

# Employer Learning Center Training Registration

This job aid provides information on how to register for CalSTRS training opportunities on the Employer Learning Center (ELC).

Revised: 08/11/2023

## Registration for Training

### Step 1:

Navigate to the Employer Learning Center (ELC) by visiting [training.calstrs.com](http://training.calstrs.com).

### Step 2:

The **Log in** screen displays. Log in the ELC with your username and password. If you do not have an account, click the **Create new account** button and log in the ELC. Please see the *Employer Learning Center Account Instructions* job aid available on [employersupport.calstrs.com](http://employersupport.calstrs.com) under Other Job Aids for information on creating an ELC account or retrieving your password. You may need to update your browser settings for the best results.

**Employer Learning Center**

Username

Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

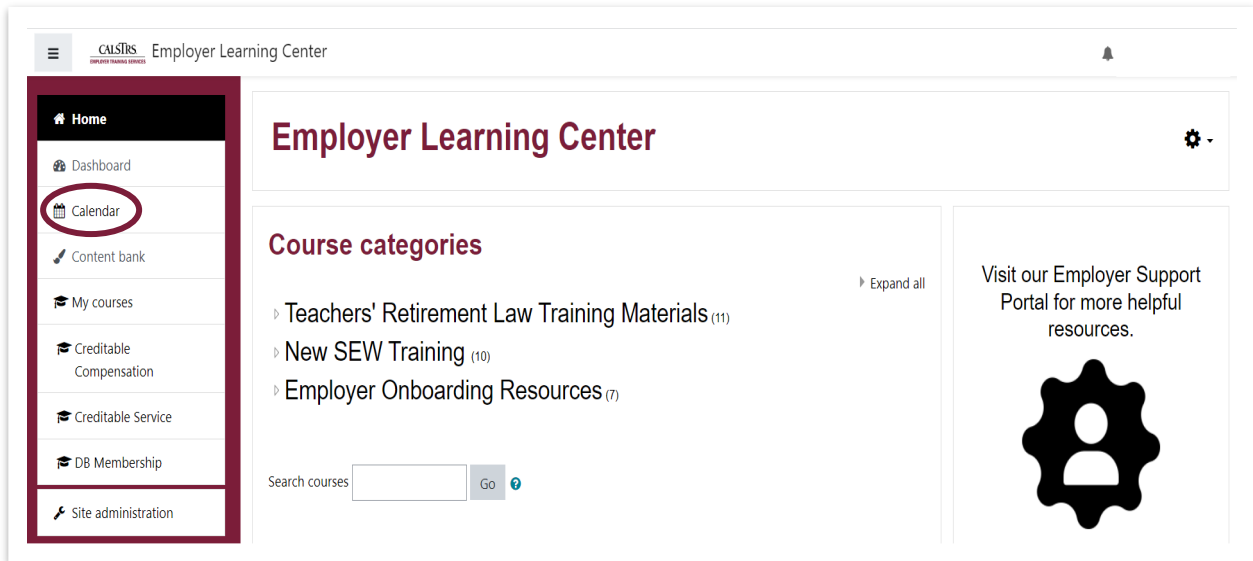
**Is this your first time here?**

For full access to this site, you first need to create an account.

