Optimizing the Practice of Mentoring Registration Guide

Step One: Visit https://training.umn.edu/courses/12500

Step Two: Select “Internet Account” under “Get an Account”

Step Three: Create Guest Account
Step Four: Enter all fields and click Submit at the bottom

Create Guest Account

Name
First Name
Middle Initial (optional)
Last Name
Contact
Email Address
Phone Number
This email address will be your University Internet ID

Step Five: Don’t click continue. Wait 20 minutes after creating a Guest Account before enrolling in training. If you get an "Access Denied" message while trying to launch a course, contact Technology Help at https://it.umn.edu/help.

Guest Account Created

Your Guest Account has been created. Additional instructions and information will be sent to meganumn@outlook.com

| Email (This email address is your University Internet ID) | meganumn@outlook.com |
| Name | Megan Larson |
| Address | 4017 Nicollet Ave, Minneapolis, MN 55419 |
| Country | US |
| Phone | 609-350-0960 |

Click the button below to continue or visit https://it.umn.edu/443/idp/umn/authn.
Step Six: Visit https://training.umn.edu/courses/12500. Sign in using the email address and password you used to create your guest account.

Step Seven: Click to enroll in Course
Step Eight: Click View Details
Step Nine: Launch Canvas Course

Step Ten: Agree to Acceptable use Policy
Step Eleven: Click on the Modules tab to begin taking the course.

Step Twelve: Follow prompts throughout the course.

To Reaccess the Course

Step One: Visit http://training.umn.edu and sign in using the email address and password you created with your guest account.
Step Two: Click “My Training”

Step Three: Click View Details on Optimizing the Practice of Mentoring
Step Four: Return to Step 9 above.