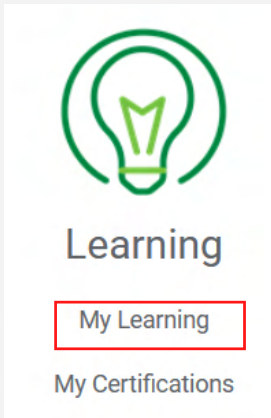




How to Register for Trainings

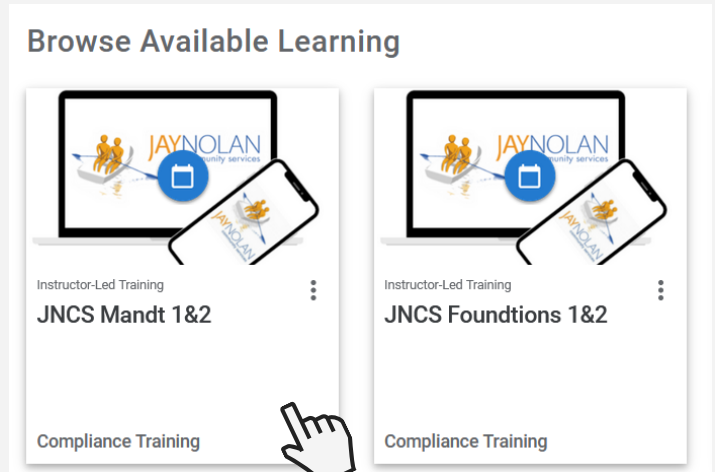
1

Log in to Paycom.
Under the Learning tab, click "My Learning"



2

Select the course you want to register for under "Browse Available Learning"



3

Request the time slot that works best for you. Check your emails for approval confirmation.

Available Sessions

Session Location	Status	Date/Time	Enroll
Virtual	Available	01/05/2022 - 01/05/2022 10:00 AM - 2:00 PM (PST)	
Virtual		01/06/2022 - 01/06/2022 10:00 AM - 2:00 PM (PST)	

Note: Be sure to confirm the time slot with your supervisor before registering.

You are good to go!

DO NOT PRESS START BEFORE THE SCHEDULED CLASS TIME.

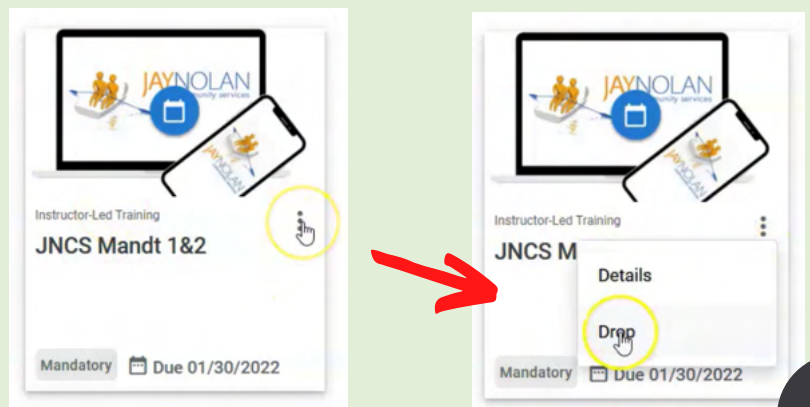
This will prevent you from being able to drop the class if you need to reschedule.



Need to Reschedule?

If you need to reschedule, find the class in your "Assigned Learning." Press the 3 dots in the class and click "Drop Class" to cancel your registration.

Now you can register for a different time slot.



1