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. You 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

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!