



Taking an Online Training Course

These instructions will guide you through the steps to register for and take an online training course.

1 Open your web browser and type the following in the address bar.

<https://pstraining.csub.edu>

If you receive a certificate error or trust security message, click the option to proceed. Don't worry the web-site is safe.

2 Sign into the web-site

In the NetId, enter your NetID

In the Password, enter your
password

Click the Sign In button

3 If this is your first time on the web-site, a **Profile** entry screen is displayed. You will need to complete the Profile and click Submit.