Active Data Calendar

Directions for ORA Cert Program Participants

Calendar URL: http://training.umd.edu

Purpose of this Document

This document provides information on the Training@Maryland site in regards to identifying ORA Certificate Program classes, registering for classes, and managing your registrations. The document is designed to aid you in using the system. For policies and guidance regarding the program, please refer to our Certificate Program Policies and Guidelines for Administration at http://ora.umd.edu/sites/default/files/documents/training/certificate-program/certificate-program-policies.pdf

Training@Maryland is hosted by Active Data Calendar. For more information, go to http://www.activecalendar.com/.

All questions or concerns regarding Certificate Program classes, events, or registrations should be directed to oraacertgrad@umd.edu.

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Finding ORA Certificate Program Classes

The Training@Maryland site contains many training programs offered by the University. To view only ORA Cert program classes, follow these steps:

1. Go to http://training.umd.edu
2. Click on Research Administration (ORA) in the menu bar under Training@Maryland. (See Figure 1.)

3. Click on the arrows next to the Month and Year OR change the display month to the month that you are looking for to see all classes being offered in a particular month. (See Figure 2.)

4. Click on the Year button to adjust the view from the default (Month) to Year to see all classes being offered in the calendar year. (See Figure 3.)

5. In category view, the classes will be displayed in the main frame of the browser. To view the details of the classes offered, click on the name of the event/class. (See Figure 4.)
6. Each Cert class is generally only offered once per year. To see other offerings of the same class, click on the link “Click here to see the series dates.” (See Figure 5.)

Figure 5.
Registering for Class

Participants may request registration in each occurrence of each class. You must submit your registration request at least 24 hours before the class. **Completing this form does not guarantee you a spot in the class.** Once you have submitted your registration request online, you will be notified in order of registration, if/when a slot is available for you to attend the class. **You are not registered until you receive the confirmation of registration approval email.**

To request registration for an event first make sure that you are on the “Event Details” screen. (See Figure 5 above.) Then take the following steps.

1. Click on the button at the top right hand corner that says “Register”. (See Figure 6.) NOTE: If this button is not available, the event has not yet been opened for registrations.

   Figure 6.

2. If you are not already logged into the active directory, you will be redirected to the directory log in screen. (See Figure 7.) Enter your UMD Directory user name and password and click Login.

   Figure 7.

Once you’ve clicked login, you may receive a security warning such as the following message:

Click Continue.
3. Once you have logged in, you will be redirected to the registration request form. (See Figure 8.) All fields marked with an (*) are required fields for completion. Completing this form does not guarantee you a seat in the class. Once you have submitted your registration request, you will be notified, in order of registration, if/when a slot is available for you to attend the class. You may be notified of your registration up to 24 hours prior to the start of the class.

**Figure 8.**

Your first name, last name, and email address should be pre-populated into the form. Enter the following information into the remaining fields:

- Department
- Payment Method (KFS, Self-Pay or Gratis)
- KFS Account Number, KFS Authorization Contact, and KFS Authorization Phone (if paying by KFS Account)

If you select KFS as your payment method, the cost of the class will be billed at the end of the month to the account that you provide. If you select “self-pay”, please bring a check or money order with you to the class session. Employees of the program’s sponsoring departments, the Division of Research and the Office of Contract and Grant Accounting, should select “Gratis-VPR/OCGA” to attend ORA Certificate classes free of charge. Individuals who have already received a Certificate of Completion for the ORA Cert Program may also select “Gratis” to attend a refresher course free of charge. **NOTE:** The status of all payments marked as “Gratis” will be verified prior to the start of class.

4. Click Next.
5. You will be redirected to a “payment” screen. (See Figure 9.) We do not accept payment online. This screen allows you to preview your registration submission one final time before submitting your registration request. We encourage you to save a copy of this screen for your records. You will also receive this information by email once you have submitted your request.

**Figure 9.**

![Image of a payment screen]

Your registration is not complete until your registration request has been reviewed by our staff and you receive a final approval email. Generally, the first 35-40 requests are approved for the event. Registrations are accepted on a first come, first serve basis. Those who submit requests after the class is full are placed on the waiting list and will be approved for the event as cancellations occur or additional seats become available. You will receive an email notification with your registration information once you are approved for the event. You may be notified of your registration up to 24 hours prior to the start of the class.

