

myUK Learning

Register and Cancel Enrollment (Instructor-Led Training)

Users can register or cancel enrollment in a scheduled offering (course) through the **Find Learning Tile**.

1. Log in to myUK Learning using your linkblue ID and Password.
2. Click on Learning.
3. The **My Learning Assignments** tile displays all of your self-registered courses as well as courses assigned to you by your supervisor or someone else.

Note: If instructor-led training is assigned to you by your supervisor or someone else, you still need to register for a specific course date.

Register for Instructor-Led Training

1. There are several ways to search for a scheduled offering (course):

In the **Find Learning** tile:

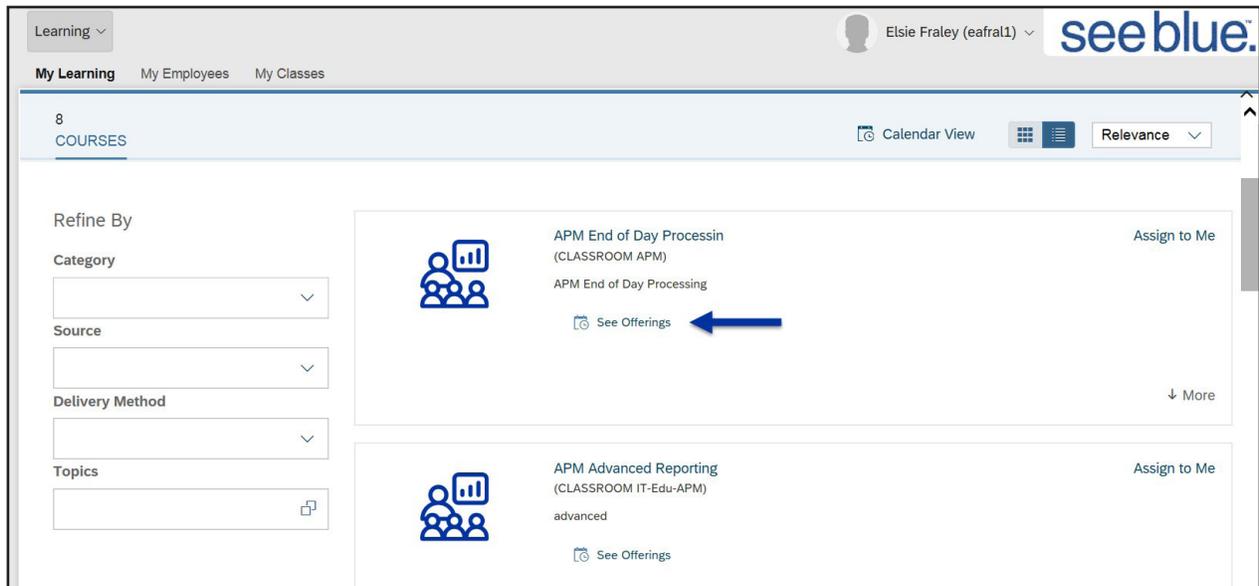
- Click in the "Find Learning" text box and type the name of the course. If there is a match, it will display in a dropdown as you type. Select the course and click "Go."
- If you are unsure of the course name, click on "Browse all courses" to see a list of all available courses within the Course Catalog.

Note: You can select additional search parameters under "Refine By" that will assist you in finding a specific course.

The screenshot displays the myUK Learning dashboard. At the top, there is a navigation bar with 'Learning' and 'see blue' logo. Below the navigation bar, there are tabs for 'My Learning', 'My Employees', and 'My Classes'. The main content area is divided into several sections. On the left, there is a 'My Learning Assignments' section with a search bar and filters. Below this, there are three categories of assignments: 'OVERDUE', 'DUE LATER', and 'DUE ANYTIME'. The 'DUE LATER' section shows a course titled 'Essential Leader Test 1' with a 'VIEW PROGRAM' button. On the right, there is a 'My Curricula' section with a green checkmark indicating no required curricula. Below that, there is a 'History' section with a 'recently added' button and a 'Links' section with buttons for 'Approvals', 'News', and 'Options and Settings'. At the bottom right, there is a 'Find Learning' tile with a search bar and a 'Go' button. A blue box highlights the 'Find Learning' tile, and a blue arrow points to it from the 'Essential Leader Test 1' course.

