

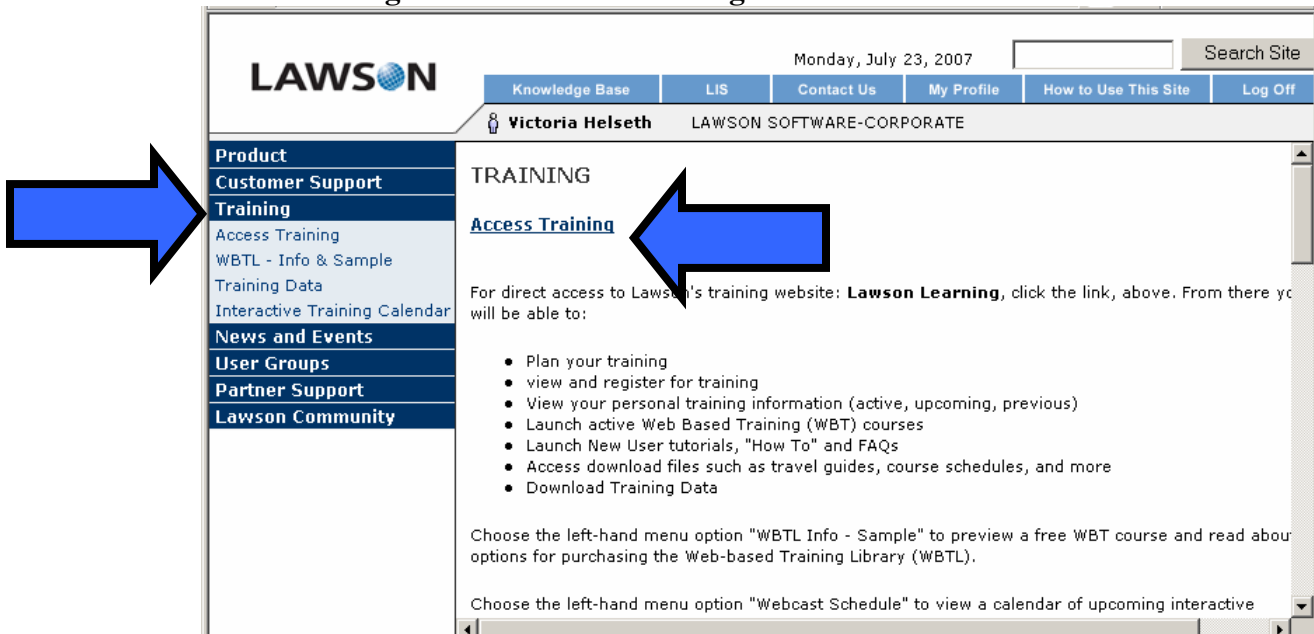
How to Register Yourself and/or Others for a VLab

1. Login to the Lawson Support site (<http://support.lawson.com>).



- If you don't know your user ID and password, contact your Lawson Security Administrator in your organization.
- If you don't know who your Security Administrator is, call Lawson Learning Operations at 1-888-449-8931 and give them your name, your organization's name, and if possible your organization's Lawson ID. They will look up your Security Administrator and provide you with contact information. If you prefer, you can send an e-mail to Lawson Learning at lawsonlearning@lawson.com.

