

Quick Reference

Detailed Results
Advanced Filters

All

Three ways to find new learning!

- Browse
- Search
- Check your plan (Click ME)

Register for Classes

From the instructor led course page...

1. Click View Classes
2. Click Enroll
3. Fees? Enter a chart string.

Don't know your chart string?

Don't worry! Leave number signs (#) in place. Your manager can provide it when approving.

Launch Web Based Training

No approvals needed!

1. Click Enroll
2. Click Launch

View and print completions

- Click ME > Completed Learning
- Filter by date and print

A screenshot of the 'Browse' dropdown menu. The menu is open, showing a list of categories with a right-pointing arrow next to each. A purple callout box with the text 'Browse categories' is overlaid on the right side of the menu. The categories listed are: Computer Applications, Diversity & Inclusion, Leadership Development, Onboarding, Professional Development, Research, Safety & Security, and Systems & Processes. At the bottom of the menu, there is an option for 'All Categories' with a right-pointing arrow.

Managers

Approve or Deny Learning

From Pending Approval portlet...

1. Click a request.
2. Provide/verify chart string.
3. Click **Approve** or **Deny**.
4. OK > OK

The Pending Approval portlet repopulates each time you return. There may be a momentary pause!