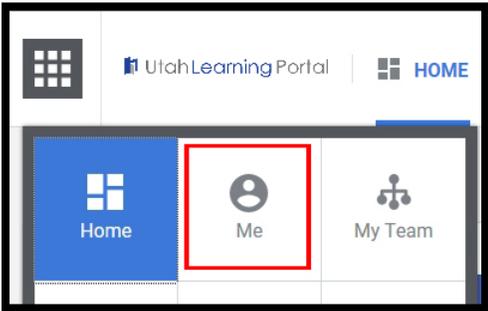
- 1. Use the link to access the Utah Learning Portal <https://utah-das.sabacloud.com/>
- 2. Login with your Utah ID. The Utah Learning Portal Home page displays



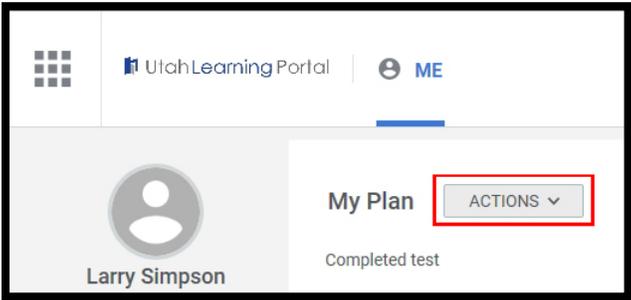
- 3. Select the Grid in the upper left of the page



