

Cornerstone LMS Quick Reference Guide

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

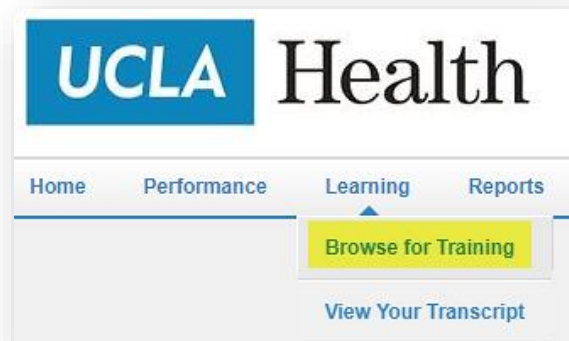
There are *three* ways (options) a user may **Request** an Instructor Led Training Class in the system.

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.

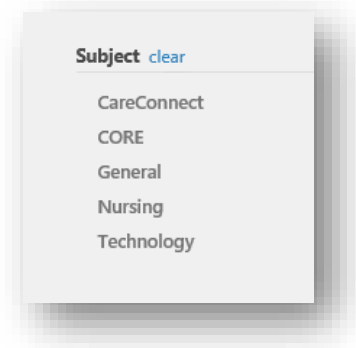
OPTION (1) Register through the Browse for Training Catalog:

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

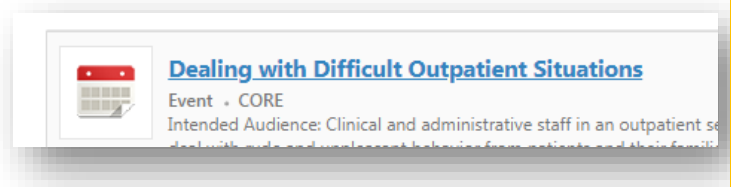
1. From the **Welcome** page navigation toolbar, hover over **Learning**, and click **Browse for Training**.



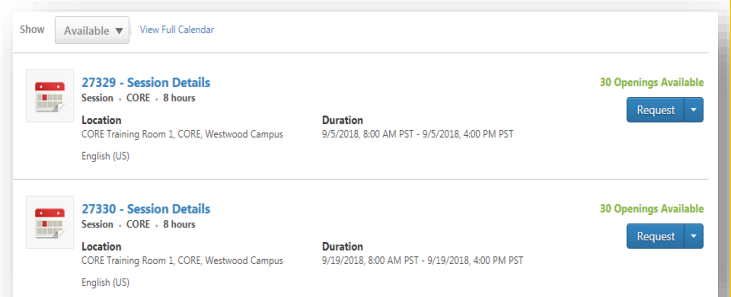
2. Using the left navigation pane, click the appropriate **category link** under the **Subject** menu.



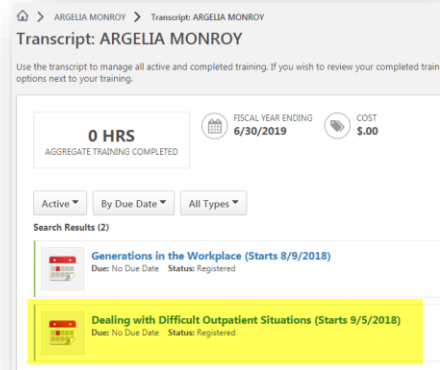
3. Scroll down to the course of choice and click the **Event Title** to view available dates.



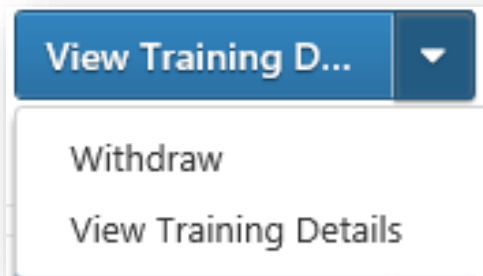
4. Available sessions are listed in ascending order. Choose a session, and click the **Request** button next to the corresponding session.



5. The event/session will be added to your **transcript**. Verify that the event you have enrolled in is listed on your transcript.



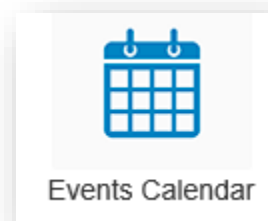
6. If you need to withdraw from the session at any time, click the **dropdown** menu associated with the event/session, and click **Withdraw**.



