

Mandatory Training Registration Instructions

Step 1: Navigate to the Registration Page

- [Employee Training Registration site.](#)
<http://www.cnm.edu/depts/employee-training/employee-training-registration-portal>

Step 2: Login

- Enter your CNM email address and Password
- If you need assistance with your login information, email EmployeeTraining@cnm.edu

Step 3: Register for Classes

- Select Courses from the left-hand navigation
- Select CNM Employees
- Select Mandatory Training
- Click Add to Cart next to the training you want to take
- Enter your First and Last Name
- Click the blue Register link
- The class name will display in the box labeled “Shopping Cart” to the right of the screen.
- Click View Cart
- Click on the box that reads “Agree to Refund Policy” next to the class
- Scroll down and click Checkout at the bottom of the page.

You will receive a confirmation email with your class registration information.