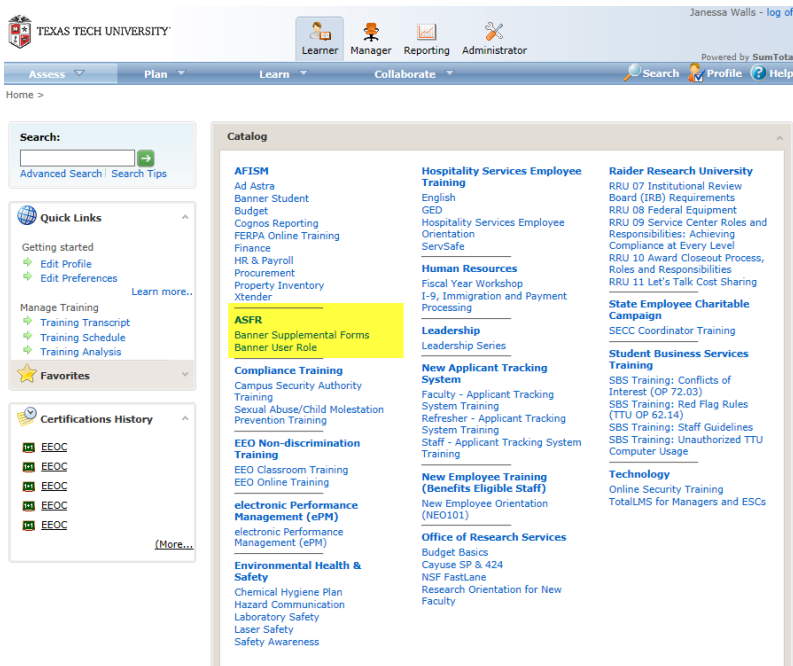


HOW TO REGISTER FOR COLLABORATIVE SCHEDULING SECTION TRAINING (BANNER)

1. Visit the SumTotal website <http://webapps.tosm.ttu.edu/its/sumtotalsystems>
2. Log in with your TTU eraidr
3. Under Catalog locate ASFR
4. Register for Banner User Role & Banner Supplemental Forms by clicking on each link
 - a. Both need to be successfully completed in order to obtain access



5. Choose the format (QuickTime or Windows Media Player) and click register. QuickTime is typically for Mac or Firefox users and Windows Media Play for PC or Internet Explorer.
6. Complete the videos and quiz (with a grade of 70 or higher). Once complete access will be granted.