

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.

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 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 ?

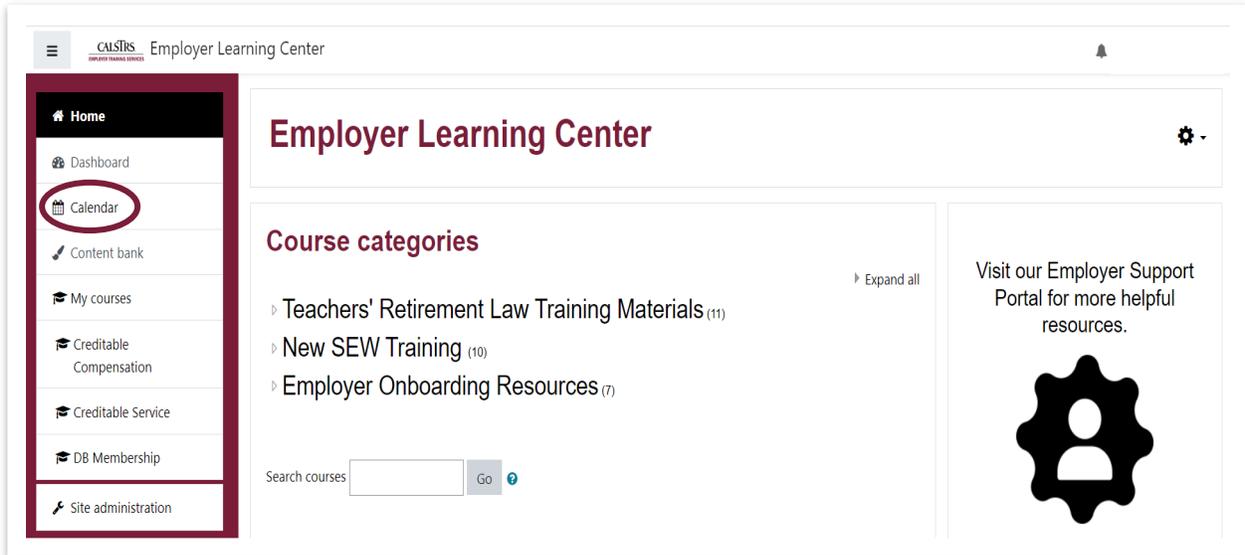
Is this your first time here?

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

Create new account

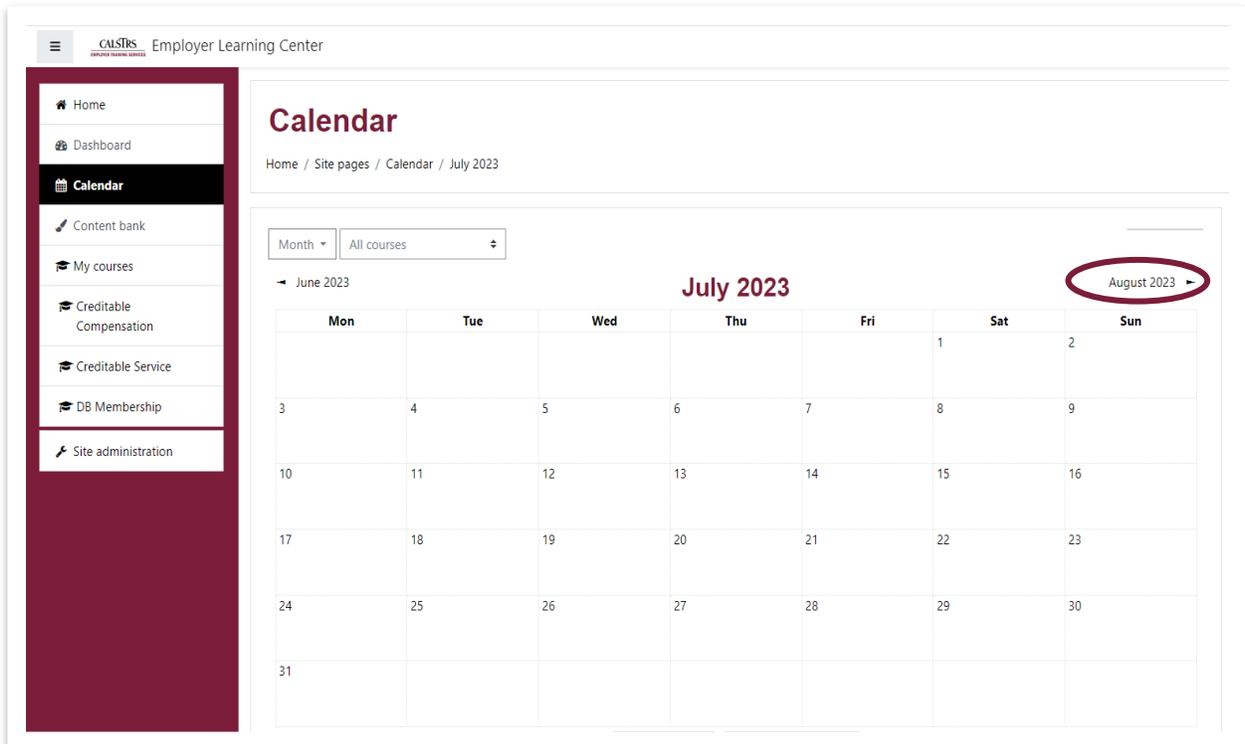
Step 3:

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.

The screenshot shows the 'Employer Learning Center' interface. On the left is a navigation menu with options: Home, Dashboard, Calendar (selected), Content bank, My courses, Creditable Compensation, Creditable Service, DB Membership, and Site administration. The main area is titled 'Calendar' and shows a monthly view for August 2023. A red circle highlights the date August 24th, which has a green dot icon and a tooltip that reads 'Working after ...'. The calendar grid shows days from 1 to 31.

Step 6:

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

The screenshot shows the same calendar interface as in Step 5, but with a modal window open over the August 24th event. The modal is titled 'Working after Retirement' and contains the following text: 'Thursday, August 24, 10:00 AM - 11:30 AM', 'Site event', 'This course covers working after retirement. Specifically what it means to be working after retirement and the related impacts, exemptions, and limitations. Hi there!', 'You are invited to a Zoom webinar. When: Aug 24, 2023 10:00 AM Pacific Time (US and Canada)', 'Topic: Working After Retirement', 'Register in advance for this webinar: https://calstrs.zoom.us/webinar/register/WN_yQIHad75Qmy6WK6DUSQ_QA', 'After registration, you will receive a confirmation email containing information about joining the webinar.', and 'Zoom' with a location pin icon. A red circle highlights the registration link and the Zoom location.

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 'Webinar Registration' section is now completed. Below it are three questions, each with radio button options for 'Yes' and 'No':
1. 'Have you taken the creditable compensation computer based training on PALMS?'
2. 'In the last year have you attended a training on working after retirement?'
3. 'Have you taken the working after retirement computer based training on PALMS?'
Below these questions is a 'Questions & Comments' section with a text input field labeled 'Type your question or comment...'. 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.' The 'Register' button is highlighted with a red circle.