Click the “Register” button to complete your registration request.

6. You will then be redirected to a confirmation page, confirming that you have completed your request.

**Figure 10.**
7. You should immediately receive an email from oracertgrad@umd.edu confirming your request. (See Figure 11.) **This email confirmation does not guarantee you a seat in the class;** it merely confirms that you have requested to be added to the registration list. Save this email, as it will be necessary if you need to cancel or otherwise change your request in the future.

**Figure 11.**

8. If there is space remaining in the class and your registration is approved, you will receive an email from oracertgrad@umd.edu confirming your space in the class. (See Figure 12.) **This email confirmation guarantees your seat in the class.** If you come to class and you have not received this email, you will not be able to attend and will not receive credit for the class. Save this email, as it will be necessary if you need to cancel or otherwise change your request in the future.

**Figure 12.**
Adding the Event to your Outlook Calendar

Attached to the Event Registration Request Approval email (See Figure 12 above) is an iCalendar event. You may use this attachment to add the class to your Outlook calendar, or other calendar account which accepts iCalendar attachments. To add the event to your Outlook calendar, take the following steps:

1. Open the “Event Registration Request Approved…” email (shown in Figure 12).
2. Double click on the attachment named “Event.ics”.
3. A dialog box will pop up, confirming that you want to add the event to Outlook. (See Figure 13.)
   Click Yes.
   Figure 13.

4. A new appointment will open which will include the event description, contact information, and location information for the event. (See Figure 14.)
   Figure 14.

5. Click the button “Save & Close” at the top left hand corner of the appointment.
Cancelling your Registration

1. To cancel your registration, you will need to access either the Event Registration Request Confirmation email or the Event Registration Request Approved email that you received from oraacertgrad@umd.edu. At the bottom of the email, there is a link to withdraw your registration, which includes your confirmation number and email address. (See Figure 15.) Click on the link.

Figure 15.

Click the link below to withdraw/cancel your event registration request. If you have registered for multiple events in a series, you will see all event dates/times and you can choose to withdraw/cancel from only specific event dates.
http://training.umd.edu/WithdrawRegistration.aspx?ConfirmationNumber=4260C8-26994-4D79C8email=mhowell3@umd.edu

NOTE: It is important that you only use the email and link for the class that you are trying to withdraw from. The link to withdraw your registration is tied to the specific class and registration. YOU MUST HAVE THE EMAIL TO CANCEL YOUR REGISTRATION ONLINE. If you no longer have the email, please contact oraacertgrad@umd.edu to cancel your registration.

2. After you click the link above, the “Event Registration – Withdraw/Cancel Registration Request” window will open. (See Figure 16.)

Figure 16.

The page will display one line for every occurrence of a class for which you have registered. For example, if you registered for Class 2 on December 3, 2014 and Class 2 on November 4, 2015, both registrations will be displayed. HOWEVER, if you are registered for Class 2 on December 3, 2014 and Class 3 on January 14, 2015, only the class for which you clicked the link inside the email will show (i.e. if you clicked the link in the email confirmation you received for Class 2, only Class 2 will show up on this page, not Class 3).

3. Click the checkbox next to the Class for which you would like to withdraw your registration, confirm that your email address is correct, and click Submit. Once you submit your request to cancel your registration, you will not be able to undo the cancellation. If you want to attend the class, you will have to re-request registration.

4. You will receive an email confirming your cancellation of your registration.
Confirming your Registration

To confirm that you are still registered for an event, you will need to click on the link provided in the email (See Figure 15 above) and go to the “Event Registration – Withdraw/Cancel Registration Request” window. If you click on the link and the page that loads is similar to Figure 16 above, you are still registered. If you click on the link and get a page that says “Registration Information could not be located” (See Figure 17), you are no longer registered.

Figure 17.

If you cannot find the email confirmation or are still not sure if you are registered for a class, please contact oraacertgrad@umd.edu.

Checking Progress toward your Certificate

If you would like to check your progress toward obtaining your Certificate, please contact oraacertgrad@umd.edu. A progress report will be provided for you.