How to Search and Register for Employee Professional Development Sessions

Please use Google Chrome, or Firefox.

1. Go to the Kirkwood Website and click on EagleNet

2. Click EagleNet for Employees

3. Click Log in
“Search and Register for Professional Development Classes”

4. Click on Search for Professional Development Classes

5. You can search with the Course Code Number, or Key word and click submit. If those options do not show the course you are looking for, try submit without typing anything in either boxes.

(Note if you submit without typing any keyword you will see most of the other available KCELT and HR professional Development, and you can choose your desired sessions)
“Select Classes”

6. Click to check the Classes you want

7. Click Submit

“Complete the General Registration Information to the best of your knowledge.”

8. Select Human Resources if you are taking this course through HR.

9. Select your reason for taking this course and how you learned about this class, and click submit.
“Pay for Classes”

10. If you are Kirkwood Employee you only need to select Register Now. You do NOT need to select payment type, Click Submit.

“Class Registration Confirmation”

11. You will also receive a confirmation email
12. Click Okay
13. Schedule the class on your outlook calendar
“Best Practice to choose additional classes”

- Complete the registration for those that you want from your first search.
- Search again for additional classes.