

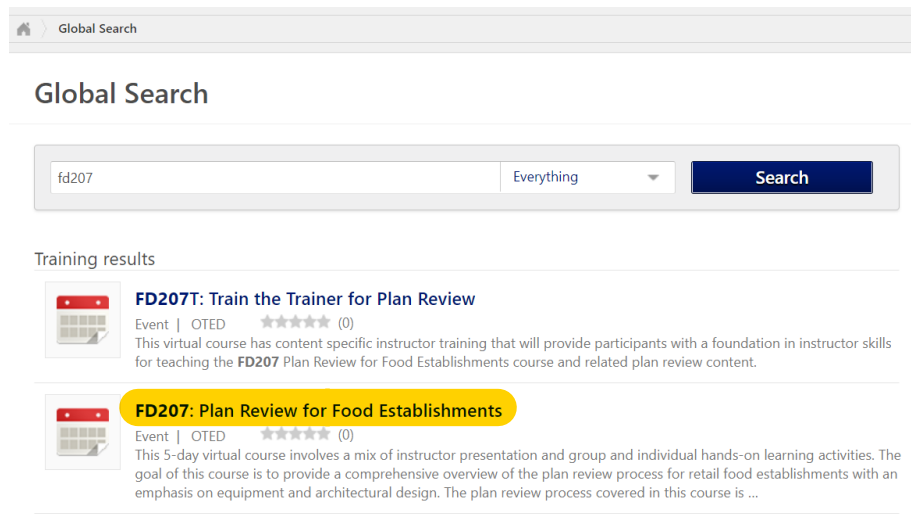
How to register for a Cooperative Foods Course Job Aid

The purpose of this Job Aid is to guide State, Local, Tribal, Territory (SLTT) students through how to locate a course announcement for Instructor Led Training (ILT)/virtual Instructor Led Training (vILT) courses. Each Course Announcement will outline how to register for the specific course. The process to follow on how to retrieve a copy of the course announcement is outlined below.

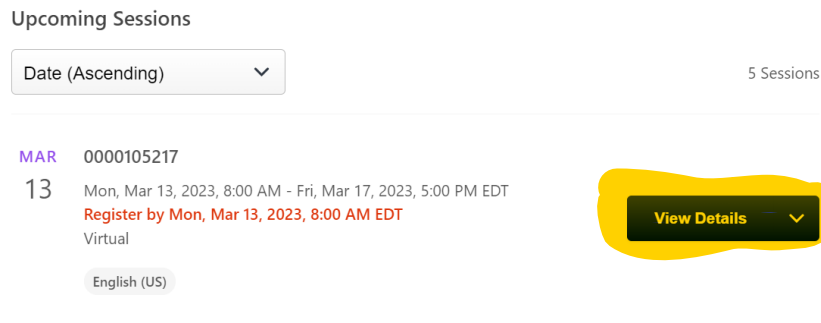
1. Go to LearnEd and Login: [LearnEd](#)
2. Go to top right corner and type in course ID you have a course of interest for (e.g. FD207) and hit enter



3. Go to the results and select the course





4. In the new page, scroll to the bottom to "Upcoming Courses" and select the "View Details" tab to the right of the specific course you have a course of interest for





5. A new box will pop-up on the right. Scroll to the middle and select “Show More”


Session Details


 Mon, Mar 13, 2023, 8:00 AM - Fri, Mar 17, 2023, 5:00 PM EDT
Register by Mon, Mar 13, 2023, 8:00 AM EDT


 Virtual
USA

 105 hours

 English (US)

 Food - Retail

 40 registrations maximum

 LMS Administrator
oratraining@fda.hhs.gov

[Show More](#)

6. Continue to scroll down until you see the attachment hyperlink: **Course Announcement**
Select the hyperlink under *Resources*. NOTE: The pdf should open in Adobe. If it does not and opens in a web browser instead, follow the next steps to open it in Adobe.

Session Details ×

Course ID
FD207

Contact Hours
25

Resource(s)

FD207 Plan Review Nov 4-8 2024

[Show Less](#)

PREREQUISITES

7. If the course announcement opens in a web browser, click on the download button on the top right (as shown below). Save the file to your desktop and Adobe should open automatically. If it does not, go to where you saved the file on your desktop and open from there.

