

## BUSINESS PARTNER CLASS REGISTRATION QUICK START GUIDE

Business Partners are all non-PennDOT personnel, both public and private sector. This guide will show you how to register for a class using PennDOT's Technical Training Calendar.

## ACCESS THE TECHNICAL TRAINING CALENDAR

Enter <https://www.trainingcalendar.penndot.pa.gov/> in the address bar of your browser.

The Training Calendar default HOME PAGE appears.

 *Before you register for a class, it is suggested that you create a Personal Profile.*

## WHAT IS A PERSONAL PROFILE?

A Training Calendar Personal Profile:

- Stores your personal information so that registration forms are automatically completed for you
- Tracks current and past class registrations for a single user ID, including payment information
- Tracks class wait list requests
- Captures your interest in specific training classes, and allows you to receive email notifications of upcoming offerings
- Allows you to create a log of miscellaneous training events you attend that are not offered on the Training Calendar

Anyone with a PennDOT Internet Account (user ID and password) can create a Personal Profile. A PennDOT Internet Account is established for business partners that use PennDOT software applications.

## HOW DO I GET A PENNDOT INTERNET ACCOUNT?

A PennDOT Internet Account is established for business partners that use PennDOT software applications.

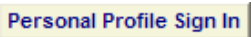


Contact your company/agency security administrator to create an account for you with access to the "Training Calendar User" category. (Note: All established PennDOT business partners have a security administrator. If your company/agency is *not* an established PennDOT business partner, follow [these instructions](#) to apply.)

### PennDOT Internet Account specifics...

- All questions related to your PennDOT Internet Account should be directed to your company/agency security administrator.
- After 30 minutes of inactivity on the computer, signed-in users will be automatically signed off.
- Passwords expire every 60 days.
- To keep your account active, you must sign in at least once every six months. PennDOT reserves the right to delete accounts that have been inactive for six months or longer.

## CREATE A PERSONAL PROFILE

To create a Personal Profile, sign in to the Training Calendar. The system will automatically prompt you to create your Personal Profile.

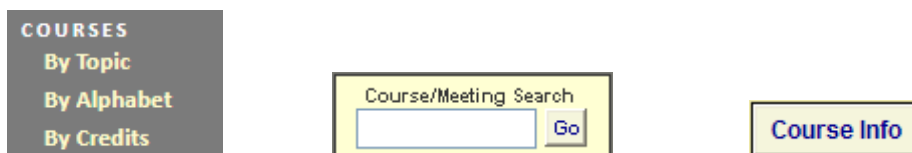
1. Click .
2. Enter your PennDOT Internet Account **USER ID** and **PASSWORD**.
3. Click  on the CREATE PERSONAL PROFILE screen.
4. Complete the MY PERSONAL PROFILE screen and click .

## FIND A COURSE/CLASS

There are many ways to find a course or class on the **CALENDAR**.

To find **course** information:

- Use the left Navigation Pane to find a **course** by topic, alphabetically, or by Continuing Education Credits offered. Or you can use the SEARCH field. You can also use the Course Info button on a Class Information screen.



To find **class** information:

- Use the CURRENT CALENDAR option to view a month's class offerings. Or you can select any of the class lists in the left Navigation Pane. You can also use the Class Schedule area of the Course Information screen to select a specific class.



COURSE OFFERINGS

Calendar

By City

By Date Range

| Location                      | Start    | End      | Times               |
|-------------------------------|----------|----------|---------------------|
| <a href="#">Harrisburg</a>    | 02/28/12 | 02/28/12 | 08:00 AM - 10:00 AM |
| <a href="#">Hollidaysburg</a> | 03/01/12 | 03/01/12 | 08:00 AM - 10:00 AM |

## REGISTER FOR A CLASS

1. Sign in to the Training Calendar using [Personal Profile Sign In](#). (If you do not want to create a Personal Profile, you can still register for classes following the instructions below.)
2. Open the CLASS INFORMATION screen for the class in which you want to register.
3. Click [Scroll to Business Partner Information](#). You move to the BUSINESS PARTNERS section.
4. Click the appropriate button, **PRIVATE SECTOR**, **FHWA**, **PA STATE EMPLOYEE** or **OTHER/PUBLIC SECTOR** (Federal, State, PA Turnpike or Municipal Government).
5. Complete all information on the screen.

Be sure to check ☐ I accept the payment and cancellation policy

NOTE: Tuition must be paid by credit card before the class begins. The tuition due date is 30 days before the Start Date of the class.

- If you register more than 30 days before the class starts you will receive a tuition payment email reminder at the 30 day mark containing a link to the credit card payment screen.
- If you register within 30 days of the class start date you will have to pay the tuition by credit card to complete your registration.

6. Click [Submit](#), if the current date is more than 30 days before the class start date.

Click [Submit & Pay](#), if the current date is within 30 days of the class start date. You will have to pay the tuition by credit card to complete your application.

The CLASS REGISTRATION CONFIRMATION page appears.

7. Click [Print](#) to print the confirmation page for your records.

**Registration Has Been Confirmed**

Please print this page for your records.  
A confirmation email will be sent to [c-stbodnar@pa.gov](mailto:c-stbodnar@pa.gov)

[Print](#)[Continue](#)

**SteveB Highway and Utility Issues - Registration Information**

|  |   |
|--|---|
| Name: John Doe                                     | Sector/Organization: FHWA / FHWA                                |
| Confirmation #: <a href="#">20240226-12271320*</a> | Email: <a href="mailto:johndoe@ciber.com">johndoe@ciber.com</a> |
| Status: Active                                     | Phone: (999) 999 - 9999   |
| Registration Created: 02/26/24 12:27 PM            | Address: 101 Main St<br>Lancaster PA 17602                      |

*\*Use your confirmation number to change or cancel this registration  
For questions, contact Steve Bodnar at (920) 737-3811 or [ra-PDHighAdminTrain@pa.gov](mailto:ra-PDHighAdminTrain@pa.gov)*

8. You will receive an e-mail with a copy of the registration (email address entered on the registration form) notifying you of your successful registration and any financial commitment.

If the Payer is identified as a different person than the Attendee, that Payer will also receive an email copy of the registration confirmation.