

# Book a Classroom Course

## First, find a course

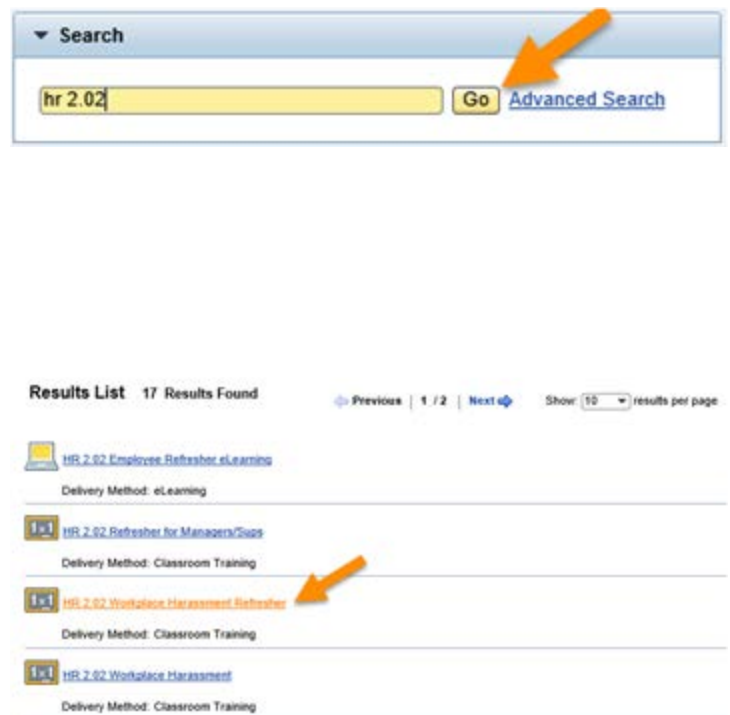
To book a classroom course in CityLearner, first find the course you want to take.

**Search** – Enter a key word into the Search Term box. Select the Go button with your mouse or press Enter on your keyboard. A list of courses containing your keyword will display (CityLearner searches for your keyword in course titles and course descriptions).

**Select the course** – click on the course link. The course description and general course information will display.





**\*Be sure to go to the View Tab in Internet Explorer and set your Zoom to 100%!**

A list of scheduled courses will open with the course description and other information about the course.



Search  
 hr 2.02  [Advanced Search](#)

**Results List** 17 Results Found Previous | 1 / 2 | Next Show 10 results per page

-  [HR 2.02 Employee Refresher eLearning](#)  
 Delivery Method: eLearning
-  [HR 2.02 Refresher for Managers/Sup](#)  
 Delivery Method: Classroom Training
-  [HR 2.02 Workplace Harassment Refresher](#)
-  [HR 2.02 Workplace Harassment](#)  
 Delivery Method: Classroom Training

Course Content

[More Information](#)

**Prerequisite**

Courses

[HR 2.02 Workplace Harassment](#) ( Classroom Training )

**Attainable Qualifications**

[HR 2.02 for Employees](#) (Imparted Proficiency: Yes)

**Select a Course Date**

From:  To:

Select	Schedule	Location	Language	Available Seats	Fee	Details
<input type="radio"/>	10/17/2017 - 10/17/2017	Portland City Hall	English	0/28	Free of Charge	<a href="#">Details</a>
<input type="radio"/>	11/08/2017 - 11/08/2017	Water Bureau Interstate Auditorium	English	15/45	Free of Charge	<a href="#">Details</a>
<input type="radio"/>	12/19/2017 - 12/19/2017	Portland City Hall	English	0/28	Free of Charge	<a href="#">Details</a>

## Book the course

In the **Select** column click the course date you wish to attend. Click the Details link to see course time and instructor information.