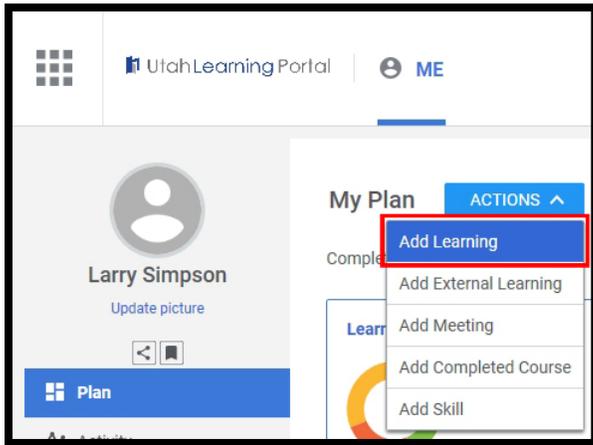
- 4. Select: Me



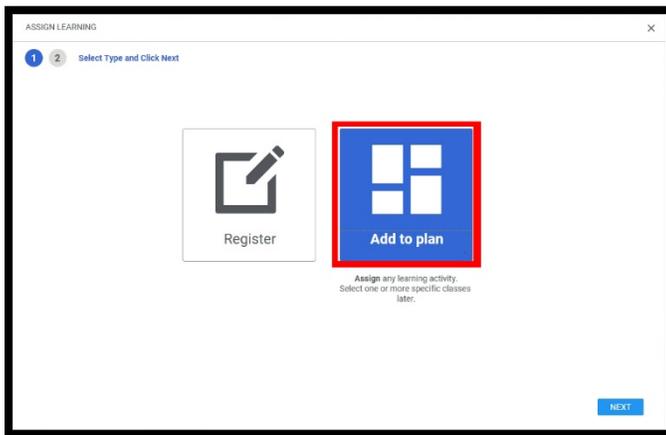
- 5. Select the Actions drop down



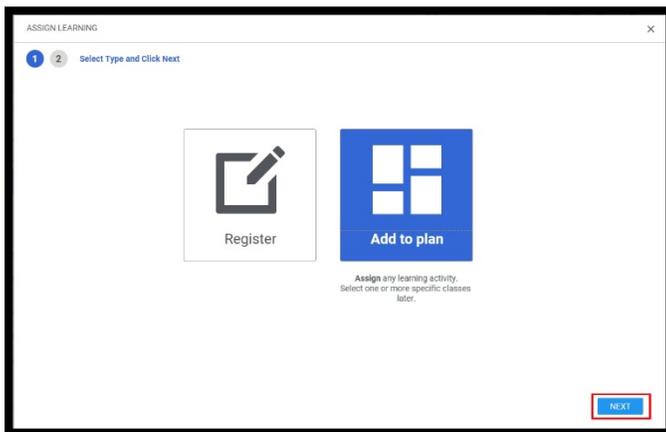
6. Select: Add Learning



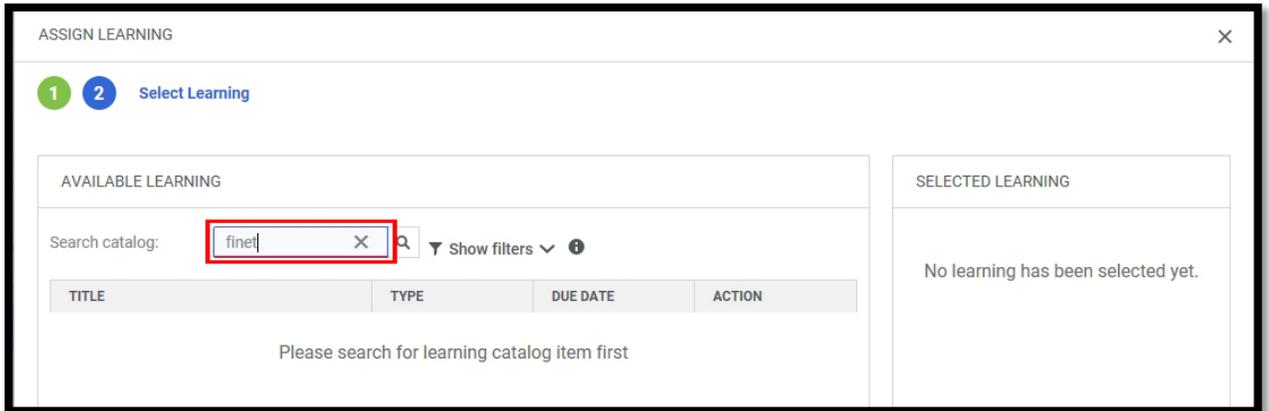
7. Select: Add to Plan



8. Select: Next



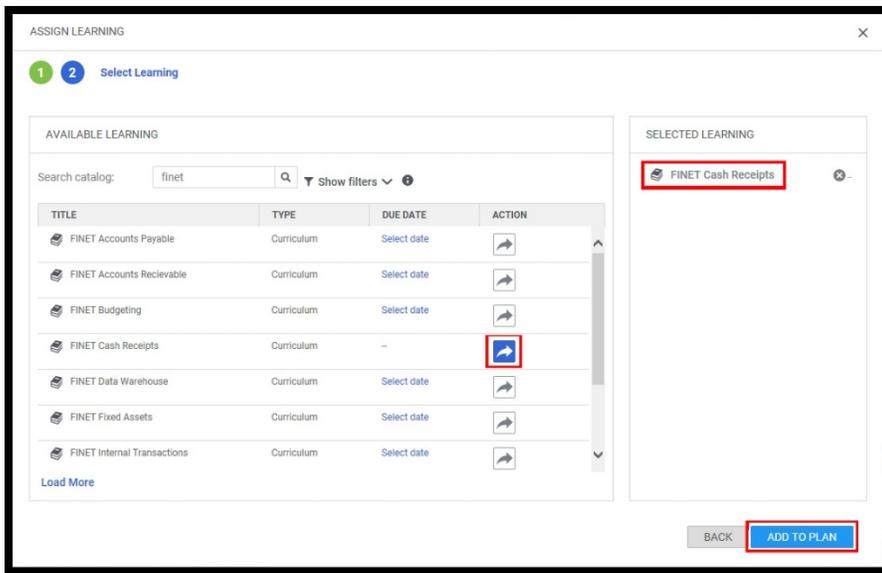
9. In the Search Catalog field enter: finet



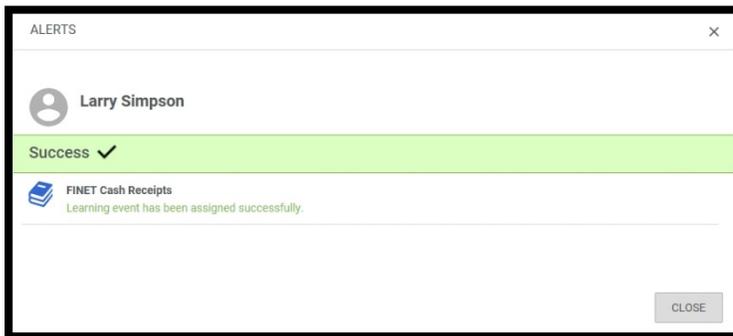
10. Press Enter. A list of the available curriculums (topics) displays

11. Click the Action Arrow to the right of the desired curriculum. The selected curriculum displays in the Selected Learning box

