Twinsis - Registering/Enrolling for Trainings

1) Log into your account by visiting this link (you must have your Office 365 email and password) https://thearcofpgc.oncims.net

2) Your Twinsis Dashboard will look similar (NOT identical) to the picture below.

![Twinsis Dashboard Image]

3) To check your trainings, you will click on the My Trainings as circled in red in the picture above.

4) Upon opening up My Trainings, you will see all of the trainings that you are due for (please note that you will not see a complete history of all of your trainings, just the ones that require updates).

![Trainings Page Image]

5) If you are due for upcoming trainings you will be presented with an option to enroll in classes. If you need to enroll in classes, select the tab ENROLL in CLASS. You will be taken to a page that will allow you to register for the upcoming training and it will show the availabilities for that training as shown in the picture below.

**Make sure to pay attention to the Required By Date when registering**
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**When you register for trainings make sure to note the location, Date, and Time. If the Status states Closed then that means the class is booked to capacity.**

6) If you trainings are available online instead of ENROLL IN CLASS TAB you will see an ONLINE COURSE tab. Once you select that tab you will be taken automatically to the link to complete that course (see user information on password guide if those are eTraining and Tracking Solution courses).

***When you complete those trainings it can take up to 3 weeks to update in the system.***

7) If you register for a class but are unable to make it, you will have 24 (48 hours for CMT or MTTP) hours before your class to cancel and reschedule. **Please note that No Shows for trainings will be reported to your supervisor and are treated the same as No Call/No Show to your work site.**

8) When you are done it is important that you sign out of your account. You can do that by clicking on your name on the top right of the computer screen. A dropdown menu will come up and you will click on the “Sign Out” button. (see picture below)