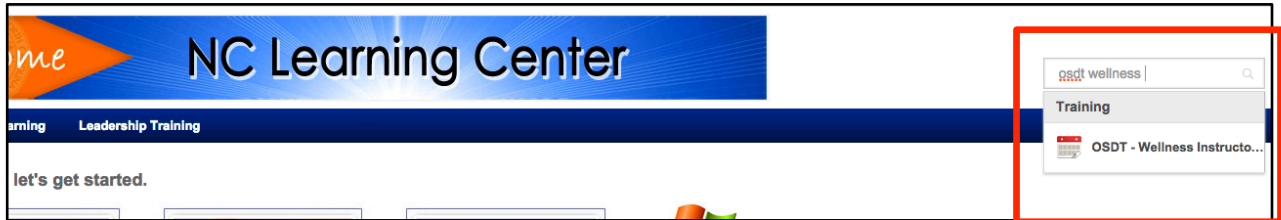
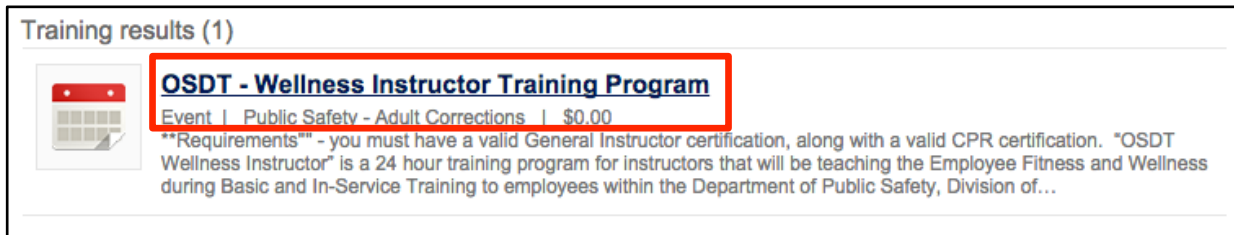


How to Submit Interest Tracking

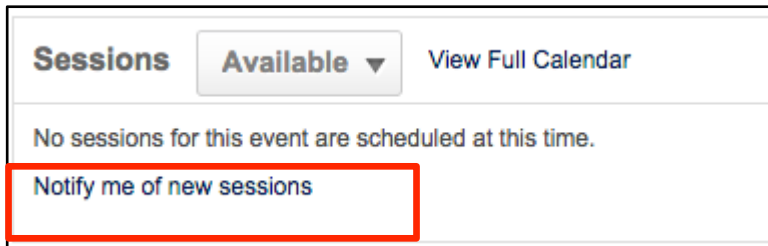
1. Login to BEACON, click on the LEARNING TAB. Type event name or keyword in **SEARCH** field, in this example, we will use **OSDT WELLNESS**. The event will appear. Click on it.



2. Click on the event name link.



3. At the bottom of the **TRAINING DETAILS SCREEN** click on “**NOTIFY ME OF NEW SESSIONS**”



4. Click in box beside “**NOTIFY ME WHEN SESSIONS ARE SCHEDULED AT ANY LOCATION**”. Click on **SUBMIT**.

A screenshot of the 'Interest Tracking' form. It shows the event name 'OSDT - Wellness Instructor Training Program'. There is a 'Location' dropdown menu with 'Select a Location' and a 'Comments' section with 'Enter your comments here'. At the bottom, there is a checkbox labeled 'Notify me when sessions are scheduled at any location' which is highlighted with a red box. To the right of the checkbox are 'Cancel' and 'Submit' buttons, with the 'Submit' button also highlighted with a red box.