Create new account

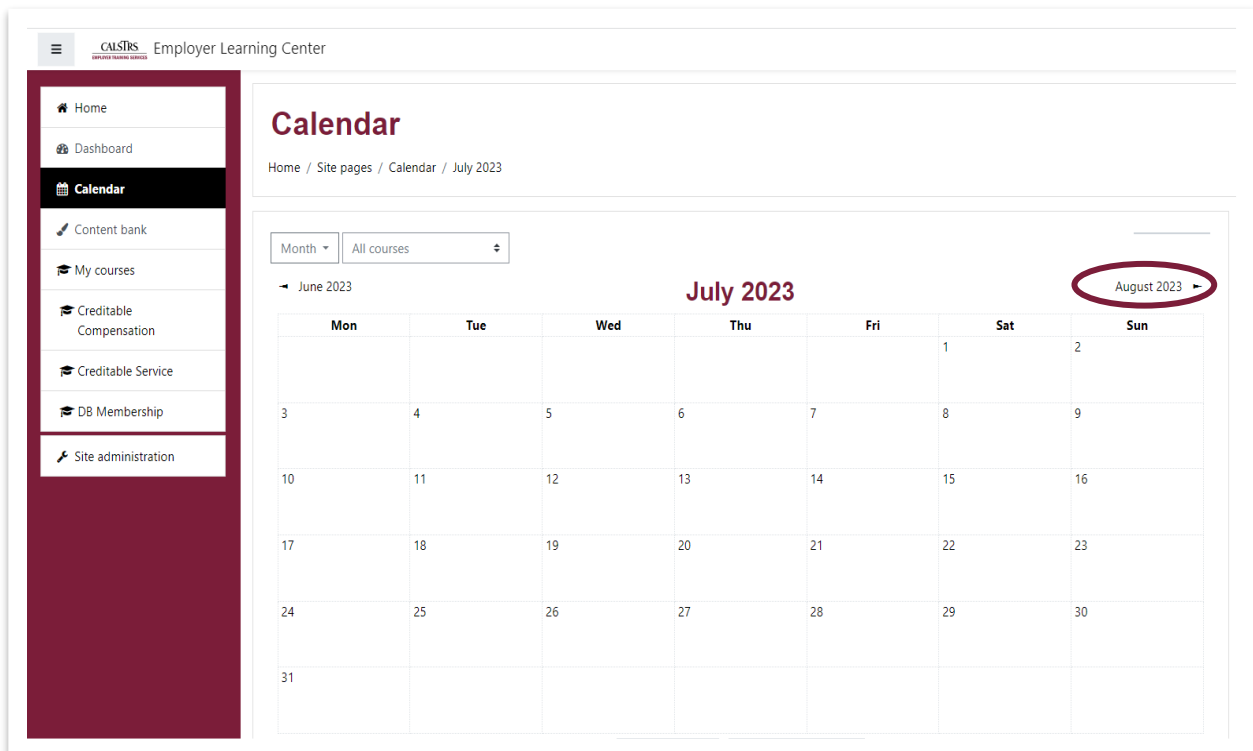
### Step 3:

The ELC home page displays. Select the **Calendar** link located on the **Navigation Menu** to left side of the page.



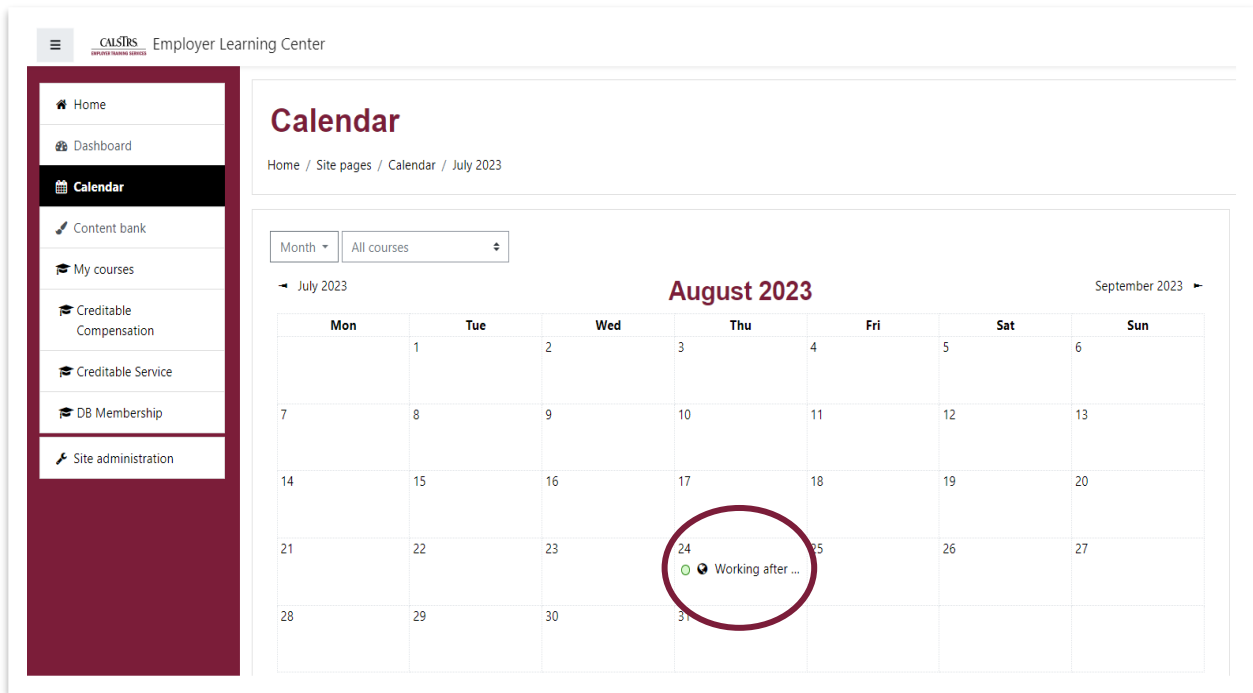
### Step 4:

The ELC calendar displays the current month. Search for trainings by navigating with the **Month and Year Arrow** button forward.



