Register in an Instructor Led Training (ILT) Session without Manager Approval

Introduction

This guide outlines the steps a user will take to self-register in an Instructor Led Training (ILT) session that does not require manager approval.

- All CORE Instructor Led Training (ILT) classes do not require manager approval.
- Certain Nursing Instructor Led Training (ILT) classes do not require manager approval.

Support

- For CORE support, please contact CORE@mednet.ucla.edu
- For Nursing support, please contact center@mednet.ucla.edu

There are three ways (options) a user may Request an Instructor Led Training Class in the system.

These options include, (1) The Browse for Training Catalog, (2) The Events Calendar, and (3) The Global Search. This guide outlines the steps for all three options below.

OPTION (1) Register through the Browse for Training Catalog:

The Browse for Training Catalog allows you to browse, all of the events in the catalog, by a particular category.

1. From the Welcome page navigation toolbar, hover over Learning, and click Browse for Training.
2. Using the left navigation pane, click the appropriate **category link** under the **Subject menu**.

3. Scroll down to the course of choice and click the **Event Title** to view available dates.

4. Available sessions are listed in ascending order. Choose a session, and click the **Request button** next to the corresponding session.
5. The event/session will be added to your **transcript**. Verify that the event you have enrolled in is listed on your transcript.

![Image](image1.png)

6. If you need to withdraw from the session at any time, click the **dropdown** menu associated with the event/session, and click **Withdraw**.

![Image](image2.png)

**OPTION (2) Register through the Events Calendar:**

You can enroll in an Event through the Events Calendar.

1. From the Welcome page, click the **Events Calendar** quick link.

![Image](image3.png)
2. Find the **Title** of the class that you would like to enroll in, and click on it.

<table>
<thead>
<tr>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
</tr>
<tr>
<td>Crucial Conversations (CORE) 8:30 AM PST - CORE Training Room 1</td>
</tr>
</tbody>
</table>

3. Click **Request**.

<table>
<thead>
<tr>
<th>Crucial Conversations (CORE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session - CORE - 9 hours</td>
</tr>
</tbody>
</table>

4. The Session will add to your **transcript**.

<table>
<thead>
<tr>
<th>Crucial Conversations (CORE) (Starts 10/5/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due: No Due Date</td>
</tr>
</tbody>
</table>

5. If you need to withdraw from the session at any time, click the **dropdown** menu associated with the event/session, and click **Withdraw**.

<table>
<thead>
<tr>
<th>View Training Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdraw</td>
</tr>
<tr>
<td>View Training Details</td>
</tr>
</tbody>
</table>
OPTION (3) Global Search:
In the Global Search Box, you may search for a class/event by title or topic.

1. After logging into Cornerstone, in the upper right hand corner use the Global Search Box to type in the event name, and click the search icon.

2. Once it appears, select it by clicking the Event Title.

3. Available sessions are listed in ascending order. Choose a session, and click the Request button next to the corresponding session.
4. The Session will add to your **transcript**.

5. If you need to withdraw from the session at any time, click the **dropdown** menu associated with the event/session, and click **Withdraw**.