InSight – A Quick Guide

Use InSight! to register for internal learning activities and campus events. You will receive emails from various departments that announce classes, events, seminars and workshops. These emails will instruct you to register using InSight! and should also list the category in which to find the sessions.

Logging in to InSight!

1. Login to my Tri-C space.
   Click the Employee Tab
   Scroll down to the Employee Services channel.

2. InSight! is located on the Employee Services channel of my Tri-C space

3. The InSight! home page displays links to training activities, your current registrations, your transcript and other information.
   The bottom half of the screen displays the different learning categories.
Registering for a Class

1. Select the appropriate learning category.

   Click the link to find the class in which you want to enroll.

2. Locate the class you want to enroll in. If you see a course listed, click the “double down arrow” to view the individual classes. Clicking the arrow will also give you more information about the class. **Remember to register for a class, not a course.**

   When you find the correct class, click **Register** then **Submit**.

   After your registration processes, a “Congratulations” message will display.

Automatically Adding the Class or Event to Your Outlook Calendar

1. Shortly after you register for a class, you will receive an email message from the Office of Training and Development with a confirmation message.

   Click the message to open it.
2. **Double click** the attachment icon. (Be sure to double click.)

3. A security message about the attachment will appear.
   
   Click **Open**.

4. Opening this automatically inserts your class information, including date and time into your Outlook calendar.
   
   Do not change anything, but click **Save and Close**.

5. You will see the new entry in your Outlook calendar on the specified date.
Viewing Additional Information about the Classes

1. View summary information by clicking the “double down arrow.” This provides rooms, times, and instructor names.

2. View your Current Registrations on the home page. If you do not see a Current Registration screen, click Training Schedule.

3. Click Expand All to view all information about a class.

Canceling from a Class

1. Open Current Registration (or Training Schedule) on the Home Page.

   The Task box displays Cancel registration. (You may find that the deadline date to cancel has passed. In the case, please contact the instructor or the InSight! database administrator.)

   Click next to the class you wish to cancel.
Click Go.

On the next screen, Click Cancel Marked.

Viewing Your Transcript in Order by Date

1. From the Home Page, click Current Registrations. (If Current Registration does not appear, click "Training Schedule.)

   In upper right hand corner of the screen, click the drop down arrow in the View box.

2. Select Completed registrations from the drop-down list.

3. You can sort all your completed activities by clicking the Start Date link.

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