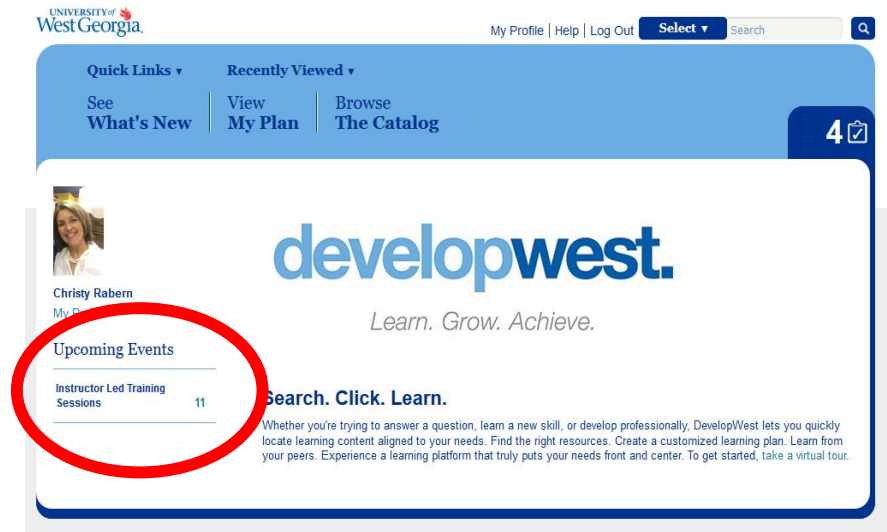
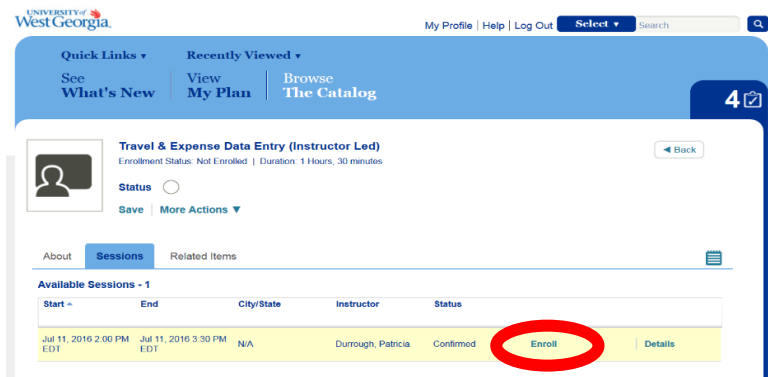


How to Register for Training in the Center for Business Excellence

1. Log into DevelopWest at www.westga.edu/developwest using your UWG username and password.
2. Just under your profile and name, you'll see Upcoming Events. Click on the words "Instructor Led Training Sessions."



3. Locate the course from the list you want to register for and click on the course title. ****Note, you may have to scroll down the page and/or go to another page.**
4. Once you've located your course and clicked on the title you'll pull up the available session. Simply click the "Enroll."



5. You'll then have the option to add it to your Learning Plan if you'd like. To **withdraw** from the course, go through the same steps as above, but when you click on "Actions" you'll see the Withdraw option. Click this.

