

Use this job aid to enroll in or drop a course in the Learning application.

Enroll in a Course

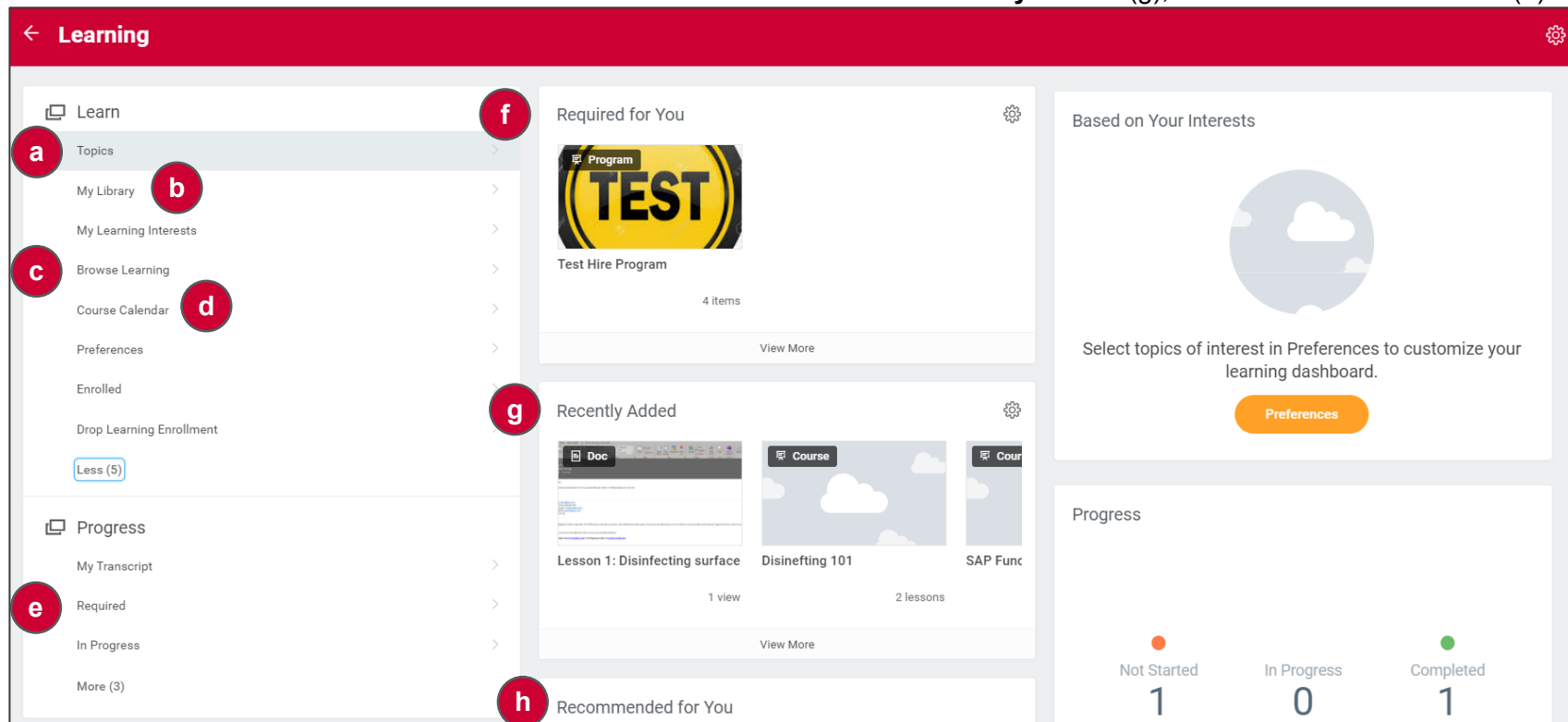
From your home screen:

1. Navigate to the **Learning** application.



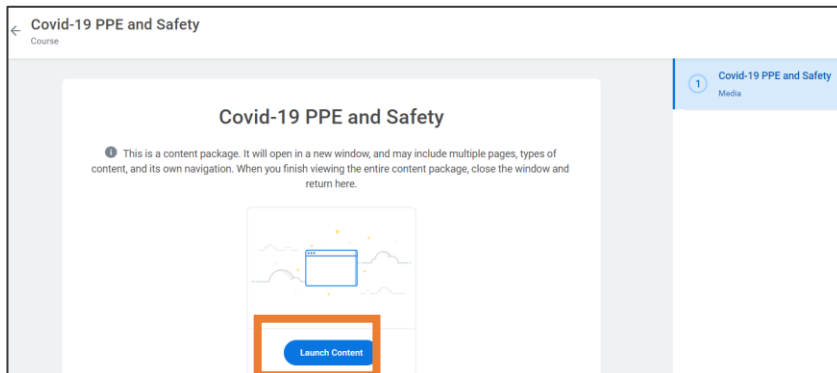
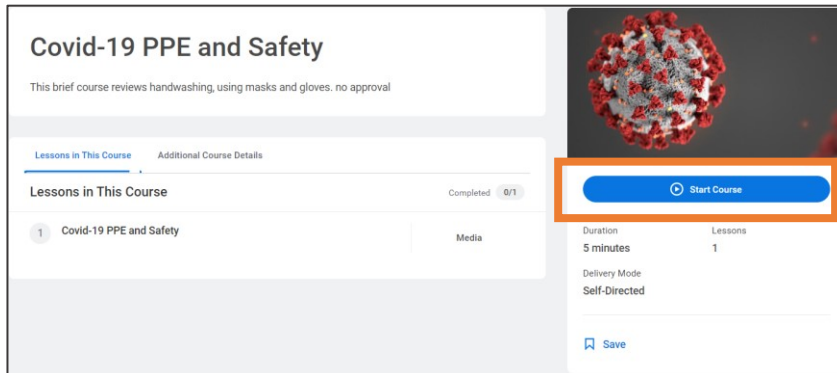
There are several ways to find courses in Learning:

- In the **Learn** section:
 - a) Click **Topic** to browse by learning topic.
 - b) Click **My Library** to access learning you've saved to your library.
 - c) Click **Browse Learning** to view all available learning.
 - d) Click **Course Calendar** for upcoming courses.
- In the **Progress** section:
 - e) Click **Required** to access learning you are required to take.
- Click any learning that is listed in **Required for You** (f), **Recently Added** (g), or **Recommended for You** (h).