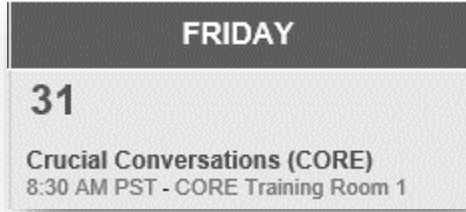
OPTION (2) Register through the Events Calendar:

You can enroll in an Event through the Events Calendar.

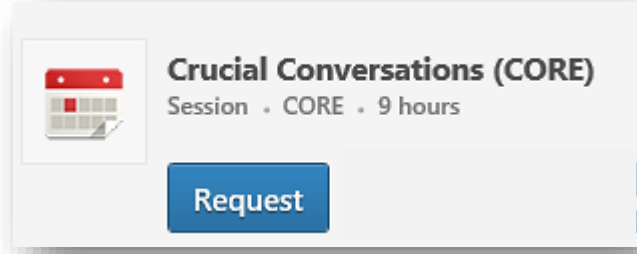
1. From the Welcome page, click the **Events Calendar** quick link.



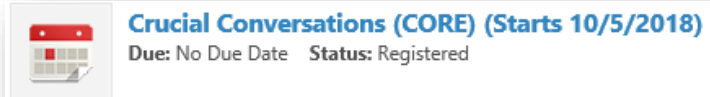
2. Find the **Title** of the class that you would like to enroll in, and click on it.



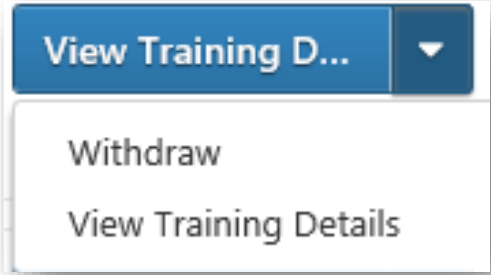
3. Click **Request**.



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



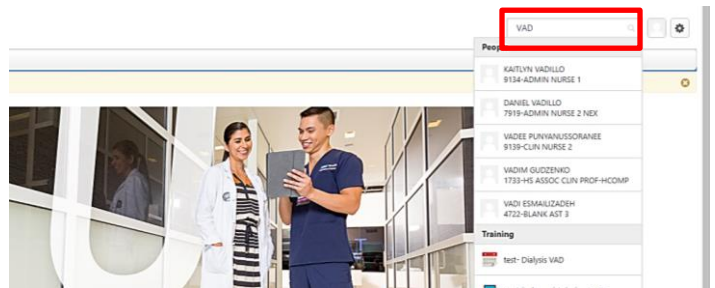
5. If you need to withdraw from the session at any time, click the **dropdown** menu associated with the event/session, and click **Withdraw**.



OPTION (3) Global Search:

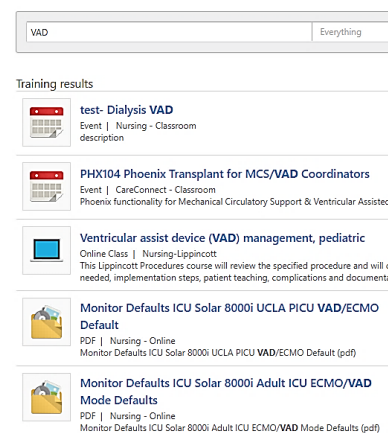
In the Global Search Box, you may search for a class/event by title or topic.

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.



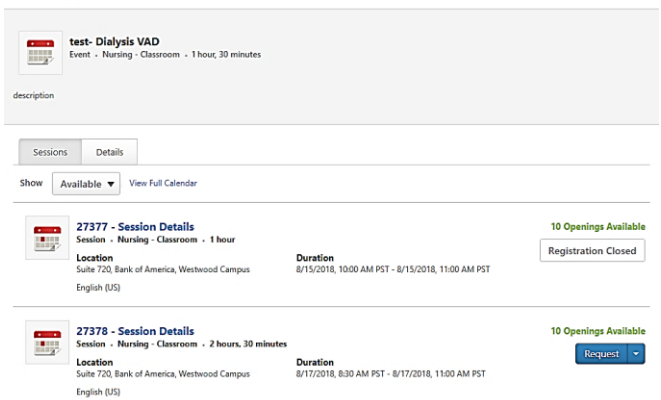
2. Once it appears, select it by clicking the **Event Title**.

Global Search

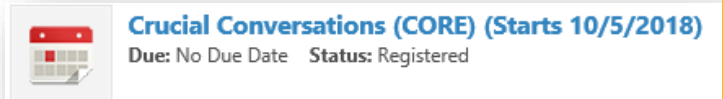


3. Available sessions are listed in ascending order. Choose a session, and click the **Request** button next to the corresponding session

Training Details



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**.

