Find a Curriculum in myHR Learn

Quick Reference

A Curriculum is an organized collection of class sessions and training items. A Course is part of a curriculum. Courses can be hands-on classes, documents, or anything intended for learning, training, or support.

There are three ways to find a curriculum fast!

- Use the Advanced Filter
- Use the Search
- Use the Browse Feature

Use the Advanced Filter
1. From the Home Dashboard, click the Filter icon.
2. In the Learning Event Type field, select Curriculum.
3. Click Search. Result: A list of all curricula in myHR Learn appears.
4. Option: You can filter the list in the Category portlet.
   o For example, select NUFinancials.
   o Click Apply Filter.
5. Click the title or image of the curriculum you need (for example Employee Expense Reimbursements).
   Contents may include classroom sessions, web-based training, and related materials, as applicable.
6. Choose a registration option (at right).

Use the Search
1. From the Home Dashboard, type a keyword in the Search field.
2. Click the Search icon.
3. In the Learning Event Type portlet, select the Curriculum checkbox.
4. Click Apply Filter.
5. Click the title or image of a curriculum you need (for example Shopping iBuyNU).
6. Choose a registration option (at right).

Use the Browse Feature
1. From the Home Dashboard, click Browse.
2. In the Category portlet at left, hover you mouse over Systems & Processes.
3. Select NUFinancials.
4. Select the topic, for example, Actuals Journals.
5. In Learning Event Type, filter for "Curriculum."
   o Select the Curriculum checkbox.
   o Click Apply Filter.
6. Click the image or the title to view the full curriculum.
   Contents may include classroom sessions, web-based training, and related materials, as applicable.
7. Choose a registration option (above right).

Registration Options

With any curriculum on display, you can access all learning, whether classroom, online, or documents.

Register in the Curriculum
Recommended: Click Register. It applies to all related items.

Enroll in Classroom Session
Click View Classes, select a date, and click enroll.

View a Document
Click View Classes > Enroll.

View Web-based Training
After you register in the curriculum, or enroll in the course, click Launch.