

Search and Register for Course E-learning and Instructor-Led

1. Log into the **Learning Center**.
2. On the Welcome page, locate the Search box on the upper right corner.



3. Type the name of the course that you need in the search box and press the enter key. As an example, enter **Resident Trust** in the **Search field**. If you do not find the course, you may need to refine your search criteria to one word, such as **Resident**.

Result: All the courses that meet your search criteria will appear.

Note: Another method of searching for your course is to use the **Browse for Training** category list. Click on the category, such as **Financial**, to see all courses associated with that category.

4. Click on the name of the course you need. An icon identifies the type of course.
 - A = Curriculum (a combination of e-learning courses and test)
 - B = Instructor-Led course
 - C = A single online e-learning course



5. When you click on the title of the course that has either the A or C icon, click on **Request**.
Result: The e-learning course or curriculum will appear in your transcript.
6. For an instructor-led course (denoted by the B icon), click on the title of the course.
Result: The **Training Details** page displays.
 - a. Scroll down to see the **Available Sessions**.



7. In the **Actions** column, select **Request** to register for your desired session. An email confirmation will be sent to you by ces.mail@csod.com confirming your selection. (Note: If you have direct reports you may see the **Assign** option. Please select Request to register for the session.)
8. Your transcript displays with the session you selected. Click the session **Title** to view details.

For steps to join your WebEx training session on the day of the class, see the job aid entitled "**Learning Center – Joining a Training Session using WebEx.**"