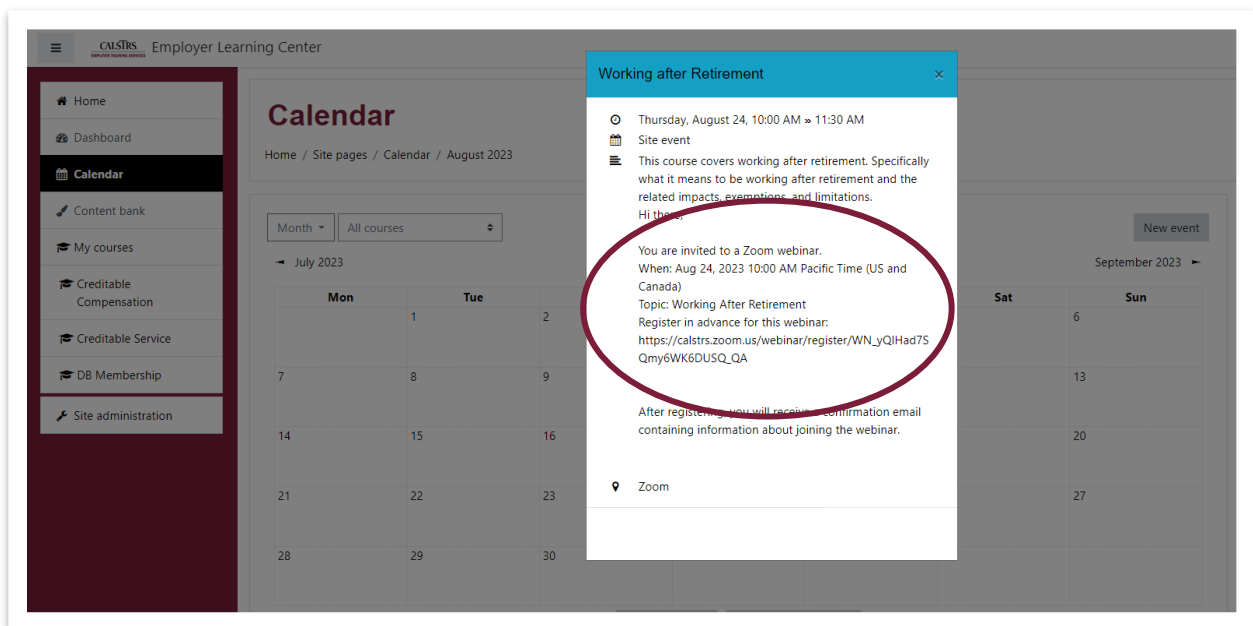
### Step 5:

Click on the training event to review the details.



### Step 6:

Review the details of the event and click the **Registration** link.



### Step 7:

Complete the registration form.

The screenshot shows a Zoom webinar registration page. At the top, there is a Zoom logo and a 'Support English' link. The main content area features a CALSTRS logo and the title 'Working After Retirement Webinar'. Below the title, the date and time are listed as 'Aug 24, 2023 10:00 AM in Pacific Time (US and Canada)'. The description states: 'This course covers working after retirement. Specifically what it means to be working after retirement and the related impacts, exemptions, and limitations.' To the right of the description are social media icons for Facebook, Twitter, LinkedIn, and YouTube. Below the description is a 'Webinar Registration' section with two input fields: 'First Name\*' and 'Last Name\*'. The 'Register' button is not yet visible in this view.

### Step 8:

Click the **Register** button at the bottom of the registration form to receive a confirmation page and email.

This screenshot shows the same Zoom webinar registration page, but with additional questions. The questions are: 'Have you taken the creditable compensation computer based training on PALMS?' with radio buttons for 'Yes' and 'No'; 'In the last year have you attended a training on working after retirement?' with radio buttons for 'Yes' and 'No'; and 'Have you taken the working after retirement computer based training on PALMS?' with radio buttons for 'Yes' and 'No'. Below these questions is a 'Questions & Comments' section with a text input field. At the bottom of the form, there is a small disclaimer: 'Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.' A red circle highlights the 'Register' button at the bottom right of the form.