Utilizing the New Fast-Train Calendar

**Step 1:**
Click the **Training Calendar icon** on your welcome page.

Did you know you can also access the calendar via the drop-down menu to the left of the Fast-Train logo?

**Step 2:**
- Once the calendar is open, you’ll notice that it’s empty. So let’s find a class together!
- Click the **filter icon** at the top right of the page.
Step 3:
• In the left side menu, click “Available To Me” to expand the accordion.
• Now click, “Offered”.

Step 4:
• Select the blue “Apply” button at the top of the menu.
• This will now allow the calendar to populate with offerings available to you.

Step 5:
• Select the class you are interested in taking by clicking on it.
• This will open a menu to the right.

Step 6:
• At the bottom of the menu, choose the calendar icon to enroll in the class.
Step 7:
• A pop-up window will ask you to “Select” this class.
• There are times when this window may show you more than one option or date for this class.

Step 8:
• Once you “Select” the option you like, another pop-up window will appear. Click the “Enroll” button.

Don’t forget!
You can also search for classes using the “Course Search” bar at the top of the page.

Congratulations!
You have enrolled in a class! You may now export the class to your Outlook Calendar.
Continue below for troubleshooting.
Troubleshooting

Perhaps your new calendar interface isn’t working correctly and looks a little something like this:

- To correct this problem, you will need to clear your cache for this page by using **Ctrl F5**.
- Once you do this, the page should load correctly.

For more questions or troubleshooting, contact us at autrain@auburn.edu