MyCareer@PCC Learner Overview

Logging In

Bookmark www.pcc.edu/mycareer to easily access MyCareer@PCC. Use your MyPCC username and password to sign-in. There will also be links to specific functions within MyCareer@PCC on the employee and managers tabs of MyPCC.

Welcome Page

Upon login, you will be directed to the Welcome Page. This page has several features to help you navigate the system including announcements and tips, quick access buttons and the "My Actions" box. You can return to the Welcome Page from any page of the system by clicking on the MyCareer@PCC logo in the teal banner at the top of your screen (⬦**PCC** MyCareer@PCC).

Quick Access Buttons

Use the quick access buttons to quickly navigate the system:

Click the **Search Training** button to launch the **Learning Search** page where you can browse for training opportunities including **Lynda.com** courses

Click the **Completed Training** button to launch your **Transcript** where you can review training you have completed as well as any active training on your account

Click the **Search Jobs/View Applications** button to launch the **PCC Career Site** where you can search for and apply to open jobs and view pending applications

Click the **Get Help** button to access job aids and process guides for MyCareer@PCC. This page also lists contact information for HR staff that can assist with questions

My Actions

The "My Actions" box will list any activities in the system that require your attention.

My Actions	Due Date
View: Group Benefits Orientation (Starts 4/2/2019)	None
Open: Inclusion Advocates Training	None
Open: New Employee Onboarding (Benefits-Eligible)	None
Open: New Employee Onboarding	None

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The Navigation Menu

You can access the Navigation Menu from any page by clicking on the Show Navigation Menu icon (☰). Use the Navigation Menu to access the learning suite functionality or to return to the Welcome Page.

Learning Suite Functionality

Learner Home

To access the Learner Home page, open the Navigation Menu (☰), select **Learning** to open a submenu and click on **Learner Home**. On this page, you can do a keyword search of available training and view training recommendations based on things like your position and prior training completions. Learner Home also has an overview of your learning activities including assignments, due dates and completions.

On this page, you can define your learning subjects, create training playlists and review active training items and their associated due dates.

Events Calendar

To access the Events Calendar, open the Navigation Menu, select **Learning** to open a submenu and click on **Events Calendar**. On this page, you can review upcoming instructor-led training events. If you are looking for a specific event, you can use the filters on the left side of the screen to limit what appears on the calendar. Use the Day, Week, Month and Agenda views in the top right corner of the screen to help you identify events you would like to attend.

Your Transcript

You can access your transcript from the **Welcome Page** by clicking the **Completed Training** button or from the **Learning** submenu of the Navigation Menu. The Transcript page serves as a record of every training you complete whether it is an online course or an instructor-led event. Use the three drop down menus to organize and filter items on your transcript.
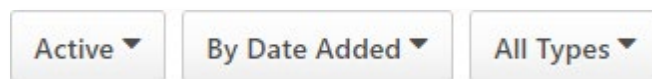
You can toggle between active, completed and archived trainings.