

How to Register Online for Classes Offered through the Harris County Employee Training Website

To register for available training online, click the **REGISTER FOR TRAINING** link from the Harris county Training website located at <http://www.hctx.net/training/>. This will direct you to the following page.

The screenshot shows the Harris County Training website interface. At the top left is the Harris County logo. Below it is a navigation bar with a 'Home' link. The main content area has a heading: "Select a category to view events. Select an event to view subevents and enroll for a class". Below this is a table with four columns: Event Category, Description, Department/Organization, and Department/Organization #. The table lists four categories, all with a description of "Unavailable".

Event Category	Description	Department/Organization	Department/Organization #
+ Children's Assessment Center	Unavailable	H/C CHILDREN'S ASSESSMENT CTR.	885
+ Human Resources and Risk Management	Unavailable	HARRIS COUNTY MANAGEMENT SERVI	203
+ IFAS	Unavailable	CENTRAL TECHNOLOGY CENTER	292
+ Protective Services Region 6	Unavailable	CHILDREN PROTECTIVE SERV	880

At the bottom right of the table, there is a "Show Filter" link and pagination information: "Records: 1 - 4 of 4 - Pages: 1".

The page above will list all of the training categories currently available. These categories may change from time to time as departments add or remove training offerings. To view the types of training offered in each category click the plus sign to the left of the desired category. See the example screen below:

This screenshot shows the same Harris County Training website interface, but with the "Children's Assessment Center" category selected. The table now shows only one row for this category. A sub-table titled "Event" is displayed, listing three specific training events with "View Details..." links. The pagination information for this sub-table is "Records: 1 - 3 of 3 - Pages: 1".

Event Category	Description	Department/Organization	Department/Organization #
- Children's Assessment Center	Unavailable	H/C CHILDREN'S ASSESSMENT CTR.	885

Event	Event Information
+ CAC Orientation for Multidisciplinart Team Training	View Details...
+ CAC Professional Development Workshops	View Details...
+ The Children's Assessment Center Volunteer Trainings	View Details...

At the bottom right of the sub-table, there is a "Show Filter" link and pagination information: "Records: 1 - 3 of 3 - Pages: 1".

Below the sub-table, the main table continues with the other three categories:

+ Human Resources and Risk Management	Unavailable	HARRIS COUNTY MANAGEMENT SERVI	203
+ IFAS	Unavailable	CENTRAL TECHNOLOGY CENTER	292
+ Protective Services Region 6	Unavailable	CHILDREN PROTECTIVE SERV	880

At the bottom right of the main table, there is a "Show Filter" link and pagination information: "Records: 1 - 4 of 4 - Pages: 1".

In the example screen above, all of the available types of training (events) for the Children’s Assessment Center are displayed. To view the list of specific class dates for a type of training, click the plus sign to the left of a listed event. See the sample screen below:

Harris County Training

Home

Select a category to view events. Select an event to view subevents and enroll for a class

Event Category	Description	Department/Organization	Department/Organization #
Children's Assessment Center	Unavailable	H/C CHILDREN'S ASSESSMENT CTR.	885

Event	Event Information
+ CAC Orientation for Multidisciplinart Team Training	View Details...
+ CAC Professional Development Workshops	View Details...
- The Children's Assessment Center Volunteer Trainings	View Details...

Register	Subevent Name	Venue	Date	Time	Sub Event Information
Register for this class!	The Children's Assessment Center	The Children's	1/25/2012 - 1/26/2012	Unavailable - Unava	View Details...
Register for this class!	The Children's Assessment Center	The Children's	2/22/2012 - 2/23/2012	Unavailable - Unava	View Details...
Register for this class!	The Children's Assessment Center	The Children's	3/21/2012 - 3/22/2012	Unavailable - Unava	View Details...
Register for this class!	The Children's Assessment Center	The Children's	4/24/2012 - 4/25/2012	Unavailable - Unava	View Details...
Register for this class!	The Children's Assessment Center	The Children's	6/20/2012 - 6/21/2012	Unavailable - Unava	View Details...
Register for this class!	The Children's Assessment Center	The Children's	9/24/2012 - 9/25/2012	Unavailable - Unava	View Details...
Register for this class!	The Children's Assessment Center	The Children's	10/24/2012 - 10/25/201	Unavailable - Unava	View Details...

Show Filter - Records: 1 - 7 of 7 - Pages: 1

In the example screen above the specific classes (subevents) offered by the Children’s Assessment Center for the event type “The Children’s Assessment Center Volunteer Trainings” are displayed. To register for a specific class date, click the [Register for this class!](#) link to the left of the desired class. The following registration form will open in a separate window:

Register for this class! ✕

Class Information

Class Name: The Children's Assessment Center & Child Advocates Volunteer Training
Class Date: 1/25/2012 - 1/26/2012
Class Time: Unavailable - Unavailable
Venue: The Children's Assessment Center Room: 3rd Floor- Training Room A and B

Personal Information

Birthdate

Last Name First Name Middle Name

Employment Type County Personnel ID

Business Phone Mobile Phone Email

Department Information

Org Code Organization

County Department County Division

State Agency

Other Department

Street

Street 2

City State Zip code

Supervisor Information

Supervisor Name Supervisor Email Supervisor Phone

Fill in all known information on the form. **NOTE:** Some fields are required. If you fail to enter data into a required field and then click submit, the system will alert you to enter information that is required.

Once your registration is successfully submitted you will receive an acknowledgement at the top of the screen followed by an email conformation notifying you of the specifics of your registration including the location and any other special instructions. If you register for a full class, you will be notified on the screen that you have been waitlisted once you submit your registration form. You will NOT receive a confirmation email for your waitlisted status, but WILL receive an email if space becomes available and you are placed into the class.