Guide to registering for Training

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
- http://www.ecu.edu/itcs/cornerstone/
• You will log in using your PirateID and Passphrase

• Once logged in, the homepage will be displayed. Click on the Learning tab and scroll down to Browse for Training. On the Browse for Training page, click on 'Go to Search.'
You can type in the specific training you are searching for or click Search and all of the trainings that are available will pop up.

Click on the training you would like to register for.

Once you click on the training session a box will pop up on the screen. It provides the information regarding the training and how many seats are available. Click on ‘Request’ to register for the training.

Once you click ‘Request’ you will be automatically taken to the Transcript screen. This will ensure you are registered for the session.
You are now registered for that specific training session. If at any point you need to withdraw from it, please click on the Learning tab – View Your Transcript. The sessions you have registered for will be listed. On the right hand side of the screen, under Options should allow you to Withdraw from the session.