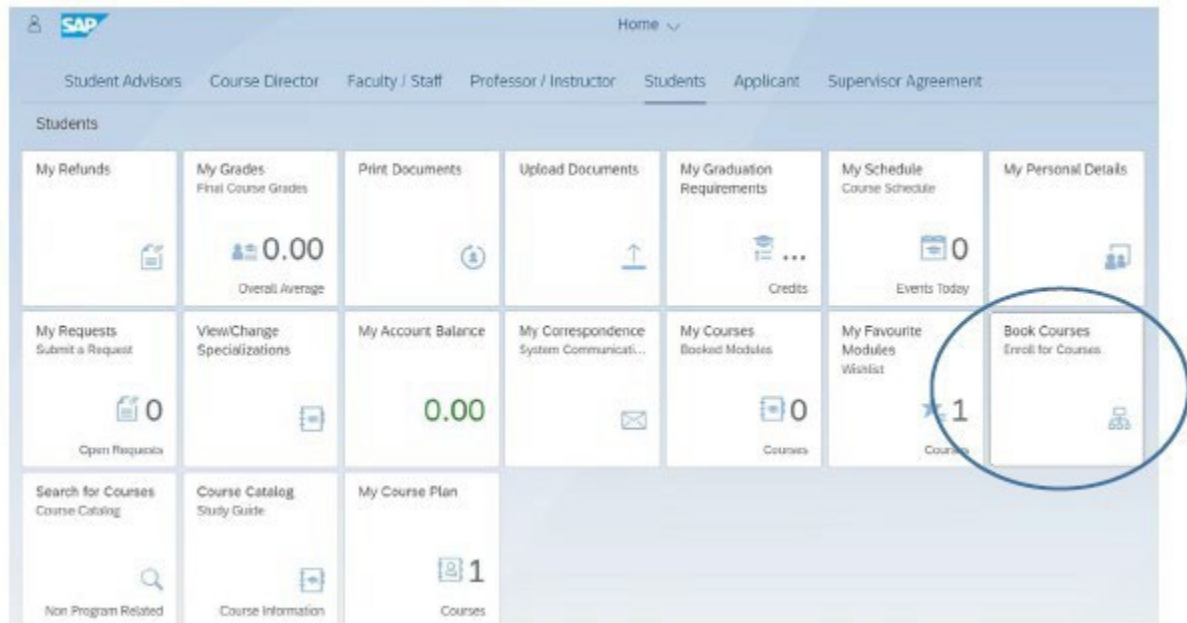


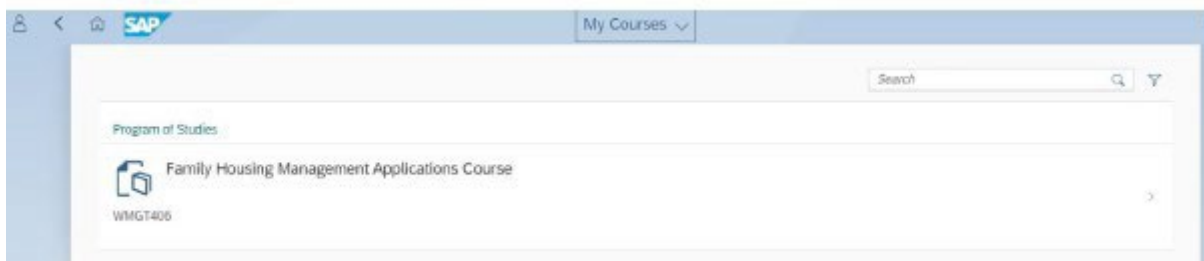


Once you have an approved application for a program of study, you must now go to the AU Learner Portal and book your course offering. (At this point you will now register/book a specific course offering which include: courses dates, time, location and instructor for the program of study.)

