



INSTRUCTIONS TO STUDENTS FOR ACCESSING EDUCATION TO GO ONLINE TRAINING COURSES

1. Visit the LTC Greater Acadiana Region 4 Website.
2. **Click on the Ed2Go link.**
3. Find the class that you want to take.
4. Click on the type of course you will take under Browse Courses by Department:
5. Click on the course you are scheduling to take.
6. Verify that you are registering for the correct course.
7. Click on Enroll Now.
8. Click on the date that you will begin training. Classes are scheduled for six weeks. You have a two week grace period to complete the course.
9. Click on Or, click here to find out about other ways to enroll.
10. Complete the online registration form.
11. Determine your password.
12. Confirm the session you will attend.
13. It is much easier if you pay online with a credit card.
14. If not paying online, you should come to the campus closest to you and complete the **application for CED**, and pay your tuition. Your application will be faxed to the Chief Workforce and Training Officer with verification that you have paid. The Dean will verify your registration and attendance on the student roster.
15. Once you have paid, you should click on You may now click here to complete the orientation process.
16. Read carefully the information presented. Be sure to print for your records.
17. You are now ready to start training on the date that you have selected to begin your classes.

INSTRUCTIONS FOR ACCESSING ONLINE TRAINING PAYING TUITION AT THE CAMPUS EDUCATION TO GO COURSES

1. Students should complete the **CED application** and pay their tuition.
2. The **CED application** should be turned in to the campus just as any other applications are turned in.
3. Send the Chief Workforce and Training Officer a copy of the application of student who will be taking the on-line training classes along with verification of payment.
4. Students should complete the online registration and orientation process.
5. Students' names will appear on a roster that the Chief Workforce and Training Officer will use to verify that the students have paid for the training.
6. Once students are verified, students will be notified that they are ready to begin training on their start date.

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