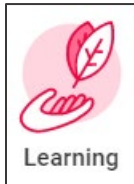# **Learning**: Manage Course Enrollments

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

Find a Course

From your home screen:

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

2. There are several ways to find courses:
   - In the **Discover** Tab:
     a) Click **Browse Learning** to browse, search and filter courses.
     b) Click **Browse Topics** to find learning within a topic area.
     c) View the **Most Popular** courses and select one.
     d) Under **Based on Your Interests**, click **Add Preferences** to choose topics that are of interest to you and see course recommendations.
     e) View and select **Recently Added** courses.
   - In the **My Learning** tab:
     a) Continue a course you've already started.

Enroll in a Course

For Self-Directed Courses:

1. Select the course and click **Start Course** and click **Launch Content** or **View External Link.**
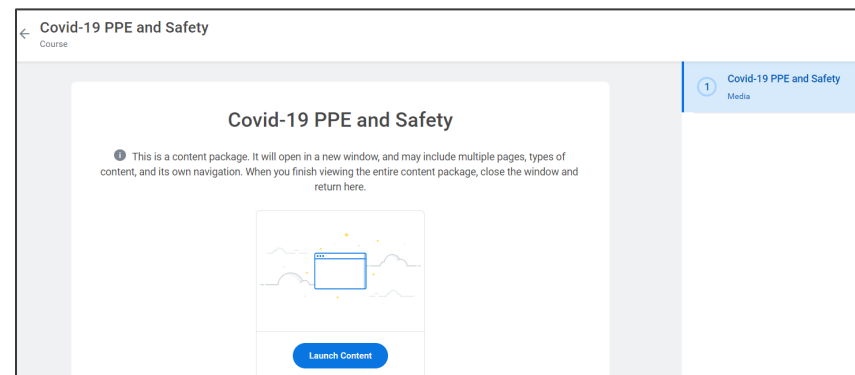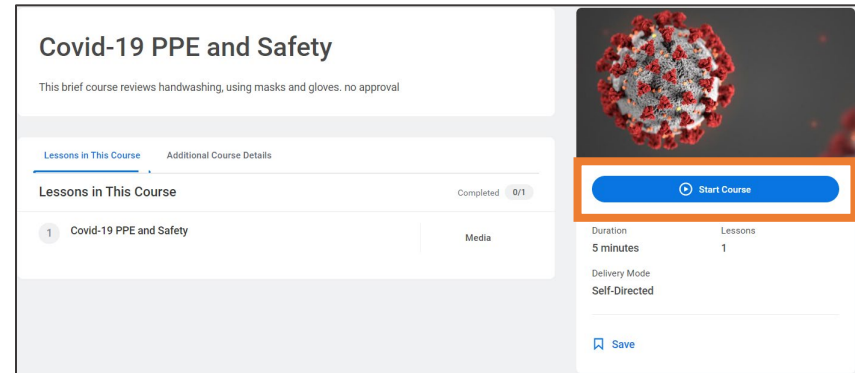
2. The content opens in a new window to begin the course. Close the window when the course is completed.

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.

6. 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.

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

2. Once the enrollment is approved you receive a notification:

3. Navigate to the **My Learning** tab in the **Learning** application. In the **Continue Learning** section, the course will appear.

Drop a Course

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

> No longer want to take this course?
>
> ⊗ Drop Course
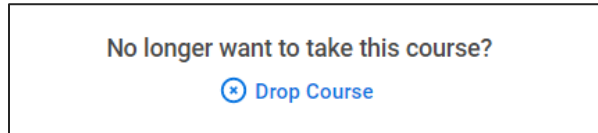
2.   In the **Drop Reason** field, select a reason for dropping.

3.   Click **OK** > **Submit > Done**.

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