2. Click **Training** and then **Access Training**.

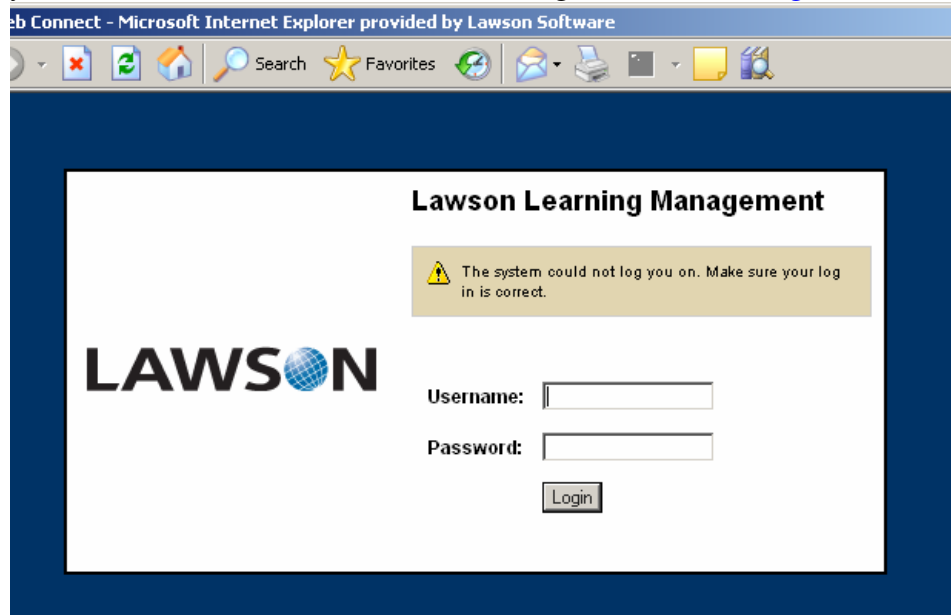


- If the Access Training link doesn't appear on your screen, verify with your Lawson Security Administrator that your user ID has is assigned the role of either "end user" or "training user."

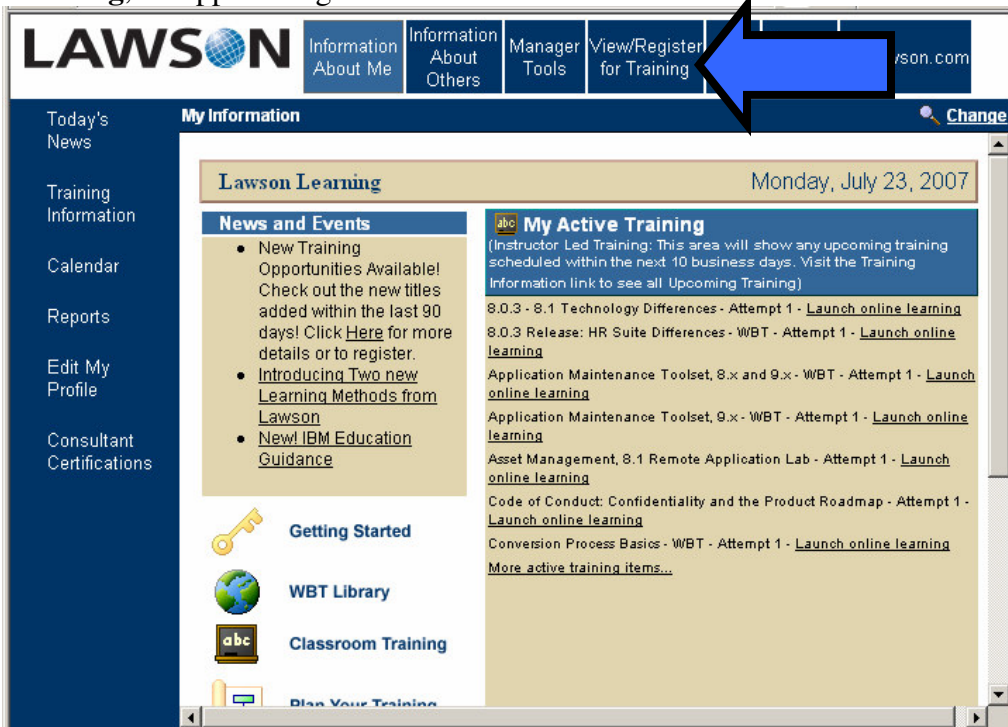
If you need to find out who your Security Administrator is, click "My Profile," then "My Security Administrator."