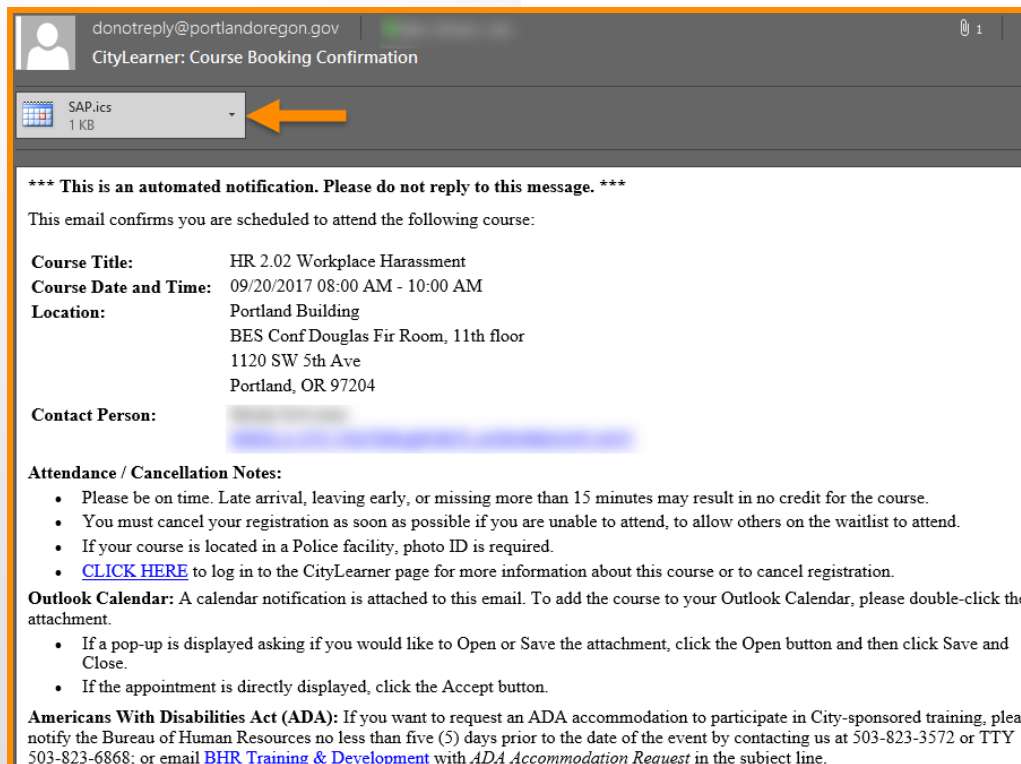
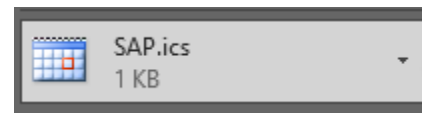
Select	Schedule	Location	Language	Available Seats	Fee	Details
<input type="radio"/>	10/17/2017 - 10/17/2017	Portland City Hall	English	0/28	Free of Charge	<a href="#">Details</a>
<input checked="" type="radio"/>	11/08/2017 - 11/08/2017	Water Bureau Interstate Auditorium	English	15/45	Free of Charge	<a href="#">Details</a>
<input type="radio"/>	12/19/2017 - 12/19/2017	Portland City Hall	English	0/28	Free of Charge	<a href="#">Details</a>

Once you've selected a date, click the **Book** button. If you don't find a date and time that fits your schedule, you can Prebook the course. (This provides course demand data).

Once booked, you will receive an email confirmation with a calendar attachment. **Be sure to open the calendar attachment and accept the meeting request.** This will ensure the course date is added to your Outlook calendar.

If there is no course scheduled or the dates are not suitable you can [Prebook](#)

**Book**



donotreply@portlandoregon.gov  
CityLearner: Course Booking Confirmation

SAP.ics  
1 KB

\*\*\* This is an automated notification. Please do not reply to this message. \*\*\*

This email confirms you are scheduled to attend the following course:

**Course Title:** HR 2.02 Workplace Harassment  
**Course Date and Time:** 09/20/2017 08:00 AM - 10:00 AM  
**Location:** Portland Building  
BES Conf Douglas Fir Room, 11th floor  
1120 SW 5th Ave  
Portland, OR 97204

**Contact Person:** [REDACTED]

**Attendance / Cancellation Notes:**

- Please be on time. Late arrival, leaving early, or missing more than 15 minutes may result in no credit for the course.
- You must cancel your registration as soon as possible if you are unable to attend, to allow others on the waitlist to attend.
- If your course is located in a Police facility, photo ID is required.
- [CLICK HERE](#) to log in to the CityLearner page for more information about this course or to cancel registration.

**Outlook Calendar:** A calendar notification is attached to this email. To add the course to your Outlook Calendar, please double-click the attachment.

- If a pop-up is displayed asking if you would like to Open or Save the attachment, click the Open button and then click Save and Close.
- If the appointment is directly displayed, click the Accept button.

**Americans With Disabilities Act (ADA):** If you want to request an ADA accommodation to participate in City-sponsored training, please notify the Bureau of Human Resources no less than five (5) days prior to the date of the event by contacting us at 503-823-3572 or TTY 503-823-6868; or email [BHR Training & Development](#) with *ADA Accommodation Request* in the subject line.

Questions? Need help? Email: [BHR Training & Development](#)