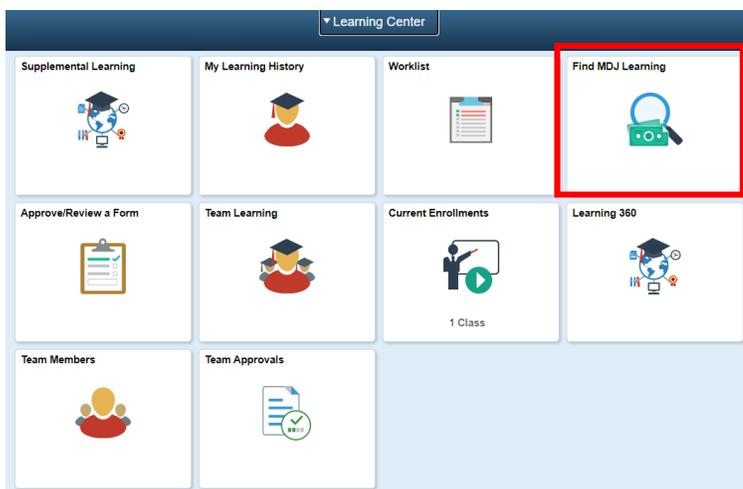1. Once logged into Connect, select the "Learning Center" page.

2. Click the "Find MDJ Learning" tile.

Find Learning

Basic Search | Advanced Search

Filter by   connect   »

3. Under **Find Learning**, enter a search criterion to narrow down your results. Classes are listed in alphabetical order.

4. Select the double arrows in a circle to complete the search request.

CONNECT: Employee Essentials (TE-EmpEssentials)

★★★★★ (0)

Plan for Later

This half day course covers all of the essentials in CONNECT that are NOT related to time and absence. View Details

Class Code	Type	Duration	Start Date	Location	Price	
TE-EmpEssentials-2018-02-26	Classroom	3 Hrs	02/26/2018	Annapolis, MD		Enroll
TE-EmpEssentials-2018-02-28	Classroom	3 Hrs	02/28/2018	Annapolis, MD		Enroll
TE-EmpEssentials-2018-03-05	Classroom	3 Hrs	03/05/2018	Annapolis, MD		Enroll
TE-EmpEssentials-2018-03-07	Classroom	3 Hrs	03/07/2018	Annapolis, MD		Enroll

5. From the class menu, select the appropriate class you would like to enroll in and select **Enroll**.

Review Information   Return to Previous Page   Learning Home

Class Name	CONNECT: Employee Essentials	Type	Classroom
Class Code	TE-EmpEssentials-2018-02-26	Contact	MARY KELLER
Price Per Seat	--	Drop Charge	--
Start Date	02/26/2018	End Date	02/26/2018
Last Enrollment Date	02/20/2018	Last Drop Date	--
Available Seats	10	Available Waitlist	5
Language	English	Duration	3 Hrs

Submit Enrollment

6. The Review Information screen will populate with the class name and corresponding information for the class you wish to enroll in.

   If this is the correct class, select **Submit Enrollment**.

Review Information   Return to Previous Page   Learning Home

⚠ This enrollment needs approval for CONNECT: Employee Essentials. This change in status will be updated on the My Learning page.

Class Name	CONNECT: Employee Essentials	Type	Classroom
Class Code	TE-EmpEssentials-2018-02-26	Contact	MARY KELLER
Price Per Seat	--	Drop Charge	--
Enrollment Status	Pending Approval	Confirmation Number	82061
Start Date	02/26/2018	End Date	02/26/2018
Last Enrollment Date	02/20/2018	Last Drop Date	--
		Duration	3 Hrs

7. Upon successful enrollment you will receive the message:

   This enrollment needs approval for (Class Name). This change in status will be updated on the **My Learning Page**.

8. Select **Learning Home** to navigate back to your My Learning Page.

My Current Learning

View [All Learning ▼]

Title	Type	Required	Status	Due Date
CONNECT: Employee Es...	Classroom		Pending Approval	
Introduction to MBTI	Professional Develop. History		Completed	
Fundamentals of Cust...	Professional Develop. History		Completed	
Doing Business with...	Professional Develop. History		Completed	
Business Writing for...	Professional Develop. History		Completed	
Judiciary Employee L...	Professional Develop. History		Completed	
Career Professionals...	Professional Develop. History		Completed	
New Employee Orienta...	Professional Develop. History		Completed	
Diversity Training 2...	Professional Develop. History		Completed	
Microsoft Word 2013...	Classroom		Completed	

9. In the center of your **My Learning Page** you will find **My Current Learning**.

   This is where you will find the status of all your learning. Once a class is approved it will change from Pending Approval to Enrolled.

   When a class has been successfully completed, the status will change from Enrolled to Completed.