

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.

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## 2. Select the Program of Study

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		Program of Studies			
		Family Housing Management Applications Course			ж

3. Select the Course Groups

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4. Select the course you wish to attend

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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.

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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.)



6. 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.

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		08/29/2022 - 09/02/2022	
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7. Once the course is booked, you will be able to view the booked course by clicking your "My Courses Booked modules" tile.

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