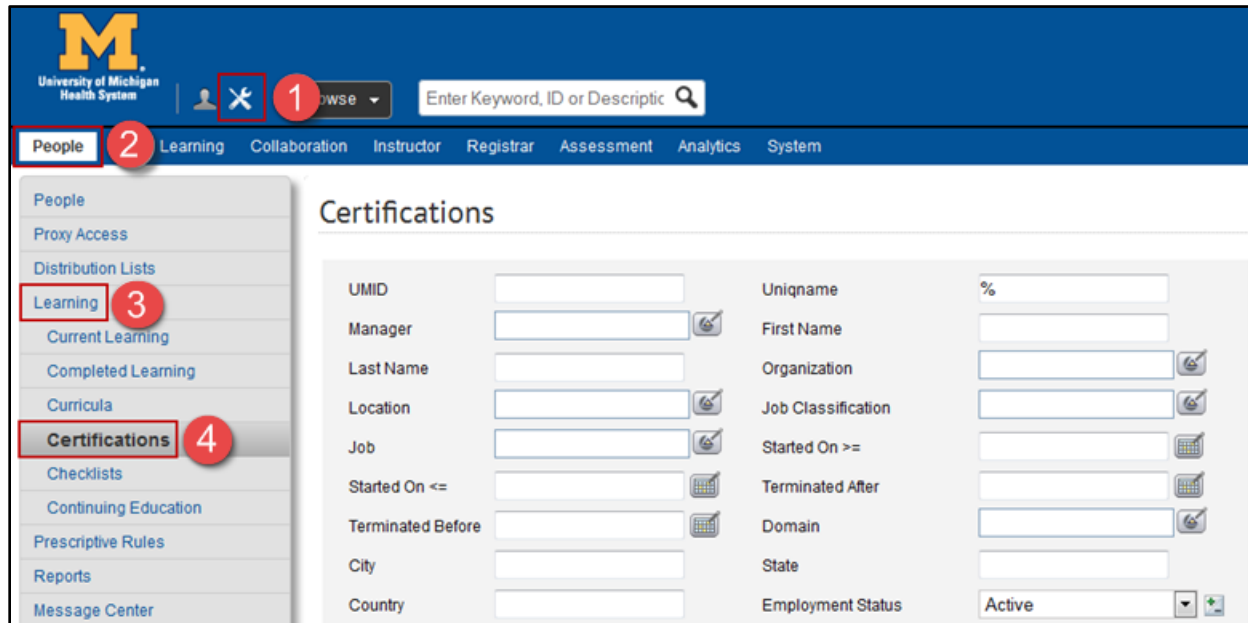


Facilitator: Enroll Faculty & Staff into Instructor Led Training Using Assigned Certifications

Open the Learner's Certification page by following this path:

1. **Admin Icon**
2. **People Tab**
3. **Learning**
4. **Certifications**



5. Enter **Uniqname** or identifier for learner
6. Click **Search**

The screenshot shows the 'Certifications' search form. The 'Uniqname' field is highlighted with a red box and a '5' callout. The 'Search' button is highlighted with a red box and a '6' callout. The form includes various input fields for search criteria such as UMD, Manager, Last Name, Location, Job, Started On, Terminated Before, City, Country, Person Type, Email, Audience Type, First Name, Organization, Job Classification, Started On >=, Terminated After, Domain, State, and Employment Status.

Facilitator: Enroll Faculty & Staff into Instructor Led Training Using Assigned Certifications

7. Click **View Certificate**.

Search Results						Print Export Modify Table
Last Name	First Name	Uniqname	Manager Name	Job Level	Person Type	View Certifications
Butterfly	Brent	TEST8	Allison Armadillo			7 View Certifications

8. Click the **Certificate Title**.

Internal Certifications								Grant Certifications Add Certifications Print Export Modify Table
Name	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Due Date	Assigned On Date	Acquired On Date	Actions
8 IntraOp Surgical Nurse - MiChart Certification (MC-OR80001A)	IntraOp Surgical Nurse 0% Completed	N/A	Assigned	Lana Campbell	06/03/2014			Actions

9. Locate the Course Name in **Required Courses and Tests**.

10. Click the green **Register** button.

Required Courses and Tests (Required)	
Completion Requirement: 4 of 4 Learning Items Required Status: Not Completed Progress: 1 of 4 Learning Items Completed	
9 IntraOp Nurse Course 1	10 Register

11. Review the offering dates/times, locations and seat availability.

- Make note of date, time and location if needed for your records.

12. Click **Register** to enroll the learner.

Learning Offerings										Print Export Modify Table
Course ID	Title	Delivery Type	Start Date	End Date	Session	Location	Facility	Current Enrollment	Maximum Enrollment	Actions
MC-HD1001C	Inpatient HOD Nurse Course 1	Instructor-Led	12/15/2014	12/15/2014	Mon 08:00am-05:00pm: 9 hrs (course plus lunch break)	Michigan House - Room: F2 2234		0	18	12 Register

Facilitator: Enroll Faculty & Staff into Instructor Led Training Using Assigned Certifications

13. Add other learners to the course date/time by selecting **Add Common Learner**.
14. Click **Finish Team Enroll** to complete the enrollment.

Create Team Enroll

Add Common Learners 13

Add learners to all offerings in the page simultaneously. To add learners to each offering separately, click the 'Add Learners' link for an offering.

Expand All | Collapse All

▼ IntraOp Nurse Course 1 (Instructor-Led, ID: 10003658, Seats: 18)

Notes | Add Learners | Remove Offering

Learner	Status	Actions
Brent Butterfly	Confirmed	Remove From Cart Notes

14 Finish Team Enroll

Tips for Efficient Offering Searches

- Tip 1:** Enter the desired filter data (title self-populates) and click Search Learning Catalog.
- Tip 2:** Use the Offering ID when known will limit results to the one offering.
- Tip 3:** Click on the blue column headers to sort by Start Date, Location, etc.

Courses
Offerings
Browse by Category

Location

Delivery Type All

Language -Select One-

Facility

ID

Keyword

Start Date >= 08/18/2014

Category

Competency

Title

Simple Search | Configure

Search Learning Catalog

Learning Offerings Print | Export | Modify Table

Course ID	Title	Delivery Type	Start Date	End Date	Session	Location	Facility	Actions
MC-OR1002C 1	IntraOp Nurse Course	Instructor-Led	09/29/2014	09/29/2014	Mon 08:00am- 05:00pm: 9 hrs (course plus	North Campus Research Complex Bldg 100		Register