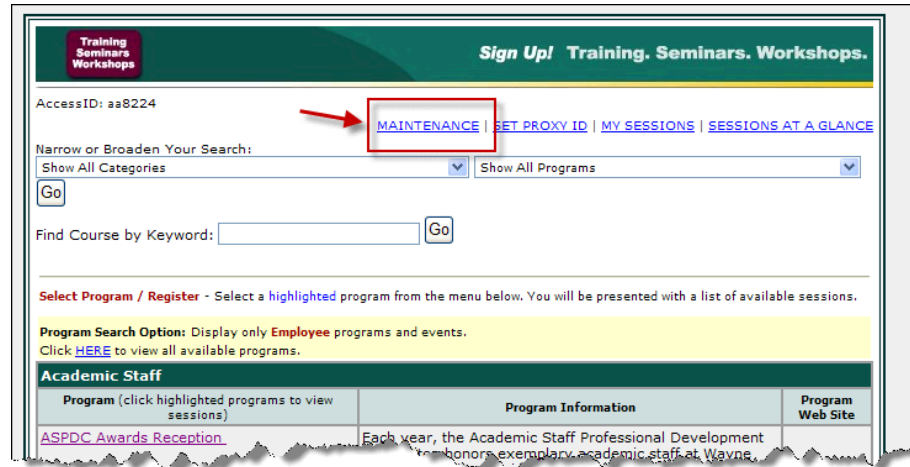


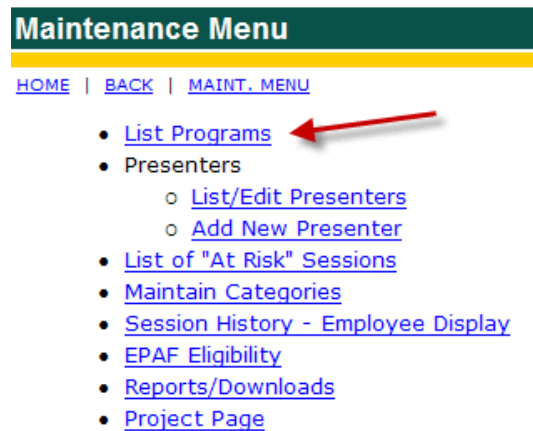
EDIT A PROGRAM WITH TSW

Follow the steps below to edit your Program:

Step 1: At the top of the screen, click the **Maintenance** link.



Step 2: From the Maintenance Menu, click the **List Programs** link.



Step 3: The List of Programs page appears. *Use the find and replace dialog box (Ctrl and F keys) and enter a keyword from your program title to quickly find your Program from the list.*

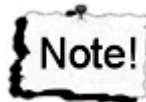


Step 4: Click **Edit Event** from the List of Programs Screen (shown below).



Training. Seminars. Workshops.					
LIST OF PROGRAMS					
HOME BACK MAINT. MENU					
ADD PROG.	PROG. ID	PROGRAM NAME	CONTACT	WEB SITE	INACTIVE?
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	96	Retirement Incentive One-on-One Counseling	Elizabeth Rager.		Yes
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	332	Same-Sex Partner Benefits: A Thing Of The Past?	Elizabeth Rager.		Yes
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	1009	Sample Program, Event or Course	Diane Siemen.	View	No
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	686	SES: The Essential Invitation	Rosalyn Dobbs.		Yes
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	347	Sexual Assault Prevention	Elizabeth Rager.		Yes

For additional help or to Register a Person, please contact the office of Organization & Employee Development.



Now that you have created a Program/Event/Course, you have an option to Remove from Listing at the Edit screen.