Trainer Access Required!!

Accessing/Printing Class Registration Rosters:

1. Click http://trains.gatech.edu/
2. Click the Login link on the left side of the screen
3. Click the link Click here to login!
4. In the Subadmin section on the left side of your screen, click Courses
5. In the Search by Name field, type the name of the course and a drop-down list will appear to select your class, or you can locate it by using the calendar – click on the calendar icon, select the class date, click Go and select your class.
6. Click Sessions
7. Click the Class Date
8. Click Attendance and your registration roster appears
9. You can print your roster.

Note:

Make sure that attendees sign the roster and complete the class evaluation online. Also, be sure to fax (404-894-0409) your signed class roster nlt 24 hours after your session so transcripts can be updated asap.

Clicking the Email button will allow you to email registrants. Click the individual registrant to send an individual email or use the Shift Key and select many to send a group email or simply click the All link to send a class email. Type your email address in the More Recipients field to receive a copy of the email.