Cornerstone LMS Quick Reference Guide

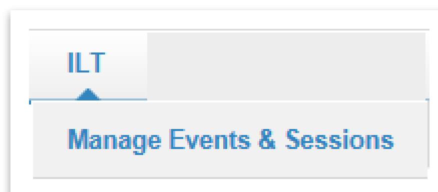
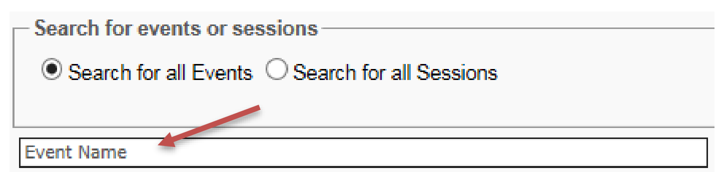
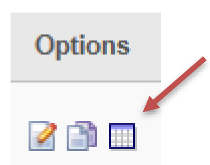
Instructor - Managing Waitlist

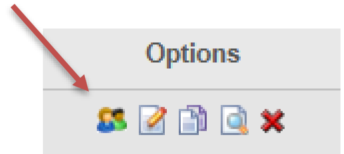
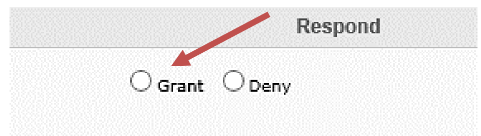
Introduction

This guide outlines the steps a user will take to view a session and update the sequencing on a waitlist.

Support

- For CORE support, please contact CORE@mednet.ucla.edu
- For CareConnect support, please contact CareConnectTrainingS@mednet.ucla.edu
- For Nursing support, please contact:center@mednet.ucla.edu

1. From the **Welcome** page, go to: ILT → Manage Events & Sessions	
2. Search for the **Event name**	
3. Click the “**Sessions Calendar**” icon under “**Options**”	

4. Click on the "**View Roster**" icon that corresponds with the date and time of the session.	
4. To access the waitlist, click the **Waitlisted** link in the right corner.	
5. Select the appropriate radio button to **Grant or Deny** someone's waitlist request**.**	
6. Click **"Process Response".**