Cornerstone Training Guide
Request Training

Introduction

In this scenario, learners will request a training in Cornerstone.

1. Use the **Global Search Box** in the upper right-hand corner to search for a course name.

   ![Search Box Image]

   - Enter "nursing" in the search bar.

2. Select the course by clicking on the title.

   ![Search Results Image]

   - **IPRN305x Student RN**
     - Event: CareConnect - Classroom
     - Cost: $0.00
     - Description: This is a dummy course for nursing students who are not trained in the classroom, in LMS Request to Schedule a Session if you would like to request a class/session.

   - **OBRN305 Postpartum Nurse**
     - Event: CareConnect - Classroom
     - Cost: $0.00
     - Description: Managing the Perinatal unit OB-specific reports Postpartum admission and shift documents Blood administration Care Plans and Patient Education Discharging and transferring.
     - Note: This course is specifically for perinatal nurses starting in post partum, including...
3. Find the desired **Session** based on date and location.

4. Click the drop down arrow next to “View Details” then click **Request**. You will get a notification that the class has been added to your transcript.

5. The session is added to your transcript as either **Registered** or **Pending Approval** (if Manager Approval is required).

   Note: The process to request training is the same for ILTs, Online Classes and Curricula.