Overview of Pace University’s Training Registration System
Participant User Guide

1. After clicking the “Register” link on the website, you will access the course list. Select the course you want to register for by checking the corresponding box in the left column.
2. Click the Continue button at the bottom the screen and log into the system.

3. A Workshop Registration Form window opens, confirming your contact information. Review the information (adding and/or editing data where necessary) and click the Continue button at the bottom the screen.
4. A Confirmation Page window opens. Review the information and click the Continue button at the bottom the screen.

5. Another confirmation window opens reflecting an email confirmation message. This confirmation email is both reflected on the screen and is also sent to the participant’s email account.
Overview of Pace University’s Training Registration System
Administrator User Guide

1. Navigate to the administrator site by following this link: https://appsrv.pace.edu/TrainingSystems/admin/. Login using your credentials.

2. The View Courses tab opens and a current course list appears.
3. Click on a course name/title to view more information about the course including a roster of all registered participants.

4. You can also add a new course to the system by clicking the “Add Course” tab at the top left of the window.