



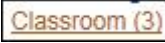



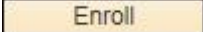
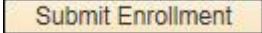





## Searching the Learning Catalog & Enrolling in a Class

Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Self Service</b> menu. 
3.	Click the <b>Learning</b> menu. 
4.	Click the <b>Find Learning</b> menu. 
5.	<p>The learning catalog consists of courses, classes, and programs. A <b>course</b> represents a specific topic of study. A <b>class</b> is an offering of a course. A <b>program</b> represents a significant learning goal that can be achieved by completing multiple classes/programs.</p> <p>By default, the Find Learning page displays the first 15 courses/programs you have access to view.</p> <p>To view additional items, you can click the right arrow or the "View All" link. In this example, you have access to a total of 48 courses and programs.</p>
6.	To narrow your search results, you can apply a filter or perform a keyword search.
7.	Filters are displayed on the left side of the page indicating the number of class offerings available within each filter.
8.	Click the <b>Classroom (3)</b> link to view courses with the learning type of classroom. 
9.	To search by keyword, click in the <b>Search by keyword</b> field.
10.	Enter into the <b>Search</b> field words that describe the course you would like to find.
11.	Click the <b>Search</b> button.   Note: Only courses containing the keywords you typed are displayed.
12.	<p>Available classes are listed below the course title. The class details include Class Code, Type, Duration, Start Date, and Location.</p> <p>Some courses may have multiple class offerings.</p>

Step	Action
13.	<p>To view the class details, click the class code link.</p> <p>For the example in the CONNECT online training module you would click the <b>OPD-1001-2015-08-27</b> link.</p> 
14.	<p>Click the <b>Vertical Scrollbar</b> to scroll down the page and view all class details.</p>
15.	<p>Click the <b>Close</b> button.</p> 
16.	<p>Click the <b>Enroll</b> button for the specific class offering that you would like to take.</p> 
17.	<p>Notice the Available Seats and Available Waitlist. Available Seats indicates the number of open spots for this class.</p> <p>Available Waitlist indicates the number of students who can be placed on a waitlist if there are no available seats.</p>
18.	<p>Click the <b>Submit Enrollment</b> button.</p> 
19.	<p>Notice the message indicating the enrollment requires approval. <b>Note:</b> All enrollments will require a manager's approval.</p>
20.	<p>Click the <b>Learning Home</b> link.</p> 
21.	<p>Click the <b>My Learning</b> link to see your personal learning activities.</p> 
22.	<p>My Learning displays all of your learning activities. Notice the status of "Pending Approval" for Being Calm and Clear.</p>
23.	<p>Click the <b>Home</b> link.</p> 
24.	<p>Click the <b>Sign out</b> link.</p> 