

Adding Yourself to a Waitlist From a Direct Link

A Direct Link is a URL (such as the one show in Step 1) that, when clicked, takes you directly to a location in AgLearn. Direct Links are most commonly used to facilitate registration in a scheduled offering. Sponsors include the link in the training announcement, you click the link, and voila, you are on the registration page for the scheduled offering. All you have to do is click the Confirm button and you're all set.

A situation has arisen in AgLearn where users are unable to add themselves to the waitlists of full scheduled offerings if they came to the offering from a Deep Link. The vendor has been notified, though a resolution is not imminent. This job aid provides a workaround that will allow you to add yourself to the waitlist after attempting to register in a scheduled offering through a Direct Link, even if AgLearn balks at first.

Step	Activity	View
1.	Click the Direct Link that was provided to you.	https://staging.aglearn.usda.gov/plateau/user/deeplink.do?linkId=REGISTRATION&scheduleID=21216
2.	After following the prompts to login to AgLearn, you find yourself with this screen. You are not given the option to add yourself to the waitlist.	
3.	Click Home .	
4.	Look for item on your To-Do List. If it appears there, hover your mouse over its title until the balloon pops up, click Register , and skip to Step 8. If the item does not appear on your To-Do List, continue to Step 5.	
5.	Enter the item title into the Catalog Search box at the top of the page. Click the magnifying glass icon to search.	
6.	Find the item you are looking for. There may be several that are similar. Click the links to open the item details to be sure you have the item you want.	

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7. If the item is not already open from your search, click the + to the left of the item title to display the available scheduled offerings.



8. Check the available scheduled offerings to find the one you want.

Dates and Times						
Day	Start	End	Location	Available Enrollment	Price	Action
2	2/28/2012 08:30 AM America/Montreal	2/29/2012 04:30 PM America/Montreal	-	8	0.00 (USD)	View Details Waitlist
2	3/14/2012 08:30 AM America/Montreal	3/15/2012 04:30 PM America/Montreal	-	8	0.00 (USD)	View Details Waitlist

9. Click the **Waitlist** button for the offering you want.



10. Click **Confirm**.

Registration Help

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Offering

Communication Techniques
 Classroom DK0117-COMTECH
 Revision: 1 - 1/25/2011 08:47 AM America/Montreal
 Start Date: 2/28/2012 08:30 AM America/Montreal
 End Date: 2/29/2012 04:30 PM America/Montreal
 Capacity: Full, 0 waitlisted
 Price: 0.00 (USD)

Registration Comments

User Name: King, Dana
 Registration Status: WAITLIST (waitlisted)
 Comments:

11. Verify your status on the confirmation screen.
Note: AgLearn will also send a confirmation email. Be sure your email address is current.

Registration

Registration Comments → Finished

Communication Techniques
 Classroom DK0117-COMTECH
 Revision: 1 - 1/25/2011 08:47 AM America/Montreal
 Start Date: 2/28/2012 08:30 AM America/Montreal
 End Date: 2/29/2012 04:30 PM America/Montreal
 Capacity: Full, 1 waitlisted
 Price : 0.00 (USD)

Success

User Name: King, Dana
 Registration Status: WAITLIST (Waitlisted 1/1)
 Comments:

12. Click **Home**.



13. Confirm the event now appears on your To-Do List.
 Note: You will be automatically move from the waitlist if a spot opens up in the offering. In that event, AgLearn will notify you.

