Marketplace: Register for IRT Training

IRT Training and Instructional Support (TIS) uses Rowan University’s Online Marketplace as an easy, convenient way to sign up for training sessions that are offered by IRT. Employees can log into the Rowan Online Marketplace to view and register for the available training sessions. If you experience any issues signing up for training sessions using the Rowan Online Marketplace, please contact irt-training@rowan.edu.

Access the IRT Training Site on Rowan Online Marketplace

1. Go to https://marketplace.rowanonline.com/irt. **Note:** Google Chrome is the recommended browser.
2. Click the Login button at the top.
3. Enter your Rowan University email into the “E-Mail Address” field and then click Continue.
4. You will be redirected to the Rowan University CAS login page. Enter your Rowan Network username and password and click login.
5. After successfully logging in, you will be redirected to the IRT page on Rowan Online Marketplace.

Browse IRT Training Sessions

On the IRT Training and Instructional Support site in Rowan Online Marketplace, you will see all of the available IRT training sessions. To browse for a specific training session, click on the drop-down menu under Category and select the desired training session category. Click the Search button to see only training sessions for that category.

Registering for Training Sessions

1. Once you have identified a training session that you want to attend, click on the training session title on the next two screens to continue to register.
Registering for Training Sessions (cont’d)

2. After reviewing the training session description, you may continue to register for the session by clicking Add to Cart.

3. Once the training session is added to the cart, click on Go To cart in the green alert box at the top, or click on the Go To Cart at the bottom.

4. In the shopping cart screen, review your cart contents. If you wish to remove a training session, click **the edit item and trash item.** If the shopping cart reflects the desired training session(s), click **proceed to checkout.**

5. In the review shopping cart and customer profile screen, ensure that the shopping cart reflects your desired course. Then either enter or review your customer profile information. Click continue to next step on the next two screens.

6. If you have successfully registered for the training session, you will be redirected to the checkout complete screen. Click the blue button to download the materials that are needed for the training session. You also receive an email that confirms your registration.

Cancel Your Registration

1. If you are unable to attend a training session, cancel your registration by going to: [http://marketplace.rowanonline.com/irt](http://marketplace.rowanonline.com/irt).

2. Click Login from the top navigation bar. Then, enter your email address and click Continue. Log into the Rowan University CAS login page with your Rowan University network username and password.

3. Hover your mouse over Account at the top navigation bar and click **Profile.**

4. In the My Account screen, click on the My Registrations tab.

5. Locate the title of the training session you want to cancel and click **Cancel Registration.**

6. Click the checkbox to agree to the cancellation and click **Unregister.**

7. If your cancellation is successful, you will receive a green alert stating, “Your registration has been canceled successfully.” Additionally, you will receive a cancellation confirmation email.