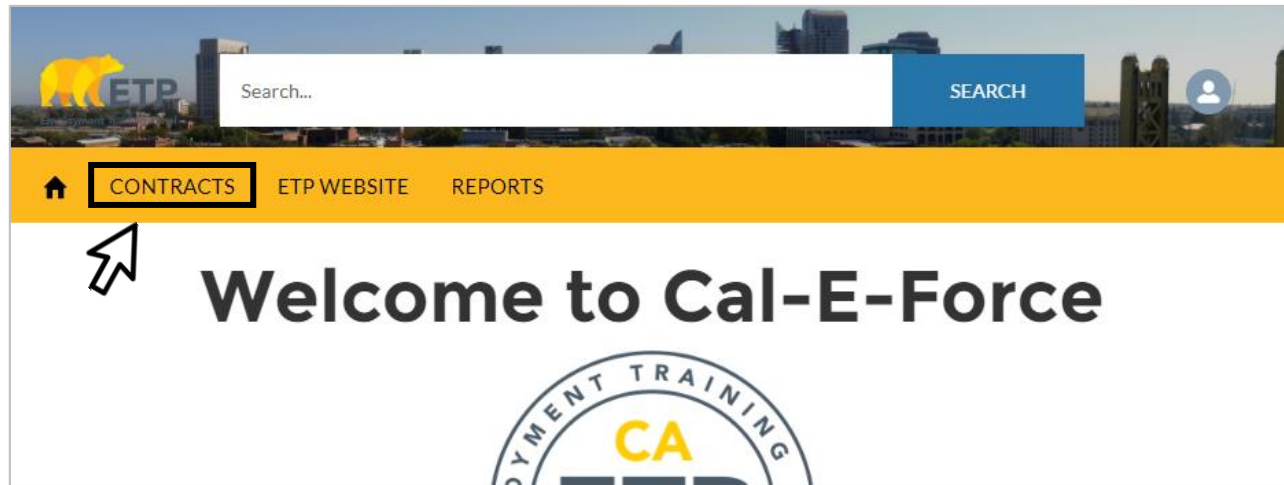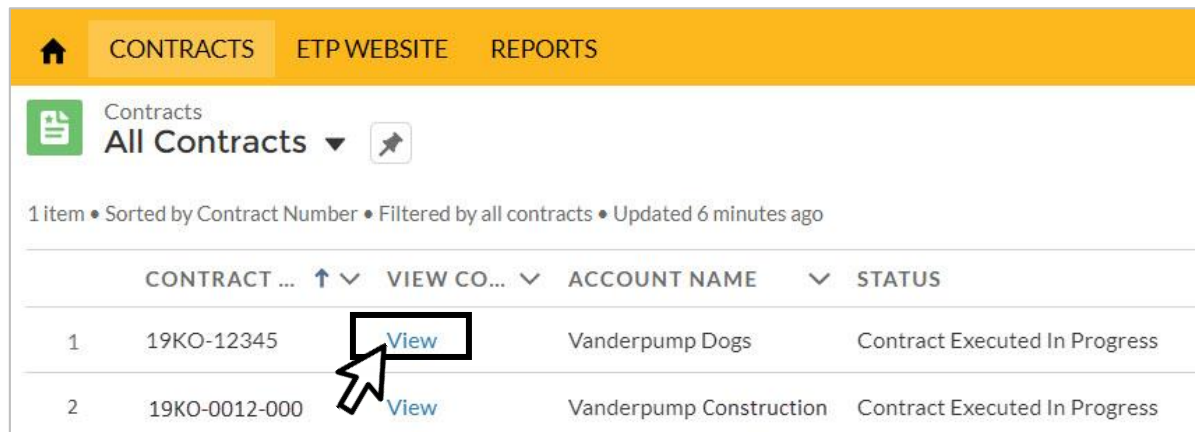# ETP CAL-E-FORCE REFERENCE GUIDE – ADDING A CBT CLASS

This Reference Guide applies only to those who have been approved for Computer Based Training (CBT) on their ETP contract.
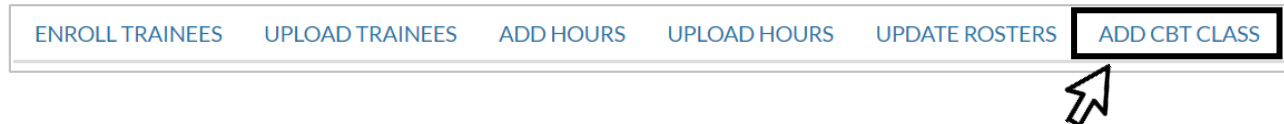
1. At the top of the landing page, select the **Contracts** button on the button bar.	
2. Click on the contract you would like to add a CBT class to. The system will take you to your Contract Details page.	
3. Select the **Add CBT Class** button on the button bar at the top of the Contract Details page.	

4.	Fill out the **New CBT Class** information section with the Class Title, Training Type, and Total Standard Hours.	**New CBT Class** Class Title * [ ] Training Type * --None-- ▼ Total Standard Hours * [ ] **Save** **Cancel**
5.	Click the **Save** button.	**Save** **Cancel**
6.	You will be taken to a confirmation page where you will see the information you have successfully input.	CBT Class **Test CBT Class** Training Type Back To Contract Business Skills 19KO-12345 ∨ Information Class Test CBT Class Total Standard Hours 40.00