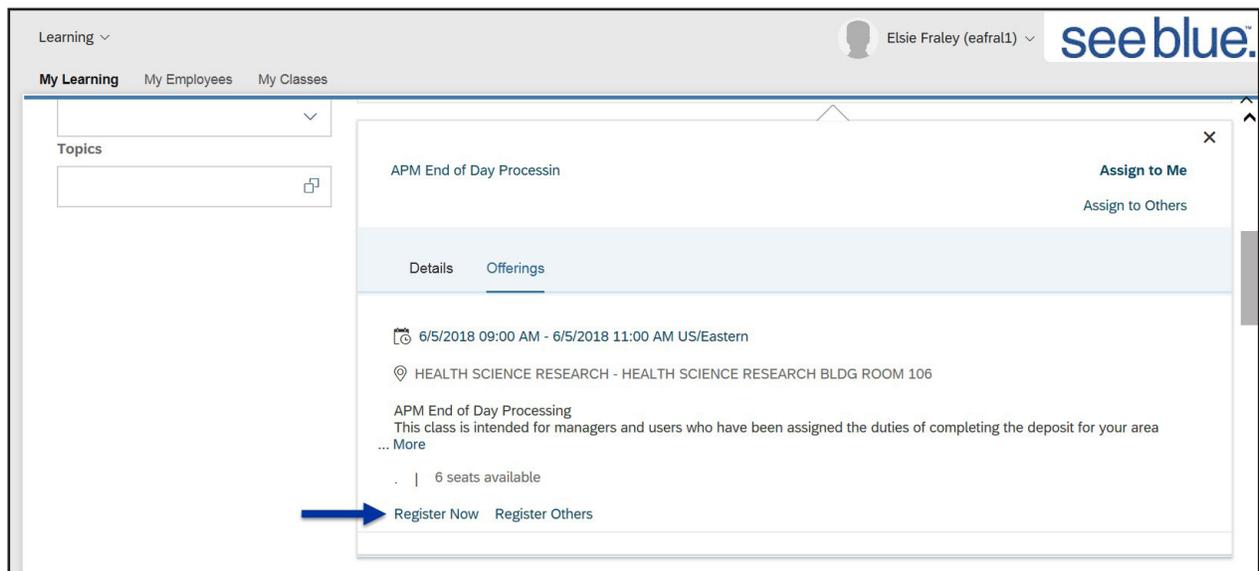
2. The scheduled offerings for that course will populate. If multiple dates are offered for this course, click "See Offerings". The details within the Scheduled Offering will appear:

- The date and time of the course
- The location of where the course will be held
- The course description



Note: If there are no scheduled offerings available, or the scheduled offering dates don't work for you, you can click "Assign to Me". This places the course in your **My Learning Assignments** tile for future reference.

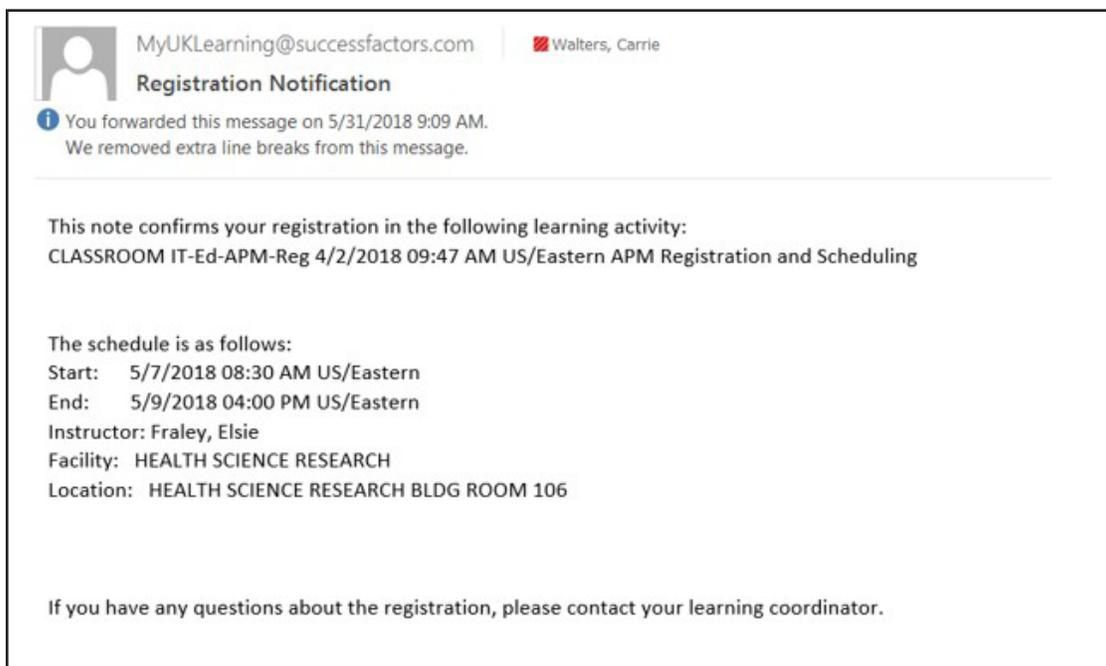
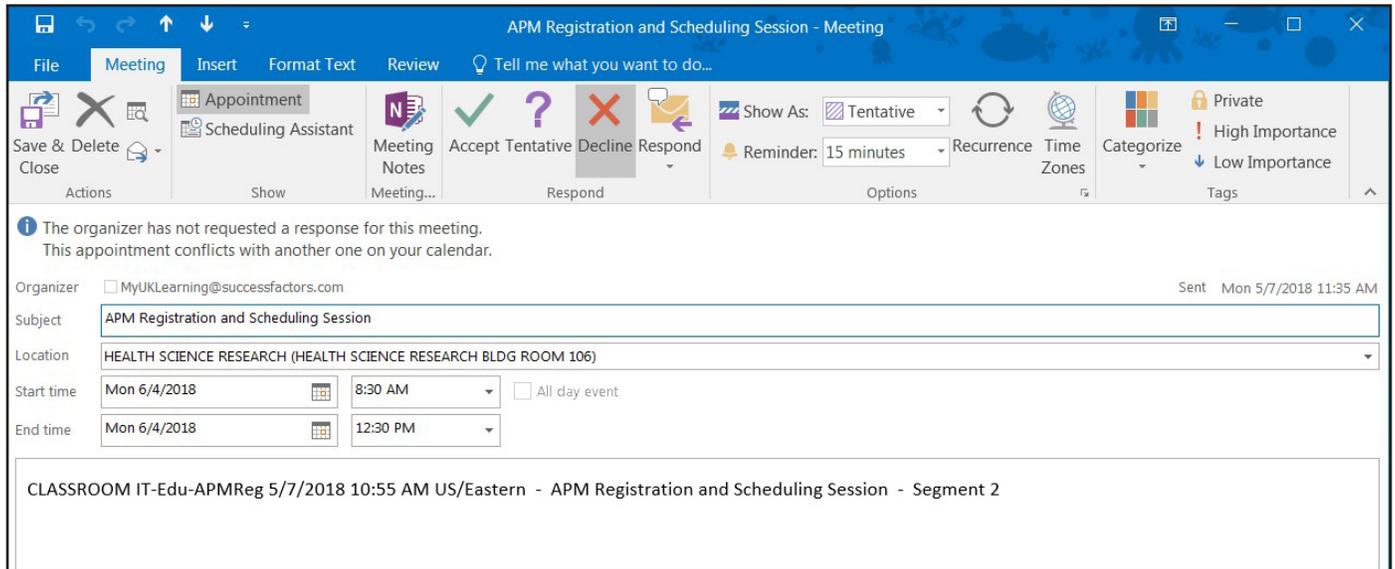
3. To register for the offering, click "Register Now".



