How to Register for Training in Cornerstone

You can access Cornerstone one of two ways:

- Log into Onestop, click on the tools tab and click on the ‘Cornerstone Employee Training’ link in the Employee box
- Go to the Cornerstone page: http://www.ecu.edu/itcs/cornerstone/

You will log in using your PirateID and Passphrase

Once logged in, your personalized training center will be displayed. To search for training classes, click on the department name within the Browse for Training area.
You will see the list of current training classes. By default all four Learning Object types are selected (Online Class, Event, Curriculum, and Test). The instructor led classes you normally register for are located in the Event type.

To view a course description and/or register, click the title of the training course.
There may be multiple sessions available. Scroll to locate the session date/time that you plan to attend. Click the Request link to register for a session.

Once you click Request, you will automatically be taken to View Your Transcript.

**Note:** You will receive an auto-generated email with your registration information, including an Outlook calendar invite.

If at any point you need to withdraw from a session, click on the Learning tab ➔ View Your Transcript and click the Withdraw link under the Options column for the appropriate training title.