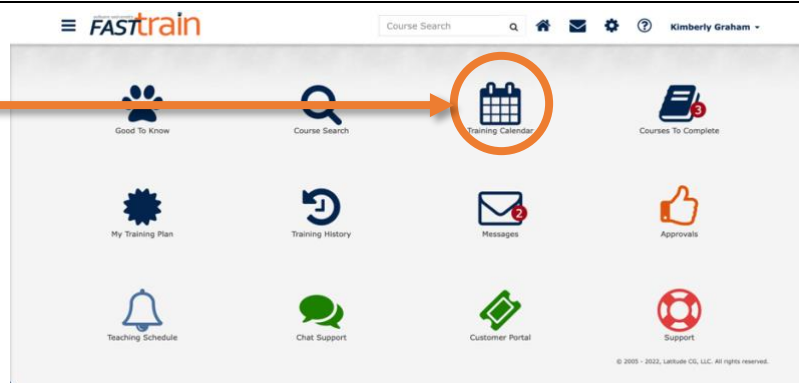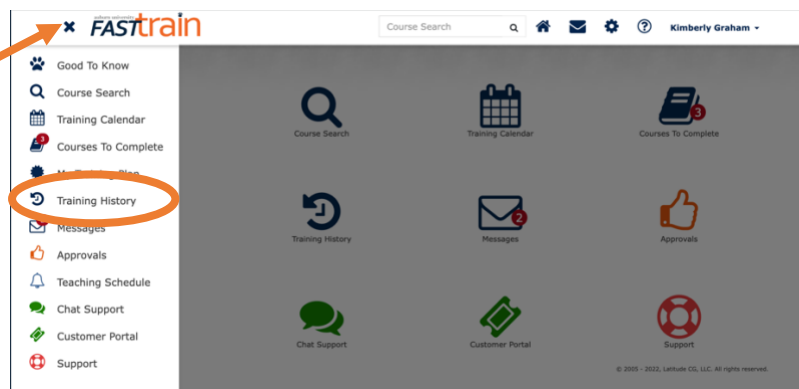# auburn university FASTtrain

Utilizing the New Fast-Train Calendar

Step 1:

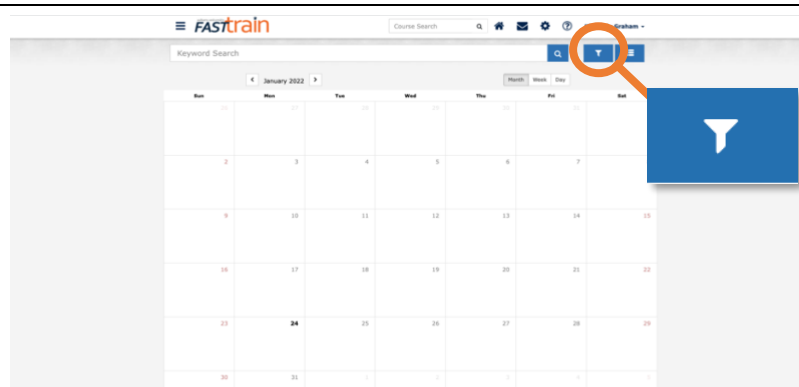Click the **Training Calendar icon** on your welcome page.

Did you know you can also access the calendar via the drop-down menu to the left of the Fast-Train logo?
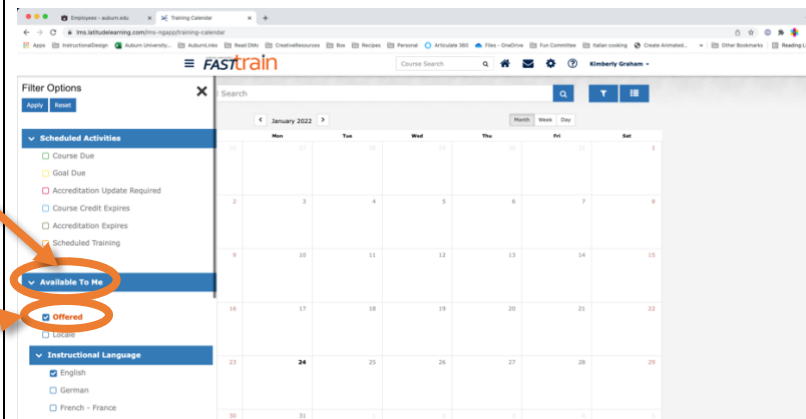
Step 2:

