

Registered & Waitlist Students for Spring Webinar Event Classes

Hi All,

Hope this message finds you well. This week the instructor cadre has opened up more space in most of the course offerings in the Spring Webinar Event. Please take a moment to review your schedule. If any of your classes indicate a waitlist status, we recommend selecting a different date. Classes with dates scheduled in April have space available. Alternately, you can remain on a class waitlist and risk that space will free up.

Starts - Ends	Class Title	Instructor	Room	Status
8:00a - 1:00p	A-305 - Risk Management II Pre-requisite: A-205 Risk Management I		Webinar	Waitlist

A-306 Aviation Contracting students: Please ensure you have registered for both required classes in order to receive credit. Look for Class (A,B,C, or D) 1 of 2 and match it with Class 2 of 2 and the same corresponding letter. (See screenshot below).

A-306 Aviation Contract Administration (Class D 1 of 2)	Empty	Webinar D 1 of 2 required
Pre-requisite: Two-Day Class Attendance Required for the webinar event. Please enroll in both.		
Thursday, April 29, 2021		
A-306 Aviation Contract Administration (Class D 2 of 2)	Empty	Webinar D 2 of 2 required

To review and change your Webinar Event Schedule:

1. Log into your IAT account
2. Click the Overview Tab; Scroll down to My Scheduled Events
3. Review your schedule to confirm which class(es) you are on the waitlist (click View/Print Schedule)
4. Go back to Overview Tab; Click Change My Schedule
5. Deselect (uncheck) the class(es) you are registered as waitlisted for
6. Scroll down to the class that has an opening and select it (check the box)
7. Scroll down to the bottom of the page; Click Register Me to save the new schedule

If you have trouble changing your schedule, please email iat_admin@ios.doi.gov with details and the class(es) you wish to switch enrollment.