

REGISTER ONLINE - To register for IT training courses in J-Ess search for IT under course numbers and all of the courses and their available sessions will appear. All registrations will be acknowledged with an e-mail confirmation.

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How to Cancel -To cancel a confirmed course (up to 48 hours before course date/time) in J-Ess, on the Training Summary page, drop the course. If there are unusual circumstances regarding your cancellation, please call 568-8046.

No Show Charge - If you do not attend a course and have not cancelled your registration, your department will be charged \$25 for each missed IT Training course