

# Registration Guidelines

All interested City employees can apply for courses through the [online registration portal](#).



## GUIDELINES

### Supervisor / Agency Approval

Students must ensure that they have supervisor and/or agency (agency training liaison or HR department) approval before registering for a course. EMI will copy the supervisor on the student's course confirmation to ensure that the supervisor is aware of the learning objectives and time commitment. Failure **to obtain supervisor approval will result in cancellation** of the student's registration.

### Prerequisites

Students must confirm that they have completed the course pre-requisites. EMI may also check students' enrollment history to determine their eligibility to attend a course.

### Enrollment Confirmation

Please note that **students who have successfully submitted their registration are not automatically enrolled in a course**. All classes are free of charge for City employees, and there is a high demand for certain courses. In general, EMI approves student enrollment on first-come, first-served basis, but also considers whether students have completed necessary pre-requisites or the course subject matter is relevant to their job. **The EMI team will directly reach out to students who are confirmed** to attend the course with a calendar invite and next steps.

### Waitlists

If a course is at full capacity, a student can add their name to the waitlist during the registration period. The EMI team uses the waitlist to fill open spaces right before the start of the course. The student will receive an email from the EMI team if they are moved off the waitlist and enrolled in the course.

## Online Registration Process

The online registration link is [bit.ly/EMI-Registration](https://bit.ly/EMI-Registration). Click on the “Register For EMI Courses” button on the portal to begin the registration process. There are five sections in the registration form:

### Courses

1. Begin registration by selecting the course(s) you are looking to attend.
  - Review the course description for the course dates, duration, and overall time commitment.
  - Refer to the this catalog for further descriptions and information on how to select courses right for you.

### Applicant Information

1. Provide your name, email, and supervisor’s information.
2. By clicking on the “Supervisor Approval” box, you are confirming that you have obtained supervisor / agency approval to register for an Energy Management Institute course. By also clicking on the box, you are agreeing for EMI to copy your supervisor on initial correspondence regarding your acceptance into the course.
3. If you have registered before in CUNY’s *Swoogo* system, you may be prompted to sign in after you have submitted your information (after clicking on the “Continue” button).
  - You may continue to log in if you remember your password. You may also request to reset your password.
  - You may also skip this step by clicking on the “Skip This Step...” link.

### Cancellation of Online Registration

If you are not able to attend a previously reserved class, please **log in to the registration site to cancel your application** as soon as possible, so that your vacated spot can be reallocated to a waitlisted applicant.

### Error Messages / Additional Help

If you have encountered a *Swoogo* system error, or, for questions and concerns regarding your online application and waitlist status, please contact [EMITraining@sps.cuny.edu](mailto:EMITraining@sps.cuny.edu).

### Additional Information

1. Continue providing your additional applicant information such as agency, job title, etc.
2. Fields with an asterisk (\*) are mandatory. Fields without an asterisk are optional and may be left blank.
3. Click “Continue” when you are done.

### Registration Acknowledgement

1. Confirm your supervisor / agency approval, as well as your understanding of the course requirements and time commitment for the course(s) you have selected.

### Confirmation

1. Click on the magnifying glass icon to review your registrant details and course selections.
2. You will be able to modify your registration while the registration period is still open.
3. You will receive an email notification (1) when you have successfully registered and (2) when your request for enrollment for the course is approved.

# Ensuring a Successful Virtual Learning Experience

You should expect quality learning delivered by subject matter experts and experienced instructors, however, you should also expect to assume responsibility for your own learning.

EMI's virtual classroom setting is similar to a traditional classroom environment, in that most sessions are instructor-led, and everyone participates live at the same time using virtual training platforms. Most sessions will still take the same amount of time as an in-person training, and sessions will still have the same expectations on project deadlines, exams, and class participation, such that the program complies with third-party certification requirements.

## Video Participation



Video participation is required during EMI's virtual sessions in order to promote interaction and engagement with your instructors and classmates, as well as the course topics. To participate in EMI courses, **participants must have a working built-in camera or webcam.** Mobile devices/tablets do not have the necessary features for participation in the course activities and are not permitted.

## Minimum Requirements for Zoom

Supported Operating Systems:

- Windows 7 or newer version;
- macOS X with macOS 10.9 or later;
- Other supported Operating Systems.

Supported Browsers:

- Windows: Internet Explorer 11+, Edge 12+, Firefox 27+, Chrome 30+;
- macOS: Safari 7+, Firefox 27+, Chrome 30+;
- Linux: Firefox 27+, Chrome 30+;
- Other supported browsers.

For more information about Zoom's Minimum Technology Requirements, please visit the [System Requirements for Zoom](#) page.

## Before the session

- **Test your equipment.** EMI courses have minimum technology requirements so participants can be successful in a course, which include: a computer or laptop, reliable internet connection, working camera and microphone.
- **Learn the technology.** EMI courses will be deployed through Zoom, and we encourage you to attend EMI-led Zoom orientation / walkthrough sessions to familiarize yourself with the platforms prior to the first class. Additional resources are:
  - [How To Join a Zoom Meeting](#)
  - [How to configure Zoom Audio/Video](#)
  - [How to use Zoom Meeting Controls](#)

## During the session

- **Prioritize your learning.** Identify a conducive learning space in your home or work location, and as much as possible, refrain from working on other tasks during the class.
- **Participate and connect.** Use the Zoom platform features to engage with your instructors and fellow learners. All participants are highly encouraged to add to the discussion, as learners usually find value hearing their colleagues' real-world work experience.
- **Communicate if you experience technical issues,** have further questions, or encounter external concerns that impact your participation, please let the instructor and program manager know. We will work with you to troubleshoot or identify possible accommodations.

## After the session

- **Share feedback.** Provide honest responses about your virtual training experience through surveys or course evaluations.
- **Continue learning.** Take advantage of virtual learning opportunities, such as other EMI courses, [DCAS Citywide Training Center](#) courses and external webinars and conferences.
- **Apply your new skills.** The City has just invested time and money on your training. We hope you are ready and confident to play your part in supporting the citywide energy reduction goals!