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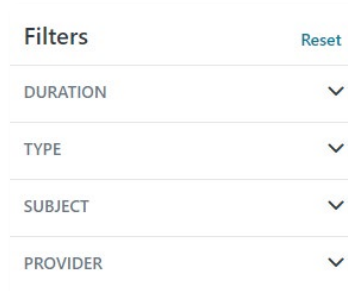
Select a training to view the **Training Details** page for that course/event.

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.

Portland Community College

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.
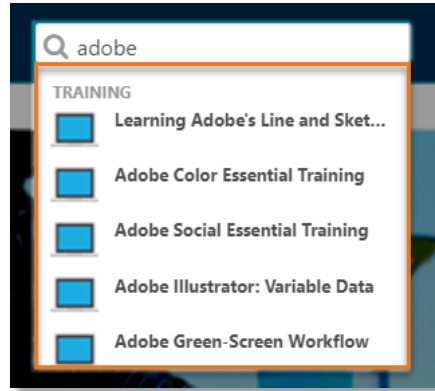
You can select an option from the resulting list or hit enter to see your search results on the **Global Search** page.
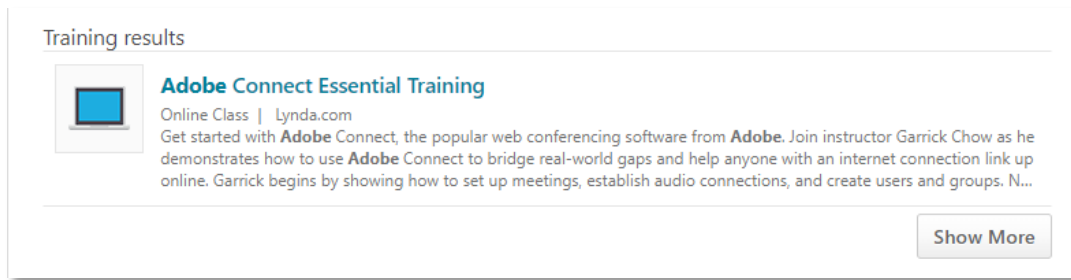
The Global Search page has some basic filters you can use to narrow your results. Select the **Training** tab to reveal the training related filter. Use the icons here to narrow your results by training type (Online Class, Instructor-Led Event etc.).


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

Portland
Community
College

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 course, 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
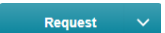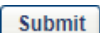Due: No Due Date   Status: In Progress
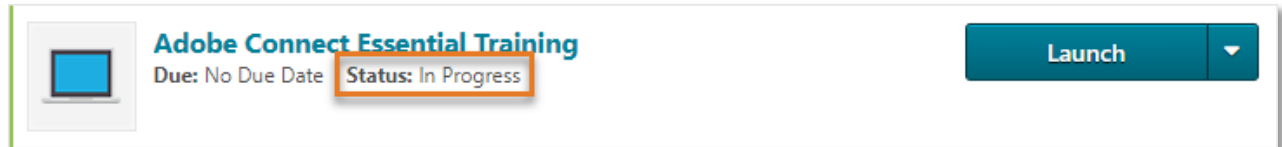
Launch ⌄

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
Due: No Due Date   Status: In Progress

Open Curriculum ⌄
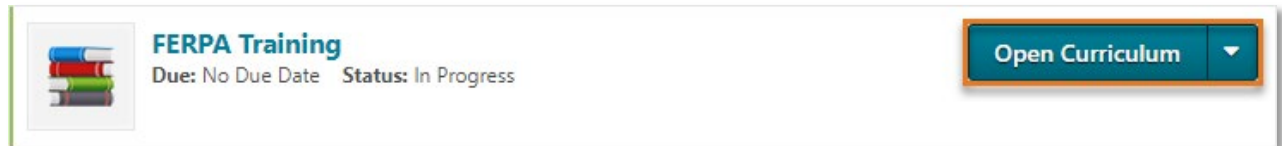
Instructor-Led Event

On the **Training Details** page for the desired event, you will see all upcoming sessions if any are scheduled. You can see the date, location and the number of remaining seats for each session. Click the **View Details** button (View Details ⌄) to open the session details pop-up where you will see additional details and be able to register for the session. Click the **Request** button (Request ⌄) to open any applicable request forms. Complete the form(s) and click the **Submit** button (Submit).

This will redirect you to your Transcript where you will see the session in the status "Registered."

Driver Safety Training (Starts 11/20/2019)
Due: No Due Date   Status: Registered

View Training D... ⌄
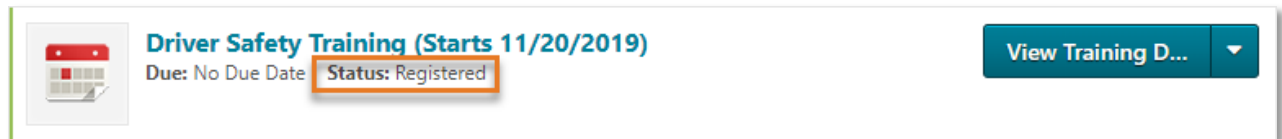
Registering for an instructor-led training will generate an email with a calendar hold for the session date and time; your manager will be CC'd on this email.

Portland Community College

Interest Tracking

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

No sessions available

Click below to be notified of new sessions.

Notify Me
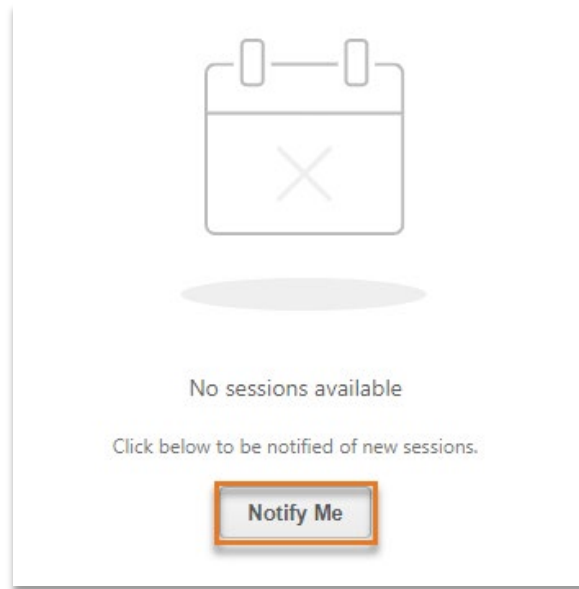
Doing so will redirect you to the **Interest Tracking** page. If you only want to be notified when a session is scheduled at a specific location, input that location at the top of the form. If you would like to be notified when any session is scheduled regardless of location, tic the checkbox at the 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 (Submit) 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.