

## Oracle Academy training is a Membership benefit. Membership is free, no cost to you (teacher) and no cost to your school (your employer).

## Register yourself and your school, to enroll for training today!

## Step 1: Register for Membership

- 1. Go to the Introduction to Computer Science Registration page.
- 2. Select your country
- 3. Enter Postal Code for your school address
- 4. Enter your school name
  - Enter a Keyword for the school name. For example: Martin for Martin Luther King
  - Our database will generate a list of schools that include the keyword.
  - If your school name is listed, <u>click on/ mouse over the name</u> of your school from the list.
  - If your school name is not listed, click on Add School and complete the Add New School Request.

Note: Clicking on Add School generates a request to Oracle Academy to add your school in our database. Your request will be reviewed for consideration. You will receive an email notification within 2 days of your request. If your school is added to the database then you can follow registration for membership steps to completion.

- 5. Review the Training Event Requirements.
- 6. Complete and submit the registration form.
- 7. Accept the Oracle Academy: Introduction to Computer Science Agreement.
  - This step must be completed by someone authorized to sign legal agreements on behalf of your school.
  - If your school has already signed the agreement, you will not be required to complete this step.
- 8. Your membership and school registration is now complete. You will be automatically signed into your new Oracle Academy account to enroll for training (Go to Step 2)

## Step 2: Enroll for Training

- 1. Sign in with your Oracle Academy account.
  - If you just completed membership registration (Step 1), you are automatically signed in to your Oracle Academy account.
- 2. Click on Training Events located at the left side bar menu.
  - You will be presented with a list of events that are available for enrollment.
- 3. Find the training event of your interest.
- 4. Click the box to select training event of your interest.
- 5. Enter the number of students you plan to teach for this subject.
- 6. Click Continue to move forward in the process.
  - You will be presented with a confirmation page.
  - If you would like to edit your event selection, click on edit.
  - If you would like to complete the enrollment process, click Submit.
- 7. Congratulations your enrollment order has been completed.

Already a member? Follow Step 2 and enroll for training today!