- Once the calendar is open, you'll notice that it's empty. So let's find a class together!
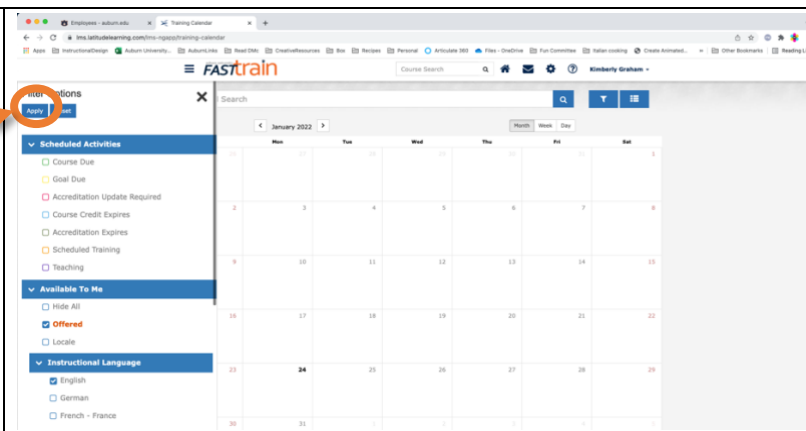- Click the **filter icon** at the top right of the page.

Step 3:

- In the left side menu, click **"Available To Me"** to expand the accordion.
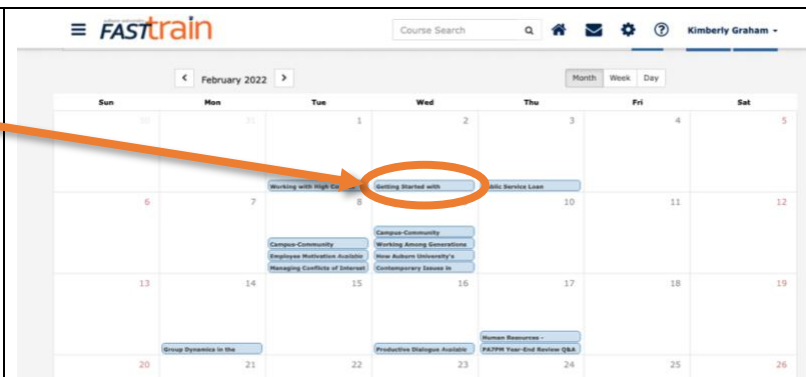- Now click, **"Offered".**

Step 4:

- Select the blue **"Apply" button** at the top of the menu.
- This will now allow the calendar to populate with offerings available to you.

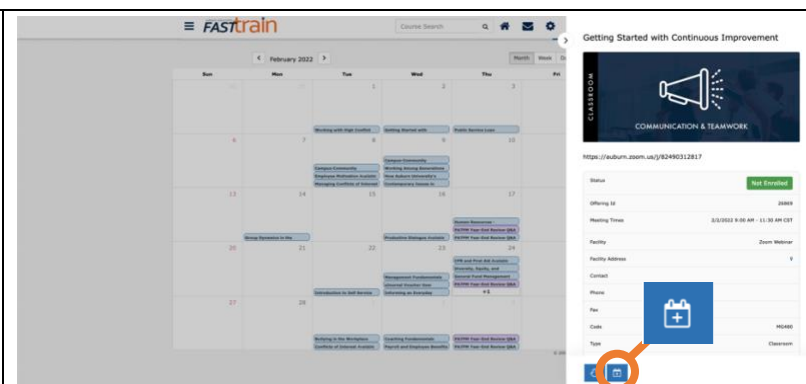## Step 5:

- **Select the class** you are interested in taking by clicking on it.
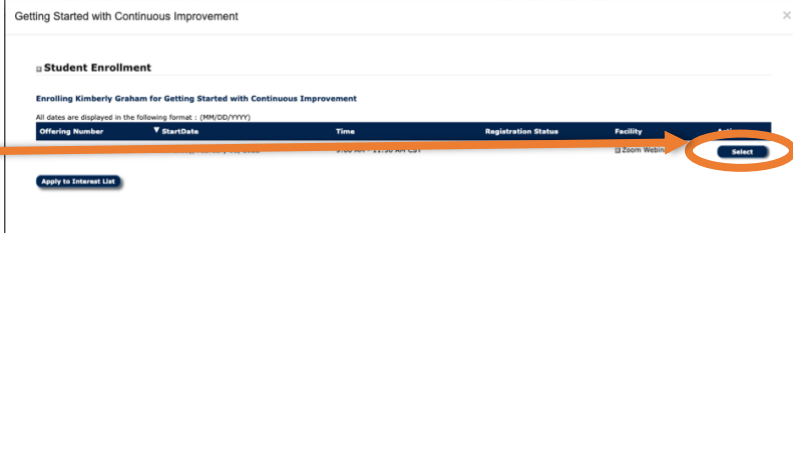- This will open a menu to the right.