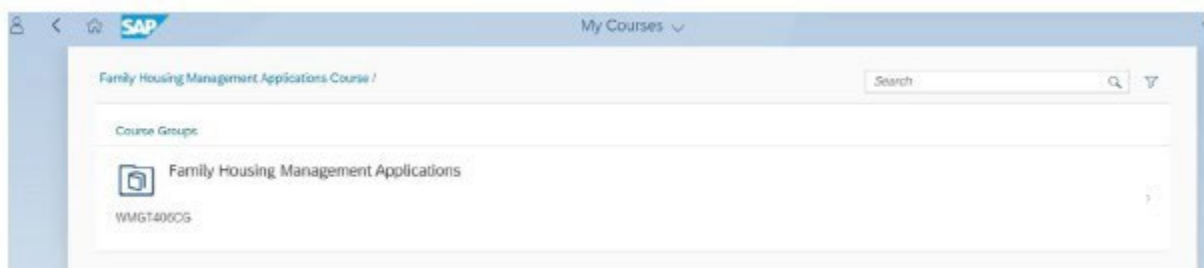
1. Proceed to the **BOOK COURSES** tile in the AU Learner Portal.



2. Select the Program of Study

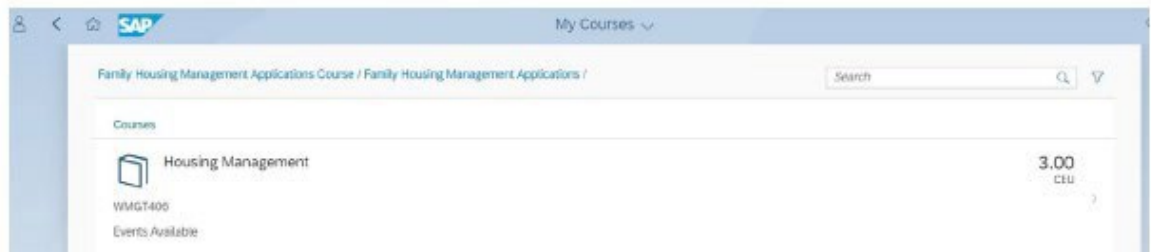


3. Select the Course Groups



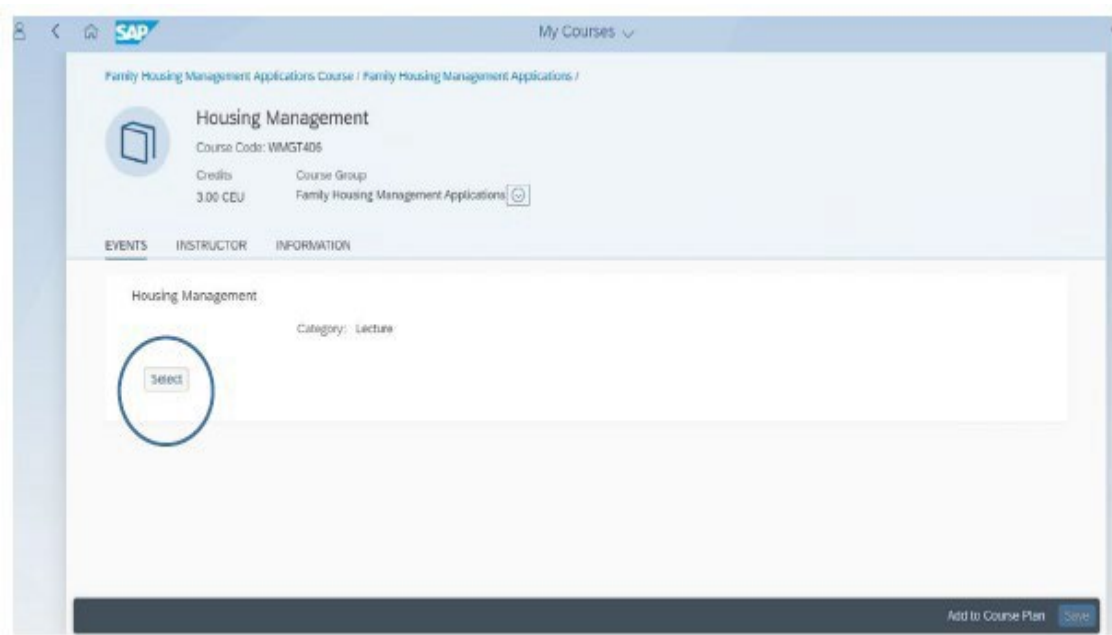


4. Select the course you wish to attend



5. Click the “Select” button, and choose the radio button to the left of the offering you wish to attend.  
**\*\* Please get supervisor approval before selection is made; because your leadership WILL NOT receive another email. \*\***