For Self-Directed Courses:

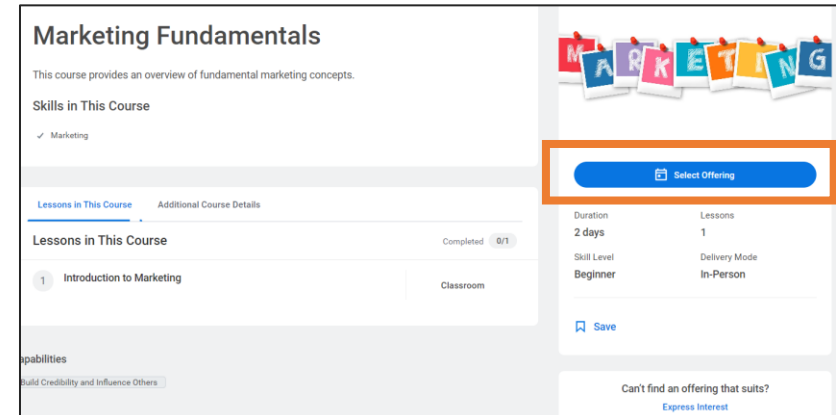
1. Select the course and click **Start Course** and click **Launch Content**.



2. The content opens in a new window to begin the course. Close the window when the course is completed.

For Instructor-Led Courses:

1. Select the course and click **Select Offering**.

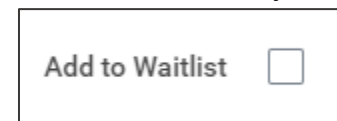


2. Click the check box in the **Select Offering** field for the offering you want to enroll in. Click **OK > Submit > Done**.



NOTE: Ensure there is a seat available in the offering or you will not be able to enroll. If there are no open offerings, click **Express Interest** to request additional offerings.

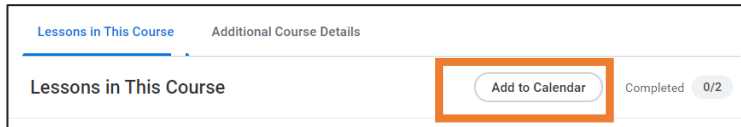
3. If the offering is full but there is space on the waitlist, click the check box in the **Select Offering** field for the offering you want to join the waitlist for. Click **OK > Submit**.
4. An error message appears that states *Select the Add to Waitlist checkbox if you want to waitlist for the course*.



5. Click the **Add to Waitlist** box to enroll on the waitlist. If a space becomes available, you receive an email to enroll in the class. If you don't enroll before the deadline, your space goes to the next Team Member on the waitlist.

For Instructor-Led Courses (continued)

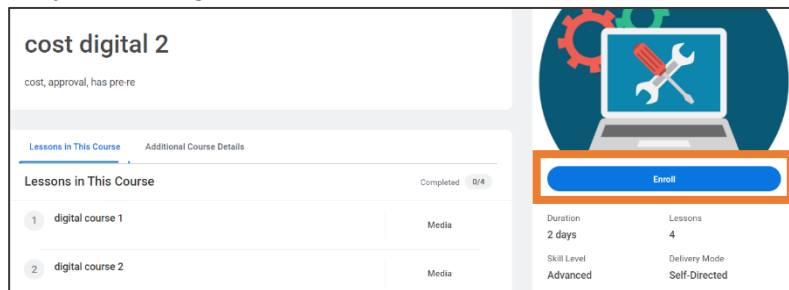
- Once you have enrolled in an offering, return to the course page and click **Add to Calendar** to download a calendar invite.



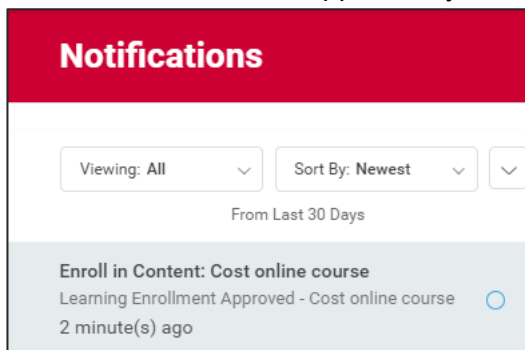
For Courses Requiring Approval:

Some courses may require approval based on cost or role. If approval is required, it is stated in the course description.

- Select the course and click **Enroll > Submit > Done**. This is sent to your manager for approval.



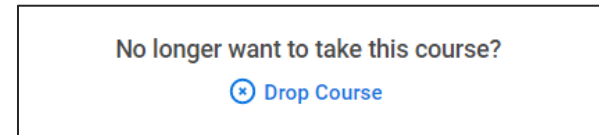
- Once the enrollment is approved, you receive a notification.



- Navigate to the **Learning** application. In the **Progress** section, the course now shows up by clicking the **Not Started** category.

Drop a Course

- Select the course you wish to drop and click **Drop Course** in the lower right menu of options.



- In the **Drop Reason** field, select a reason for dropping.
- Click **OK > Submit > Done**.



NOTE: If you have been enrolled in a required course by your manager or the system you cannot drop it.