

ENROLLING IN TRAINING

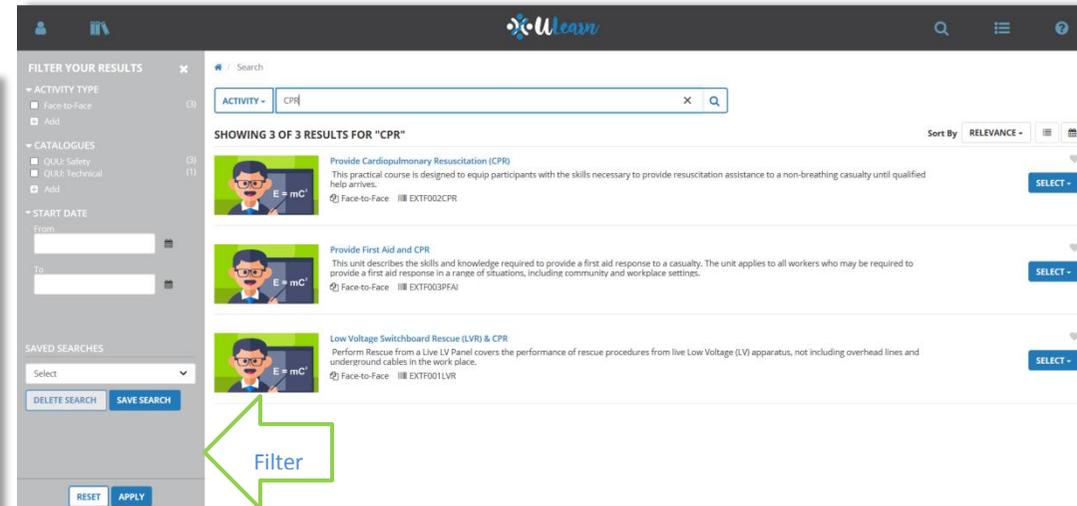
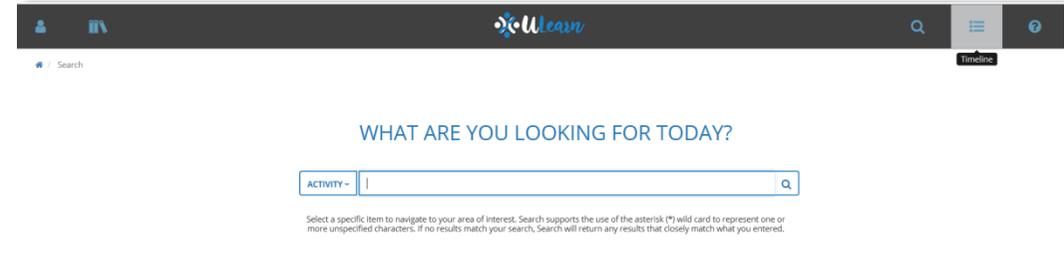
This guide will take you through step by step how to enrol in Training. This can be done.

HOW TO SEARCH FOR TRAINING

Prior to enrolling in training you will need to search for the learning activity. You can do this from the homepage (below) in two ways. You can either click the Library icon  or you can click the search icon . Both icons will take you through to the Learning Library in slightly different ways.



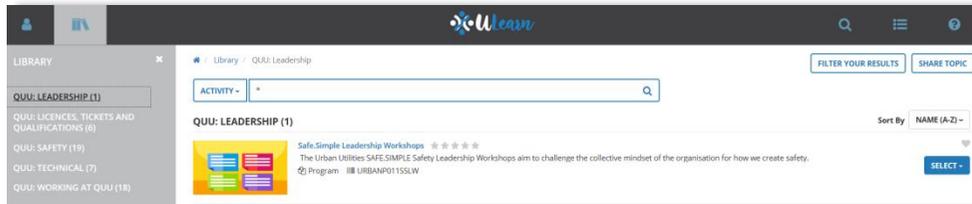
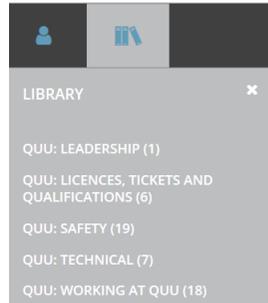
Let's explore the  icon first. Click the search icon.



You will notice that you are also able to filter your results from here. This will come in handy if your search returned multiple results.

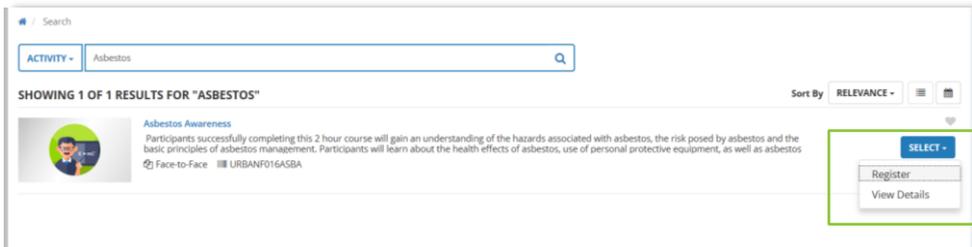
Now let's explore the  icon. Clicking the Library icon will provide you with a series of categories to choose from.

In the example below I selected the Leadership Category from the library and the below results were returned.



HOW TO ENROL IN FACE TO FACE TRAINING

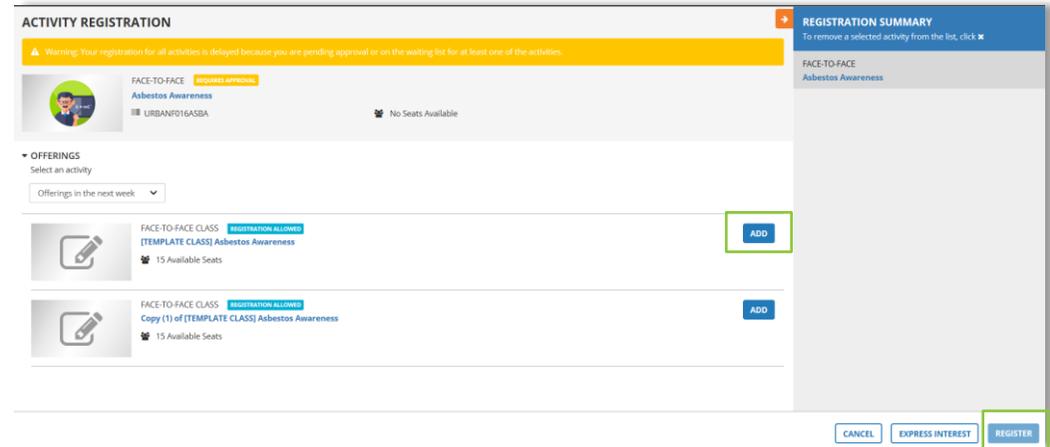
Enrolling in a learning activity is as simple as clicking . Depending on the type of activity you are selecting you may see different options. The below example is what you can expect to see when enrolling in a Face to Face activity.



By selecting "Register" it will begin the registration process. "View Details" will provide you with further information about the activity you have selected.

Once you have selected "Register" you will be directed to the registration.

There may be more than one session to choose from. "Add" your preferred session and then select "Register".



You will receive an email confirming your registration and advising whether or not an approval from your manager is required.

HOW TO ENROL IN OTHER LEARNING

If you are enrolling in an online activity, including online books and videos you will only need to select “Start” and you can begin your training.



Once you have selected “Start” your online learning activity will automatically launch.

