**Putting the Pieces Together**

Many courses in Learning Space allow for self-registration, which means anyone can locate the course and register for it themselves. However, some courses do not allow for self-registration and can only be assigned by a Training Coordinator.

After registering, Learning Space will send an email confirmation, which includes an Outlook Calendar invitation for classroom courses.

**Roles and Responsibilities**

All DPS employees have access to Learning Space.

**Which Outcome to Expect**

The steps in this guide outline how to register for a classroom course in Learning Space.

**Where to Find Additional Resources**

For step-by-step guides on how to complete other tasks within Learning Space, check out the Learning Space Resource Center on The Commons.

**Who to Contact**

For questions about this process, please contact HR Connect at (720) 423-3900.
Make a Choice

There are several different options that can be used to locate and register for courses within Learning Space:

1. Using the Course Catalog Report from the Learning Space Dashboard
2. Through the Courses tab on the left
3. Through the Catalogs tab on the left

Regardless of which method you choose above, after locating and selecting a course, you’ll land on the course information page, with all available events listed below.

Click on the Register button next to the event you’d like to register for.

Please Note: You will only be able to self-register for one event of each course.
• A confirmation will appear in the upper-right hand corner of the screen, and you will receive an automated email confirmation from DPS Learning Space. For classroom events, this confirmation will also include an Outlook Calendar invitation.

• This course will also now be listed in your Course Snapshot on the Learning Space Dashboard for easy access.