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 Browse Feature
- Use the Search
- Use the Advanced Filter

Use the Browse Feature to Find Categories

1. From the Home Dashboard, click Browse.
2. In the Category portlet at left, hover your mouse over a category, for example, Systems & Processes.
3. Select a sub-category, for example, NUFinancials.
4. Select the topic, for example, Actuals Journals.
5. In Learning Event Type, filter for “Curriculum.”
   - Select the Curriculum checkbox.
   - 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 (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.
6. Choose a registration option (at right).

Use the Advanced Filter

1. From the Home Dashboard, click then Learning Catalog.
2. Click the filter icon then Learning Event Type > 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.
   - For example, select NUFinancials.
   - 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).