Enrolling in Instructor-Led Training (ILT) for RCR Courses

Instructor-led training (ILT) courses are taught by an instructor either online or in-person on campus. There are two methods by which you can enroll in a class: by campus through the Library icon, or the Live Course Calendar. **Note:** You can only register for one class of a live course. If you need to switch classes, withdraw and then re-enroll.

Enrolling through the Library

To enroll in an ILT class through the Library, login to your CU portal and click the Percipio tile. Next:

Instructor-led Training (ILT)

1. Click the **Library** icon.

2. Select your campus, CU Anschutz.

3. Scroll down and click **Instructor-led Training (ILT)**.

4. Click the channel **CU Denver | Anschutz: Responsible Conduct of Research**.

5. Locate the Responsible Conduct of Research course(s) you wish to attend.

6. Click the title of the course or **Learn more & Register** at the bottom right of the course description.

7. Scroll down the list of upcoming classes for the course.

   - **Available:** You can register for this class.

   - **Available – limited seats remaining:** You can register for this class, but the class is at or over 90% capacity.

   - **Closed:** You cannot register for this class. This happens when the date to accept new registrations has passed or the administrator is not allowing self-registration.

   - **Full:** The class has reached the maximum number of allowable registrations. If available, you can join the waitlist.

   - **Registered:** You are already registered for the class. If you want to register or wait list for a different class, you must cancel your current registration.

   - **Canceled:** The administrator or instructor canceled the class.

   - **Waitlist:** You asked to be added to the waitlist for a class that is full. If a seat opens, you may become registered. You can join a waitlist for as many classes as you want for a live course. Once a waitlist changes to a registration, you are automatically removed from other waitlists.

8. Click **Register** for the class you would like to enroll in and follow the instructions to also register via Zoom. If the course is full, you can select **Join Waitlist**. A "You have successfully registered" popup message appears when enrolled in Percipio.