

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 [VIEW CLASSES](#)
2. Click Enroll [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.

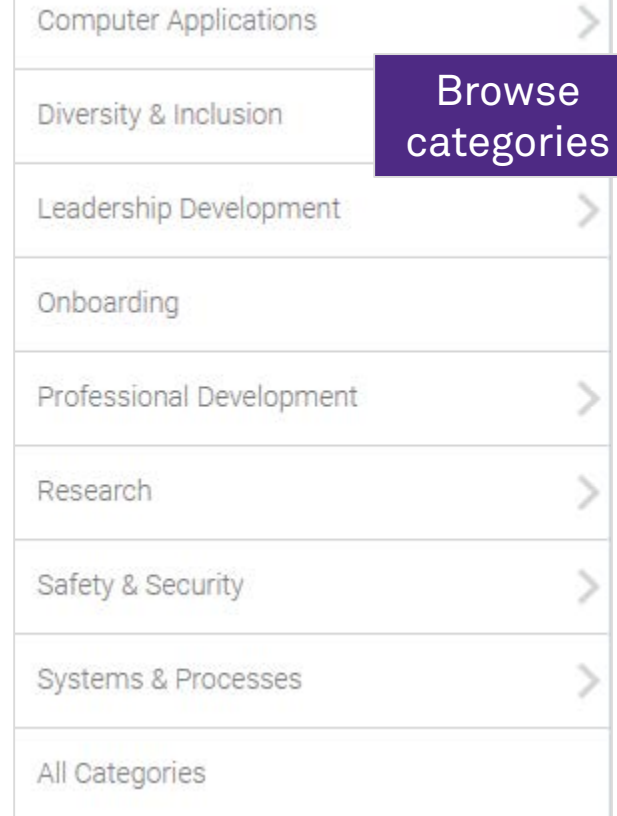
Launch Web Based Training

No approvals needed!

1. Click Enroll [ENROLL](#)
2. Click Launch [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!