

Registration Guidelines

All interested City employees can apply for courses through the [online registration portal](#).



GUIDELINES

Supervisor / Agency Approval

Students must ensure that they have supervisor and/or agency (agency training liaison or HR department) approval before registering for a course. EMI will copy the supervisor on the student's course confirmation to ensure that the supervisor is aware of the learning objectives and time commitment. Failure **to obtain supervisor approval will result in cancellation** of the student's registration.

Prerequisites

Students must confirm that they have completed the course pre-requisites. EMI may also check students' enrollment history to determine their eligibility to attend a course.

Enrollment Confirmation

Please note that **students who have successfully submitted their registration are not automatically enrolled in a course**. All classes are free of charge for City employees, and there is a high demand for certain courses. In general, EMI approves student enrollment on first-come, first-served basis, but also considers whether students have completed necessary pre-requisites or the course subject matter is relevant to their job. **The EMI team will directly reach out to students who are confirmed** to attend the course with a calendar invite and next steps. Registration is not confirmed until you've received a calendar invite.

Waitlists

If a course is at full capacity, a student can add their name to the waitlist during the registration period. The EMI team uses the waitlist to fill open spaces right before the start of the course. The student will receive an email from the EMI team if they are moved off the waitlist and enrolled in the course.

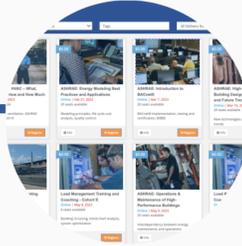
How to Register for Courses

The main registration page can be found at cuny.swoogo.com/emi. There are six major steps to register for courses. See below for a quick step-by-step process, and next page for in-depth instructions.

HOW TO REGISTER FOR COURSES

1 VISIT THE EMI COURSE CATALOG

http://bit.ly/emi-cuny_catalog



2 ADD COURSE TO CART

Click the "Register" button to add course to cart



3 CHECKOUT

Click the "Checkout" button to begin registration



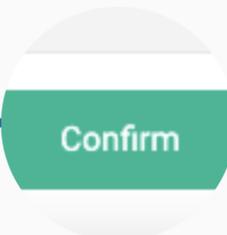
4 REGISTER

Fill out the applicant information form and click "Register"



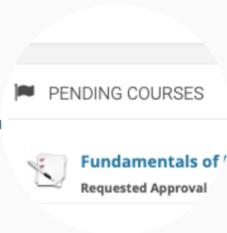
5 CONFIRM

Review and confirm your course registration



6 VIEW YOUR DASHBOARD

Go to Dashboard to view courses pending approval



How to Register for Courses

The main registration page is can be found at cuny.swoogo.com/emi. There are six major steps to register for courses.

Step 1: Visit the course catalog

- Click on the “Browse Catalog” button or go to bit.ly/emi-cuny_catalog to browse through the course offerings.
- Select the course(s) you are looking to attend.
 - 📌 Click on each course  to review the course description, dates, duration, requirements, and overall time commitment.
 - 📌 Refer to this portfolio for further descriptions and information on how to select courses right for you.

Step 2: Add course to cart

- Once you have selected courses, click “Register”  to add them to your cart.
- Click the shopping cart icon  to review your selected courses.

Step 3: Checkout

- Click “Checkout”  from the shopping cart or at the top right of the screen to continue your registration.
 - 📌 If you are new to the learning portal, you need to create an account.
 - 📌 If you already have an account, click “I Already Have an Account” at the top of the registration form and log in  with your credentials. You will be directed to Step 5.
 - 📌 If you forgot your password, click “Recover your password” on the login screen. Your username and your email address is one and the same.

Step 4: Register / Create a new account

- Create a new account by filling out the applicant information form. Provide your name, work email, supervisor’s information, your complete building address, and additional applicant information such as agency, job title, alternate email, etc.
 - 📌 Fields with an asterisk are (*) mandatory. Fields without an asterisk are optional and may be left blank.
 - 📌 By selecting “Yes” on the “I have my supervisor’s approval to register.” statement, you are confirming that you have obtained supervisor and/or agency approval to register for an Energy Management Institute course. By also clicking on the box, you are agreeing for us to copy your supervisor on initial correspondence regarding your acceptance into the course.
- Click “Register”  to complete creating a new account.
 - 📌 Your username will be the email you used to register.
 - 📌 Your (system-generated) password will be sent to your email. You will need that password to log in the second time you access your dashboard. When you first enter your system-generated password, you will be prompted to create your own password.

Step 5: Confirm

- You will see your Cart Summary showing the courses you have selected and the \$0.00 total price.
 - 📌 All EMI courses are offered free of charge for City of New York staff.
 - 📌 You can review course descriptions one final time before completing your registration.
- Click “Confirm”  to confirm your registration.

Step 6: View your dashboard

- You will see an option to view your Dashboard. On this dashboard, your selected courses will appear under “Pending Courses.” When your registration is approved, your course will appear under “Active Courses.”
 - 📌 You will receive an email notification when your request for enrollment is approved by DCAS.

Step 6.5: Check back

- You can log back in at any time using the [learning portal login page](#).
 - 📌 You can check if you have been approved by DCAS to take the course.
 - 📌 You can also log back in to register for more courses.



OTHER REGISTRATION FLAGS

Cancellation of Online Registration

If you are not able to attend a previously reserved class, please log in to the registration site to cancel your application as soon as possible, so that your vacated spot can be reallocated to a waitlisted applicant. If a City employee registers for an EMI course but drops out before course start, CUNY SPS must receive the request to cancel enrollment in writing at least seven business days before the confirmed start date. Agencies (i.e., supervisors, training liaisons) are strongly recommended to designate a qualified participant for substitution up to the commencement of the class. Failure to do so may result in City employees being unable to enroll for future courses.

Password Recovery For Returning Students

You may request to reset your password if you are a returning student and do not have access to your previous password. Here's how:

1. On the [learning portal log-in page](#), click on "Recover Password".
2. Input your username, which is always your agency email address, and click on "Request Password".
3. A new system generated password will be sent to your email address.

Error Messages / Additional Help

If you have encountered a learning portal or system error, or, for questions and concerns regarding your online application and waitlist status, please contact EMITraining@sps.cuny.edu.