**CAUTION - ERROR MAY OCCUR: If you get a screen that states, “No scheduled course offerings are available at this time” continue to click on the “Select” button to populate the upcoming offerings.**

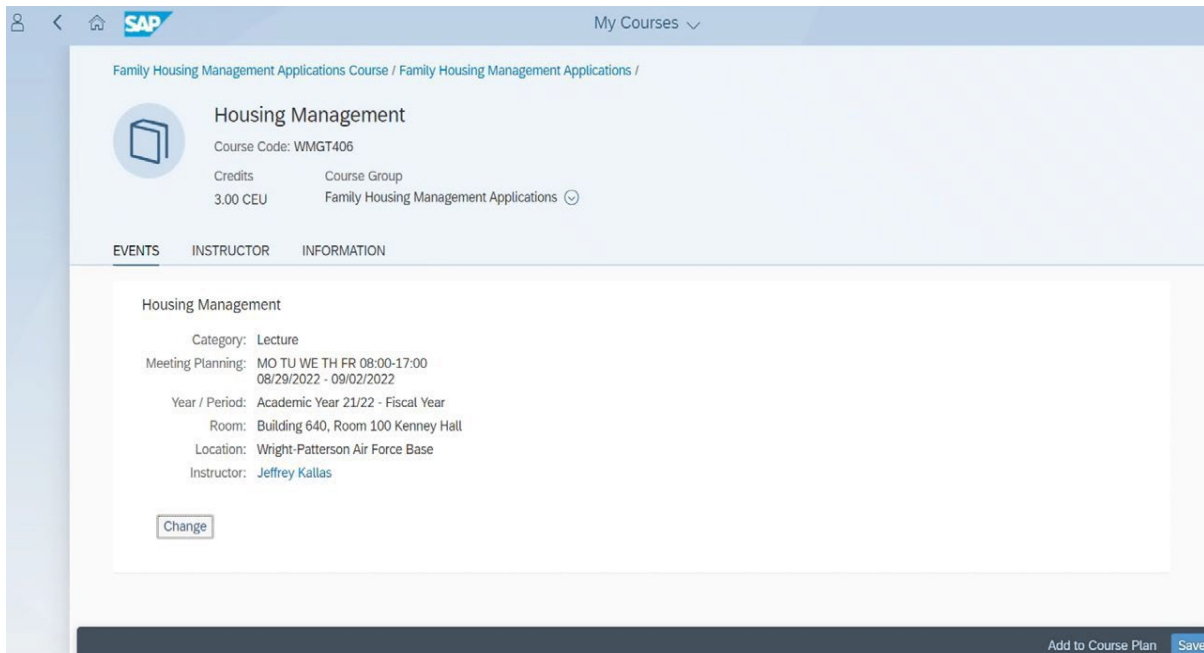


Search								
Name	Category	Meeting Planning	Year / Period	Room	Location	Instructor	Cohort	Remaining Capacity
<input type="radio"/> 224 Housing Management	Lecture	MO undefined - undefined WE FR 08/29/2022 - 09/02/2022	Academic Year 21/22 - Fiscal Year	Building 640, Room 100 Kenney Hall	Wright-Patterson Air Force Base	Jeffrey Kibbe		50/50

**NOTE:** If the offering is still not available to select, you must wait for the registration window to open for that offering. (Most courses have a 90 day window for registration, SMS courses would be the exception.)



- The information of the course you have selected will populate, if NOT correct select the “Change” button to select a different offering. If selection is correct then click the “SAVE” button at the bottom right corner of the screen.



- Once the course is booked, you will be able to view the booked course by clicking your “My Courses Booked modules” tile.

