Department of Enterprise Services
Instructor-Led Classes

PART 1: SEARCH FOR CLASS IN THE DES CATALOG

Navigation:
Launch the [DES Catalog](#).

**STEP 1.** Under **Browse by Course Title**, enter class title in the search field.
Select **Apply**.
Select one of the results as applicable.

**STEP 2.** Scroll down to view the **Scheduled Class Location and Dates**.

<table>
<thead>
<tr>
<th>City / Facility</th>
<th>Date and Time</th>
<th>Course Cost</th>
<th>Cancel Date</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olympia</td>
<td>Feb 9 2020 8:00am-5:00pm</td>
<td>$500.00</td>
<td>Wed, 01/15/2020 - 16:00</td>
<td>Multiple</td>
</tr>
<tr>
<td></td>
<td>Feb 4 2020 8:00am-5:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mar 4 2020 8:00am-5:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Olympia</td>
<td>Feb 10 2020 8:00am-5:00pm</td>
<td>$500.00</td>
<td>Wed, 01/12/2020 - 16:00</td>
<td>Multiple</td>
</tr>
<tr>
<td></td>
<td>Feb 11 2020 8:00am-5:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mar 12 2020 8:00am-5:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you have found a specific class date/time that works for you, seek approval from your Supervisor to attend the class and obtain your **Charge Codes**.

Updated: 12/3/2020
PART 2: SUBMIT CHARGE CODE FOR REQUEST

Navigation:

Launch the [WA-State Learning Center](#).

**STEP 1.** In the search field, enter “Charge Code.”

**WHAT ARE YOU LOOKING FOR TODAY?**

Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (*) wild and to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

**STEP 2.** Locate and select **WSDOT Charge Code Request (Fee Based Training).**

**STEP 3.** On the right-hand side, select **SELECT** and **Register.**

On the bottom right-hand side, select **REGISTER**.

**STEP 4.** Under **Training Objectives**, input your class name.

Under **Payment Number**, input your charge codes.

Input your **Training Start Date**.

Optional: Input your **Training End Date**.

**WSDOT CHARGE CODE REQUEST (FEE BASED TRAINING)**

- **Required Fields**
  - User Name: 20115001
  - Middle Name: ANNE
  - Activity Title: WSDOT Charge Code Request (Fee Based Training)
  - First Name: Isabella
  - Last Name: Hauck
  - Activity Code: WSDOT_004278_Feebased

- **Training Objectives**

- **Training Start Date**

- **Payment Number**

- **Training End Date**

Select **SUBMIT FORM**.
NOTE: You will receive a yellow banner alerting that the request has been sent to your supervisor and is pending approval.

Once your request has been approved, you will receive an email notification, in which you may proceed to Part 3 to complete the charge code request.
PART 3: VIEW AND COMPLETE CHARGE CODE REQUEST

Navigation:

Launch the [WA-State Learning Center](#).

STEP 1. From your Timeline, locate WSDOT Charge Code Request (Fee Based Training) and select Start.

NOTE: If the activity does not launch automatically due to a popup blocker, select Start.

Please carefully read and proceed with the Congratulations instructions within the activity.

Exit the activity.

Important! Please remember to select Yes to confirm that you have completed the activity.

NOTE: You will not be able to proceed to Part 4 and view the class in the catalog until the system has registered you as completed in this activity.

Select OK.
Navigation:

Launch the [WA-State Learning Center](#).

**STEP 1.** In the search field, enter your class title from **Part 1**.

**WHAT ARE YOU LOOKING FOR TODAY?**

![Search Form]

*NOTE*: Insert quotation """" marks around your title to help narrow your results.

*NOTE*: You will be unable to search for your class if **Part 2-3** have not been successfully completed. Activities with a fee associated are hidden from the catalog until granted approval.

**STEP 2.** Locate your specific class and select **SELECT** and **Register**.

*NOTE*: Depending on how the class was configured for the catalog, will determine what view you have next. If there is one class date/time, select **REGISTER** and then **DONE**

If there are multiple offerings, select your specific class date and select **SUBMIT**

*NOTE*: You can view and keep track of your enrollments by selecting the [Timeline](#) icon on the top menu.