**To schedule eCourseware Training**

1. Go to the umTech website: <http://www.memphis.edu/umtech/>
2. Select *Enter a Service Request*
3. Select *Request a Service*
4. Under Categories, double click *Teaching and Learning Tools for Faculty*
5. Select *eCourseware* (Located right under the Teaching/Learning Tools for Faculty tab)
6. Select *Request Consultation Session* (Located on right side of page)
7. Complete the online form
8. Select Submit