



## **Enrollment instructions for an NIC classroom training event**

### **Participants with an existing account on NIC's Learning Center**

Please "log in" at the top of the screen.

### **Participants without an existing account on NIC's Learning Center**

1. Go to <http://nic.learn.com>
2. Click on "Sign Up" in the purple box. You will then be taken to the registration page.
3. Read the information carefully and click New Users Register at the bottom of the page.
4. Complete the form. Items marked with a red asterisk are required. If any items do not apply to you, enter "xx."
5. Complete the password recovery question.

### **Enrolling in the NIC classroom training event**

1. Go to <http://nic.learn.com>
2. Log in and click on Catalog at the top.
3. Click classroom events.
4. Find the title of the program that you would like to apply for.
5. Click the program title for the program and a new window will appear with the course description, eligibility requirements, and other information.
6. Click Enroll in the upper right-hand corner. You will receive an acknowledgment e-mail.