1. **Login** with your Mason NetID and Password at [masonleaps.gmu.edu](http://masonleaps.gmu.edu).

2. Once logged in, you will see the welcome page. To view available sessions, hover over the **Learning** tab and click **Events Calendar**.

3. On the **Events Calendar** you can sort, search, and filter available instructor-led trainings. To register, and for additional details, click on the title of the session.
4. To register select **Request**. To view additional offerings of the same event, select **View Event**.

5. Once you click **Request** you will be redirected to your Transcript and will have a status of registered or waitlisted. **If you’re waitlisted, you will receive a notification after you register.**

6. A confirmation e-mail and calendar invite will be e-mailed, shortly after registering, from **csodlms@gmu.edu**.