4. When the **Registration** screen appears, click "Confirm."

5. Return to **Learning**, and this course will be listed in the **My Learning Assignments** tile.

6. Once you register for a course, you will receive a registration notification in the form of two emails from MyUKLearning@sucessfactors.com:
- An Outlook calendar invitation
 - A confirmation of your registration in the course

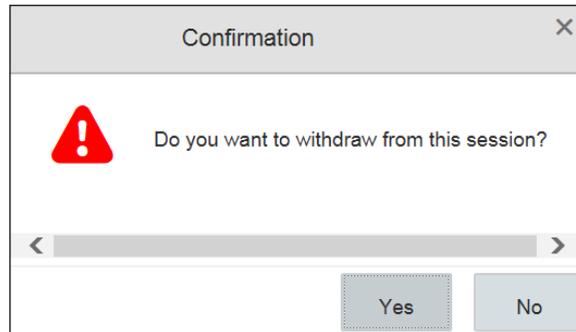


Cancel Registration for Instructor-Led Training:

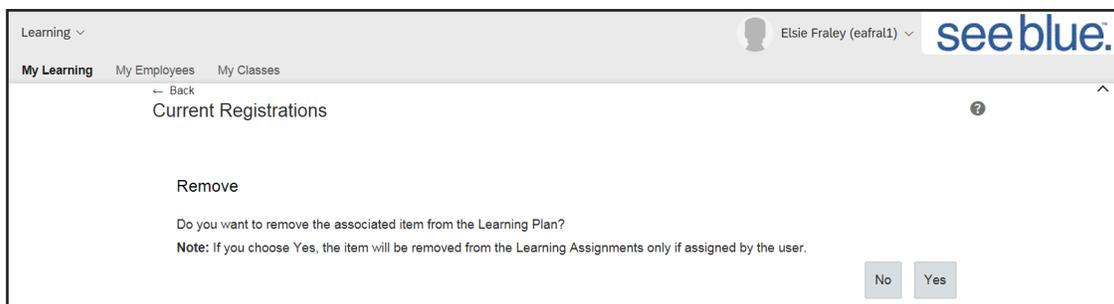
1. In the **My Learning Assignments** tile, locate the course you want to cancel and click the drop down to the right of "Enrolled" and select "Withdraw."



2. When the Confirmation screen appears, click "Yes."



3. The **Current Registrations** screen will appear. Click "Yes" and your registration for this course will be canceled.



4. The **Registration** screen will appear. You will have options to view details of the course, register for this course again or choose another course date from the **Learning** tile.