Step 6:

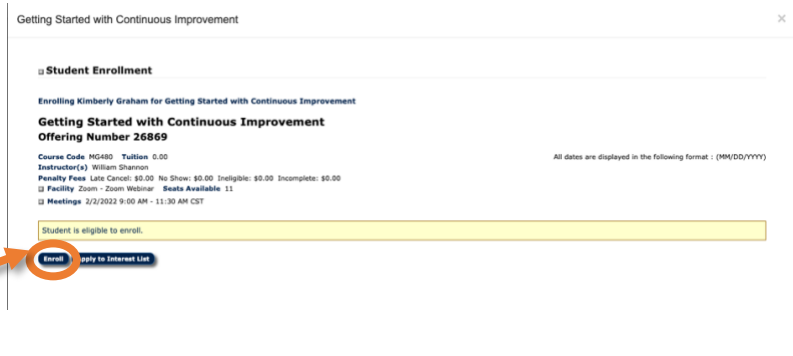- At the bottom of the menu, choose the **calendar icon** to enroll in the class.

Step 7:

- A pop-up window will ask you to **"Select"** this class.
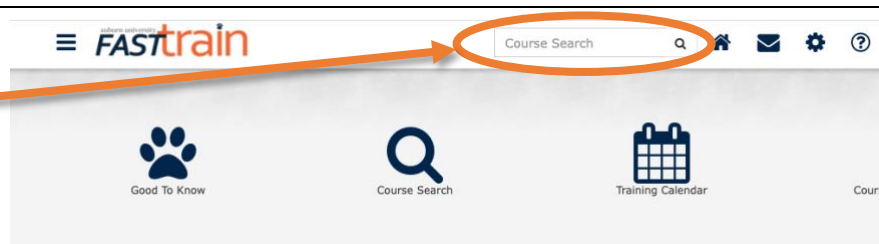- There are times when this window may show you more than one option or date for this class.

Step 8:

- Once you "Select" the option you like, another pop-up window will appear. Click the **"Enroll"** button.

Don't forget!

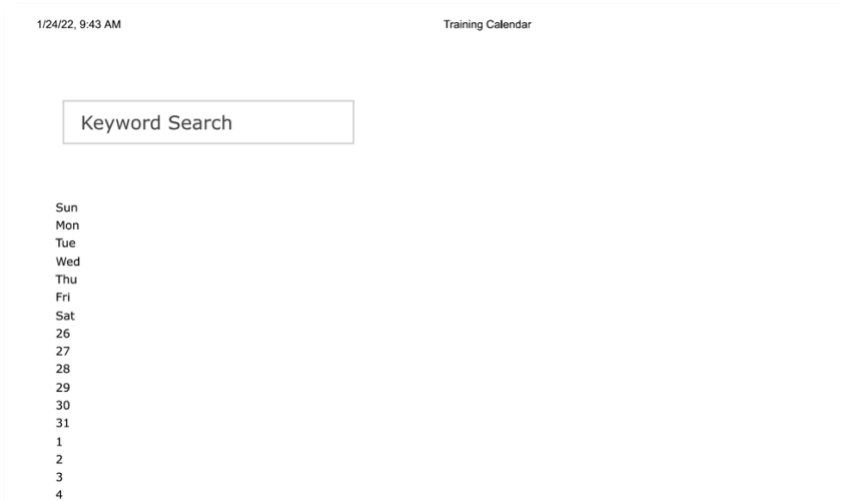You can also search for classes using the **"Course Search"** bar at the top of the page.

Congratulations!

You have enrolled in a class! You may now export the class to your Outlook Calendar.
Continue below for troubleshooting.

Troubleshooting

Perhaps your new calendar interface isn't working correctly and looks a little something like this: • To correct this problem, you will need to clear your cache for this page by using **Ctrl F5**. • Once you do this, the page should load correctly.	1/24/22, 9:43 AM Training Calendar Keyword Search Sun Mon Tue Wed Thu Fri Sat 26 27 28 29 30 31 1 2 3 4

For more questions or troubleshooting, contact us at autrain@auburn.edu