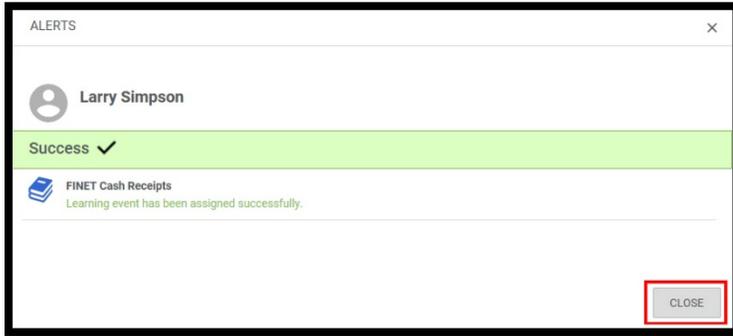
12. Select: Add to Plan



13. The *Learning Event has been assigned successfully* message displays

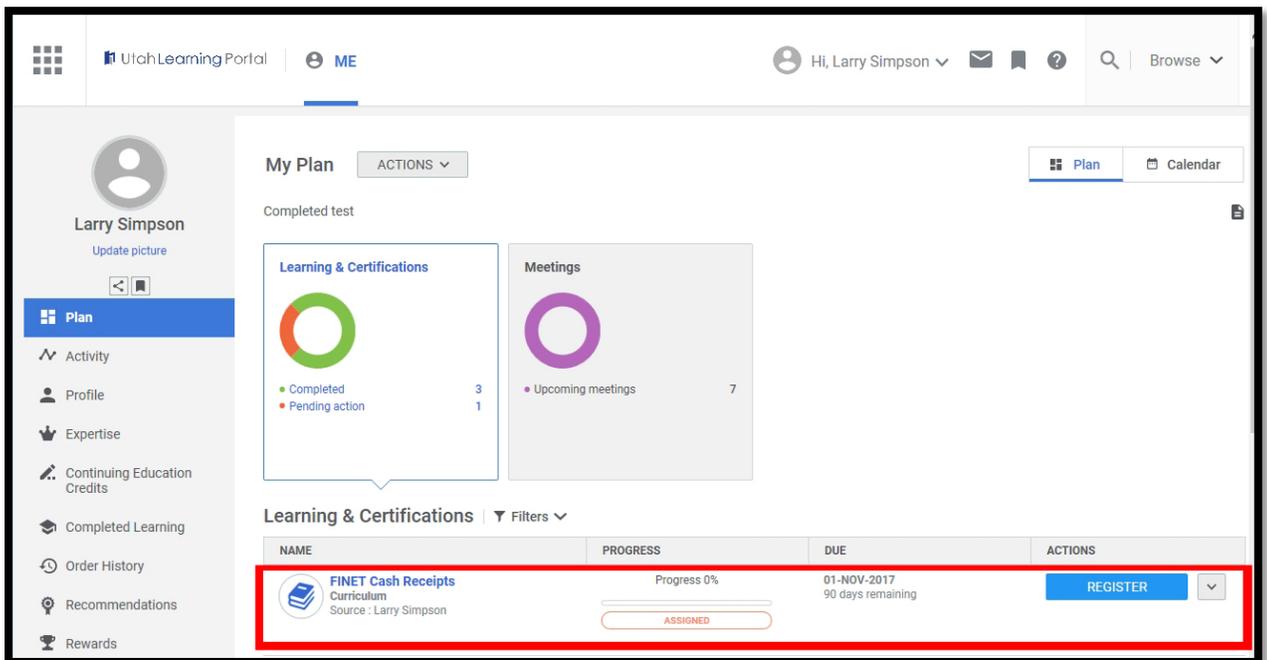


14. Select: Close



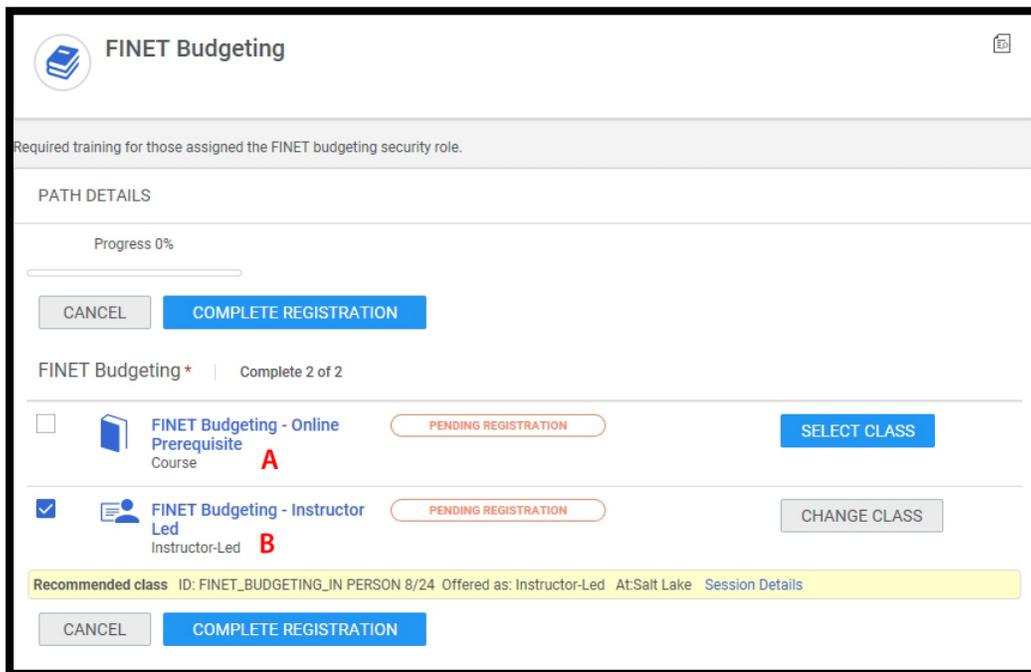
15. Your home page displays showing the selected curriculum

16. Select the Register button.



17. The Registration page displays and shows the following:

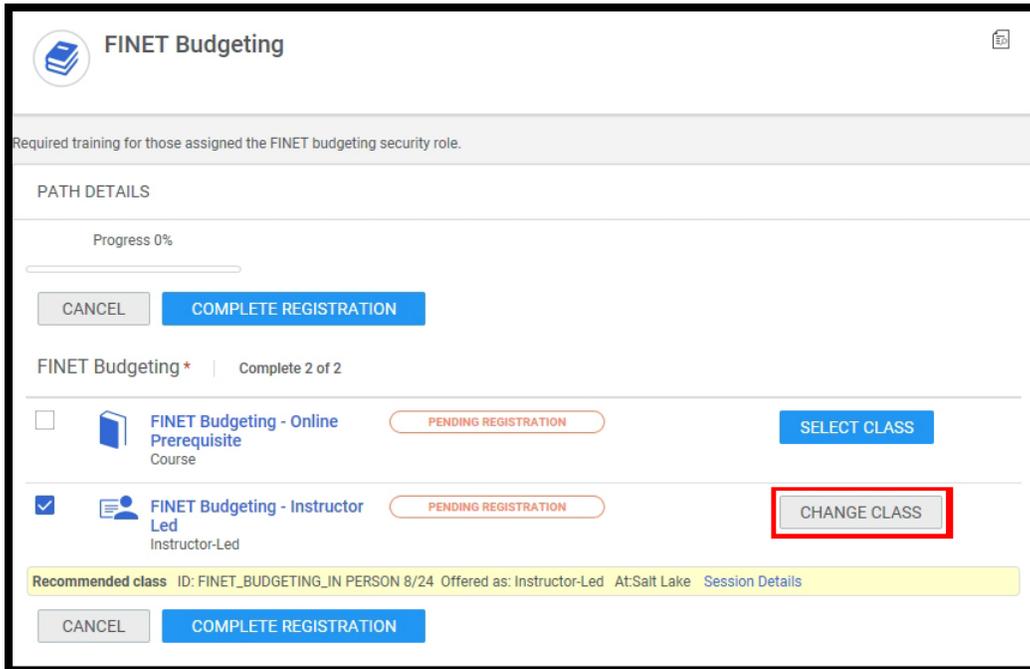
- Available on-line course or courses **A**
- One of the available instructor-led classes for a specific date and time and either in-person or remote. **B**



18. Decision

- If you want the Course and exact class listed Jump to **step 23**
- If you want a different class date or type (in-person vs. Remote) continue to **step 18**

19. Select: Change Class



**FINET Budgeting**

Required training for those assigned the FINET budgeting security role.

