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.

Learning \sim	Elsie Fraley (eafral1) 🗸	see blue.
My Learning My Employees My Classes		^
My Learning Assignments III Sort By Date Priority V Filter	My Curricula	
Keyword Q Course name or ID Select All All Assignment Types VOVERDUE	You currently have no required curricula. Go to Curriculum Status	
56 DAYS OVERDUE REQUIRED ~ AEHR View Only CLASSROOM IT-Ed-AEHR rev.1 4/5/2018	History Links Approvals News	
Si24/2020 Next to complete: Communicating Across Cult VIEW PROGRAM OPTIONAL Essential Leader Test 1 PROGRAM HR-TD-PD-Es.LdrTest	View All Cproins and Setunds Find Learning Go Q, What do you want to LEARN today? Go	
	Browse all courses >	



- 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

Learning ~ My Learning My Employees My Classes	s		Elsie Fraley (eafral1) ~ Seeblue	Э.
8 COURSES			Calendar View III Relevance V	^
Refine By Category Source Delivery Method	میں 888	APM End of Day Processin (CLASSROOM APM) APM End of Day Processing	Assign to Me ↓ More	
Topics	اليام 888	APM Advanced Reporting (CLASSROOM IT-Edu-APM) advanced	Assign to Me	

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".

Learning \sim		Elsie Fraley (eafral1) ~	see blue.
My Learning My E	mployees My Class		
	~	\land	<u>^</u>
Topics			×
	ŕ	APM End of Day Processin	Assign to Me
			Assign to Others
		Details Offerings	
		 6/5/2018 09:00 AM - 6/5/2018 11:00 AM US/Eastern HEALTH SCIENCE RESEARCH - HEALTH SCIENCE RESEARCH BLDG ROOM 106 APM End of Day Processing 	
		This class is intended for managers and users who have been assigned the duties of completing the depo More	osit for your area
		Register Now Register Others	





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

← Back	
Registration	0
Lastly, enter any comments that you wish to be associated with your request and/or registration.	
	Previous Confirm
Scheduled Offering	
APM End of Day Processin 🏵	
CLASSROOM APM	
Revision: 1 - 4/5/2018 11:32 AM US/Eastern	
Start Date: 6/5/2018 09:00 AM US/Eastern	
End Date: 6/5/2018 11:00 AM US/Eastern	
Capacity: 4 of 10 enrolled, 0 waitlisted	
Price: .	

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

My Learning Assignments Sort By Date Priority V Filter	My Curricula
Keyword Q Course name or ID Select All All Assignment Types	You currently have no required
~ OVERDUE	Go to Curriculum Status
56 DAYS OVERDUE REQUIRED	
AEHR View Only CLASSROOM IT-Ed-AEHR rev.1 4/5/2018	History Links Approvals News
∽ DUE LATER	recently added Options and Settings
5/24/2020 VIEW PROGRAM Next to complete: Communicating Across Cult OPTIONAL Essential Leader Test 1 PROGRAM HR-TD-PD-EsLdrTest A Self-Assigned Self-Assigned	View All Find Learning Q. What do you want to LEARN today? Go
V DUE ANYTIME	Browse all courses >
APM End of Day Processin CLASSROOM APM rev.1 4/5/2018 Begins 6/5/2018 at HEALTH SCIENCE RESEARCH A Self-Assigned	My Employees



- 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

	o < ↑	↓ =				APM Reg	istration	and Schee	duling Session	- Meeting	X a	a."	T	- 0	×
File	Meeting	Insert	Format Text	Review	Q 1	fell me wh	at you w	vant to do.							
Save & De Close	K 🗟 elete 🔾 -	🔛 Appoin P Schedu	tment ling Assistant	Meeting Notes	Accept	? t Tentative	X Decline	Respond	Show As:	Tentative r: 15 minutes	• O Recurrence	Time Zones	Categorize	 Private High Importance Low Importance 	ð
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This ap Organizer Subject	ppointment	conflicts wit arning@succes stration and So	h another one ssfactors.com cheduling Sessio	on your cal	lendar.								5	Sent Mon 5/7/2018 11	:35 AM
Location	HEALTH SC	IENCE RESEA	RCH (HEALTH SC	CIENCE RESE	ARCH BL	DG ROOM 1	.06)								-
Start time	Mon 6/4/2	018	8	.:30 AM		All da	y event								
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CLASSR	OOM IT-Ec	du-APMReg	g 5/7/2018 10	0:55 AM U	JS/East	ern - AP	M Regi	stration a	nd Schedulir	ng Session – S	Segment 2				

 MyUKLearning@successfactors.com
 Walters, Carrie

 Pou forwarded this message on 5/31/2018 9:09 AM. We removed extra line breaks from this message.
 This note confirms your registration in the following learning activity:

 CLASSROOM IT-Ed-APM-Reg 4/2/2018 09:47 AM US/Eastern APM Registration and Scheduling

 The schedule is as follows:

 Start:
 5/7/2018 08:30 AM US/Eastern

 End:
 5/9/2018 04:00 PM US/Eastern

 Instructor: Fraley, Elsie

 Facility:
 HEALTH SCIENCE RESEARCH

 Location:
 HEALTH SCIENCE RESEARCH BLDG ROOM 106





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.

Learning ~	Elsie Fraley (eafral1) ~	see blue.
My Learning My Employees My Classes		
← Back Current Registrations		0
Remove Do you want to remove the associated item from the Learning Plan?		
Note: If you choose Yes, the item will be removed from the Learning Assignments only if ass	igned by the user. No	Yes

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.

Re	wision: 1 - 4/5/2018 11:32 AM m Description: APM End of [/I US/Easte Day Proces	ern ssing					
>	CURRENT REGISTRATION							
8	AVAILABLE SCHEDULED C	FFERING	S					
	Description	Day(s)	Start 🏯	End	Location	Available Seats	Price	Action
	APM End of Day Processing This class is intended for managers and users who have been assigned the duties of completing the deposit for your area	1	6/5/2018 09:00 AM US/Eastern	6/5/2018 11:00 AM US/Eastern	HEALTH SCIENCE RESEARCH - HEALTH SCIENCE RESEARCH BLDG ROOM 106	6	1	View Details Register Now Register Oth

