


# Instructions for Academic and Student Services Self Registration



Welcome! Please Login

Log In

Login Name:


Password:

Log In

New Student Registration  
Recover Forgotten Password

Announcements

Select New Student Registration



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**First:** Use the menu items below to identify your organizational structure (required)

Company:  Company – Select Academic Department or Student Services

Location: \*  Location – Select Allendale or Pew Campus

Department: \*  Department – Select Academic unit

Subdepartment: \*  Subdepartment – Select your Program

**Next:** Fill out the form below. Items marked \* are required

First Name: \*

Last Name: \*

Login Name: \*

Password: \*

Confirm Password: \*

Password Hint: \*

Hint Answer: \*

Create User Cancel

For all self-registrations you must include all four components of the organization structure to complete your registration.

For **Academic Departments** – this would include the following:

**Location** - Allendale Campus: **Department** - Academic Services /Brooks College of Interdisciplinary Studies / College of Liberal Arts and Sciences/Student Academic Success Center: **Subdepartment** select your program

**Location** - Pew Campus: **Department** - College of Community and Public Service /College of Education / College of Engineering and Computing / College of Health Professions / Kirkhof College of Nursing / Seidman College of Business: **Subdepartment** select your program

Once you have completed the \*asterisked items select the **Create User** button.



My Reports	Training Plan	My Messages	Evaluations	Training History	Support
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## Welcome! Please Login



After successfully completing the registration you will see the Welcome Page.

Welcome to TrainingWeb!

Your new login name is: **holstegm1** and your new Password is: **gvsu2012**.

Please make a note of these items.

An email confirming your membership will be arriving shortly.

Please click the Continue button to gain access to TrainingWeb resources with your new login and password.

Continue



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## My Training Plan

Once you have logged into the system you will be able to take the Driver Awareness Course. Select the program and begin your training.

Select Course Title: All Courses

Choose: A S ALL

Show: 10 Courses

Course Title	Status	Available	CourseType
Driver Awareness: 15-Passenger Van Safety		Always	

**\*Students you are required to clear your license to drive on behalf of GVSU. When you bring your license to the Grand Valley Police Department – you must also present a copy of your test results in order to process your license. Please allow 10 business days to process your license through the LEIN System.**