**PATH DETAILS**

Progress 0%

CANCEL COMPLETE REGISTRATION

FINET Budgeting \* | Complete 2 of 2

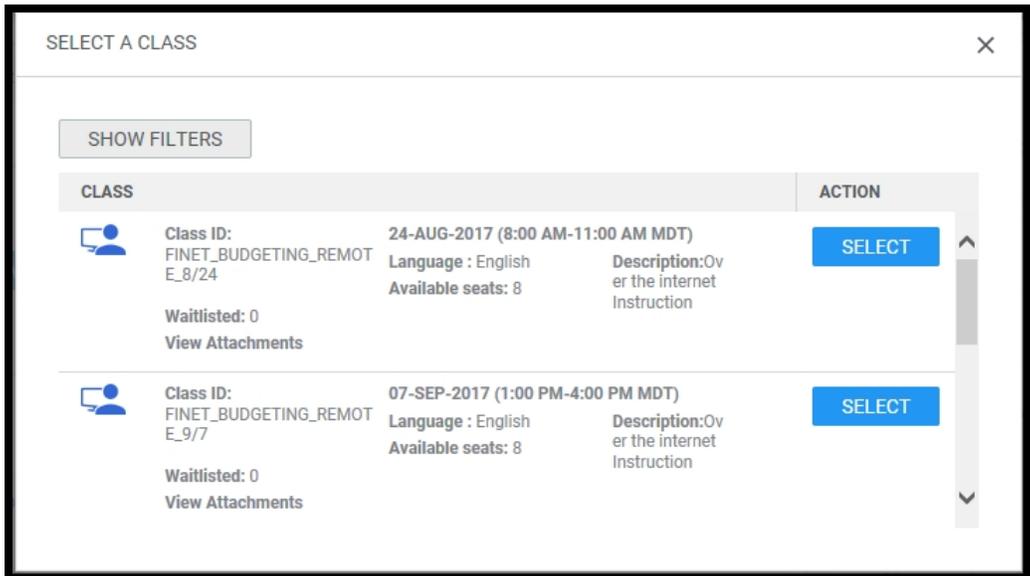
<input type="checkbox"/>	FINET Budgeting - Online Prerequisite Course	PENDING REGISTRATION	SELECT CLASS
<input checked="" type="checkbox"/>	FINET Budgeting - Instructor Led Instructor-Led	PENDING REGISTRATION	<b>CHANGE CLASS</b>

Recommended class ID: FINET\_BUDGETING\_IN PERSON 8/24 Offered as: Instructor-Led At: Salt Lake Session Details

CANCEL COMPLETE REGISTRATION

20. The *Select A Class* page displays showing all of the available classes (in-person and remote) for the selected course.

21. Scroll down to view additional class dates for the in-person and remote classes.



**SELECT A CLASS**

SHOW FILTERS

CLASS	ACTION
<p>Class ID: FINET_BUDGETING_REMOT E_8/24</p> <p>24-AUG-2017 (8:00 AM-11:00 AM MDT)</p> <p>Language : English</p> <p>Available seats: 8</p> <p>Description: Over the internet Instruction</p> <p>Waitlisted: 0</p> <p>View Attachments</p>	SELECT
<p>Class ID: FINET_BUDGETING_REMOT E_9/7</p> <p>07-SEP-2017 (1:00 PM-4:00 PM MDT)</p> <p>Language : English</p> <p>Available seats: 8</p> <p>Description: Over the internet Instruction</p> <p>Waitlisted: 0</p> <p>View Attachments</p>	SELECT

22. Select the Select button for the desired class

SELECT A CLASS X

[SHOW FILTERS](#)

CLASS	ACTION
 <p>Class ID: FINET_BUDGETING_REMOT E_8/24            24-AUG-2017 (8:00 AM-11:00 AM MDT)            Language : English            Available seats: 8            Description: Over the internet Instruction            Waitlisted: 0  <a href="#">View Attachments</a></p>	<a href="#">SELECT</a>
 <p>Class ID: FINET_BUDGETING_REMOT E_9/7            07-SEP-2017 (1:00 PM-4:00 PM MDT)            Language : English            Available seats: 8            Description: Over the internet Instruction            Waitlisted: 0  <a href="#">View Attachments</a></p>	<a href="#">SELECT</a>

23. The registration page displays with the selected class

Note: the selected class is now the desired 9/7 virtual class (see red box)

 **FINET Budgeting** 📄

Required training for those assigned the FINET budgeting security role.

