Searching and Registering for Training

Searching for Training

There are several different tools in the system to help you search for and identify training opportunities available to you.

Learner Home

You can access Learner Home by clicking the orange Search Training button ( ).

On the Learner Home page you can browse for training recommended to you based on completed training, your position and popular training items in the system. You can also search the course catalog for available training using the search bar at the top of the page.

Input a search term or keyword and hit the Enter key. Your results will display on the Learning Search page. The filters on the left side of this page allow you to narrow your results by duration, type, subject and provider. Click on the filter title to reveal the options available to you.

Select a training to view the Training Details page for that course/event.

Events Calendar

The Events Calendar is where you can search for Instructor-Led Events. To access the calendar, open the navigation menu ( ) and select Events Calendar from the Learning submenu. Here you can browse for events by using the calendar navigation tools.

You can also use the filters on the left side of the page to limit what events display to you. You can filter by Title, Location, Subject and Instructor among other options.

Select a training to view the Training Details page for that course/event.
Navigation Bar

You can perform a keyword search from any page in the system by using the search tool on the navigation bar. Click the magnifying glass icon ( ) to reveal the search field and input your keyword.

You will see results populate in a contextual menu under the search field.

![Search results](image1)

You can select an option from the resulting list or hit enter to see your search results on the Global Search page.

![Global Search](image2)

The Global Search page has some basic filters you can use to narrow your results. Select the Training tab to reveal the training related filter. Use the icons here to narrow your results by training type (Online Class, Instructor-Led Event etc.).

![Training filters](image3)

Select a training to view the Training Details page for that course/event.
Registering for Training

The registration process is very similar across all types of training: Online Course, Curriculum and Instructor-Led Event.

Online Course

From the Training Details page of any online, click the Launch button (Launch). This will launch the training in a pop-up window and add the item to your Transcript in the “in progress” status.

![Adobe Connect Essential Training](image)

Curriculum

From the Training Details page of any curriculum, click the Request button (Request). This will redirect you to your Transcript where you can launch the Curriculum Player to complete the training.

![FERPA Training](image)

Instructor-Led Event

The registration process for instructor-led events changes slightly depending on how you navigate to the training details page.

If you navigate to the Training Details page for the desired event from Global Search or Learning Search you will be directed to the event-level training details page. Use the Sessions and Details tabs to see a list of available session dates and details about the event respectively. On the Sessions tab, click the Request button (Request) associated with the session you would like to attend.

Alternatively, you can click on the session details hyperlink to see information specific to this session.

![84 - 05/07/2019 Session](image)
This page contains session specific information like registration deadline and number of seats available. You can register for the session from this page by clicking the **Request** button.

**Note:** You can navigate directly to this session-level **Training Details** page by selecting an event using the **Events Calendar**.

Clicking the **Request** button will redirect you to your **Transcript** where you will see the session as well as the status (the status should be “registered” in most cases).

### Interest Tracking

If there are no scheduled sessions or all seats are full for an event in which you are interested, you can track this through the system. Click **Notify Me of New Sessions**.

Doing so will redirect you to the **Interest Tracking** page. If you only want to be notified when a session is scheduled at a specific location, input that location at the top of the form. If you would like to be notified when any session is scheduled regardless of location, tic the checkbox at the bottom of the form indicating such. Use the **Comments** box to add a comment to your record if you would like. Click the **Submit** button when you have completed the form. This will return you to the **Training Details** page.

You can review the events in which you have expressed interest on the **Interests and Waitlists** page. To access this page, open the navigation menu and select **Interests and Waitlists** from the **Learning** submenu.

Once here, you can view the details of the sessions where you have a status of waitlisted, and the details of the events where you have noted an interest. For events that you are interested in, you may edit your comment and preferred location by clicking the **Edit** icon next to the entry you would like to edit.