



Add Yourself as the Session Instructor

Common Buttons & Icons

	Calendar Right Arrow icon
	Red X icon

Add Yourself as the Session Instructor

From the Session Scheduler:

1. Click **Session Scheduler**.
2. Select the appropriate Training Room check box.
Note: You can filter information by Training Room, Events, or Instructors.
3. Click **Apply**. The calendar displays the selected training rooms.
4. Click **Month**.
5. Click the **Calendar Right Arrow** icon to locate the session, if needed.
6. Click **List View**. Information for current and future sessions display.
7. Hover over the left side of the event you want to add yourself to; then click **Edit**. The Edit Session window displays.
8. Click the **Instructor** field.
9. Enter the first characters of your username. Results display below.
10. Click the appropriate username. Your name populates the Instructors field.

Note: You can remove yourself from a session by clicking the Red X icon to the right of your name.

11. Click **Save**.
12. Click **Close**.