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**”.