PATH DETAILS

Progress 0%

[CANCEL](#) [COMPLETE REGISTRATION](#)

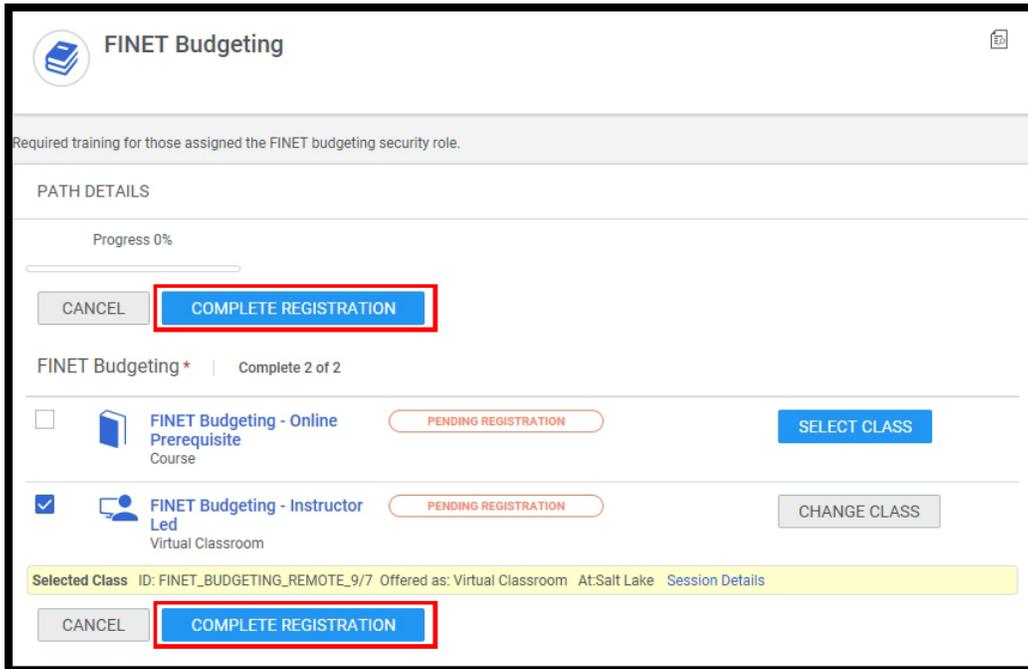
FINET Budgeting \* | Complete 2 of 2

<input type="checkbox"/>	 <b>FINET Budgeting - Online Prerequisite Course</b>	<a href="#">PENDING REGISTRATION</a>	<a href="#">SELECT CLASS</a>
<input checked="" type="checkbox"/>	 <b>FINET Budgeting - Instructor Led Virtual Classroom</b>	<a href="#">PENDING REGISTRATION</a>	<a href="#">CHANGE CLASS</a>

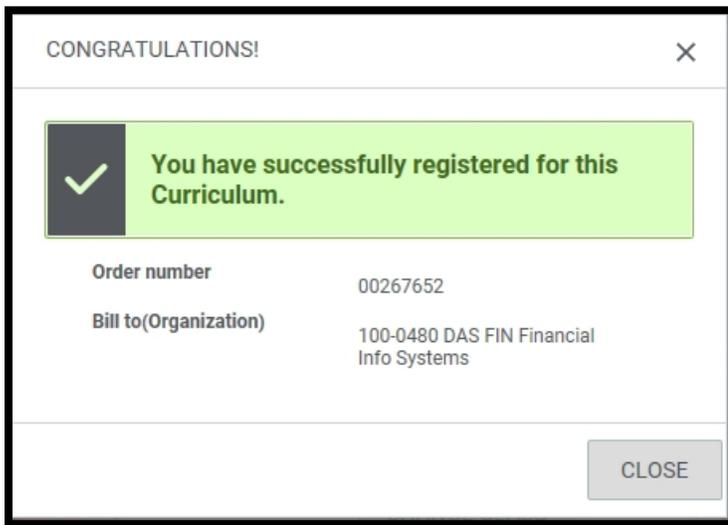
**Selected Class** ID: FINET\_BUDGETING\_REMOTE\_9/7 Offered as: Virtual Classroom At: Salt Lake [Session Details](#)

[CANCEL](#) [COMPLETE REGISTRATION](#)

24. Select: Complete Registration (either button)



25. The Congratulation page displays indicating that you have successfully registered for the desired course and class.



26. You will receive a confirmation email for each online course and/or instructor-led class registered. The email for the virtual (remote) class, if registered, will include a link to join the class on the appropriate day and time.