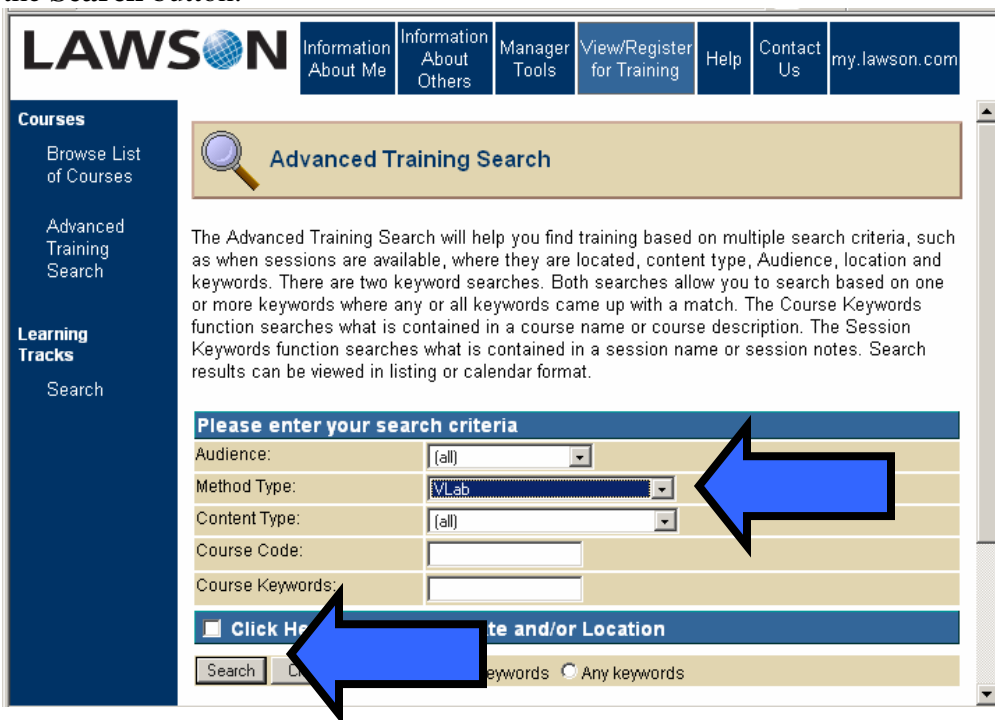
- If you get another login screen after clicking Access Training, enter your support User ID and Password again. If you are denied access, call Lawson Learning Operations at 1-888-449-8931 and give them your name, your User ID, and organization's name. They will help you troubleshoot your login. If you prefer, you can send an e-mail to Lawson Learning at lawsonlearning@lawson.com.



- After a successful log in, you should see the following screen. Click **View/Register for Training**, on upper navigation bar.



- The Advance Training Search option appears. Select the VLab Method Type and click the **Search** button.



5. The Search Results appear. Click the **list** link for the VLab you want.

The screenshot shows the Lawson VLab search results page. The top navigation bar includes links for Information About Me, Information About Others, Manager Tools, View/Register for Training, Help, Contact Us, and my.lawson.com. The left sidebar contains links for Courses (Browse List of Courses, Advanced Training Search) and Learning Tracks (Search). The main content area shows search criteria for 'VLab' and three search results. A blue arrow points to the 'list' link in the second result, 'Introduction to the Query Wizard (VLINTROQWIZ)'.

6. The upcoming sessions appears. Click Register learners for the session roster for the date you want.

The screenshot shows the Lawson VLab upcoming sessions page. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area shows the title 'Upcoming Sessions for Introduction to the Query Wizard' and a list of sessions for August 2007. A blue arrow points to the 'Register learners for the session roster' link in the first session.

- The Registration form appears. Type the name or user ID of the learner, or multiple names or user IDs separated by semicolon, to register. (This way you can register several others.), then click **Continue** to continue the registration.

TIP: Individuals with administrator access privileges can register several learners by clicking the [Search for learners to register](#) link.

LAWSON Information About Me Information About Others Manager Tools View/Register for Training Help Contact Us my.lawson.com

Courses
Browse List of Courses
Advanced Training Search

Learning Tracks
Search

Registration

Session
8/7/2007 - Introduction to the Query Wizard (Aug 7) (VLINTROQWIZ-080707)

Register For
Register learners for: Session Roster

Employees
To register yourself or other learners for this session, click the search link below or type names (ex: Doe, John) or learner numbers separated by a semicolon in the box below.
▶ [Search for learners to register](#)

1909

Continue
Continue

- You receive the following confirmation, and will also get a confirmation via email. Click **Continue** to complete.

LAWSON Information About Me Information About Others Manager Tools View/Register for Training Help Contact Us my.lawson.com

Courses
Browse List of Courses
Advanced Training Search

Learning Tracks
Search

Confirmation

The following learner:

- Helseth, Victoria L. (1909)

Will be registered for the Session Roster for:

- 8/7/2007 - Introduction to the Query Wizard (Aug 7) (VLINTROQWIZ-080707)

Continue

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