



# TALENT DEVELOPMENT

## COLORADO STATE UNIVERSITY

### My Learning at Colorado State: Registration Guide

*My Learning, a learning portal powered by the Bridge Learning Management System (LMS) software, is CSU's employee dashboard for registration and tracking of supervisory and professional development training. Register for trainings on My Learning through the [My Learning website](#) or by clicking the black-and-white My Learning icon below.*

#### THE [MY LEARNING WEBSITE](#) PROVIDES RESOURCES FOR LEARNERS, ADMINISTRATORS, SUPERVISORS

Go to the My Learning website for resources, announcements, and FAQs. The [New and Noteworthy page](#) includes departmental announcements and is now listed under Employee Access and Resources.

#### HOW TO SET YOUR MY LEARNING VIEWING PREFERENCE: LIST (words) or GRID (visual tiles)



To the left, or at the [My Learning link](#), click the hyperlinked My Learning button to log in. Your My Learning Dashboard will display. You can now set your dashboard viewing preference.

On the right side, you can click your List View icon  to toggle to a grid view instead.



If you scroll all the way down to the bottom of your dashboard, you will see the Categories CSU is using to organize employee trainings. You'll also see these Category headings in your Learning Library.





#### HOW TO SELECT FROM AN ALPHABETIZED LIST OF LEARNING ITEMS

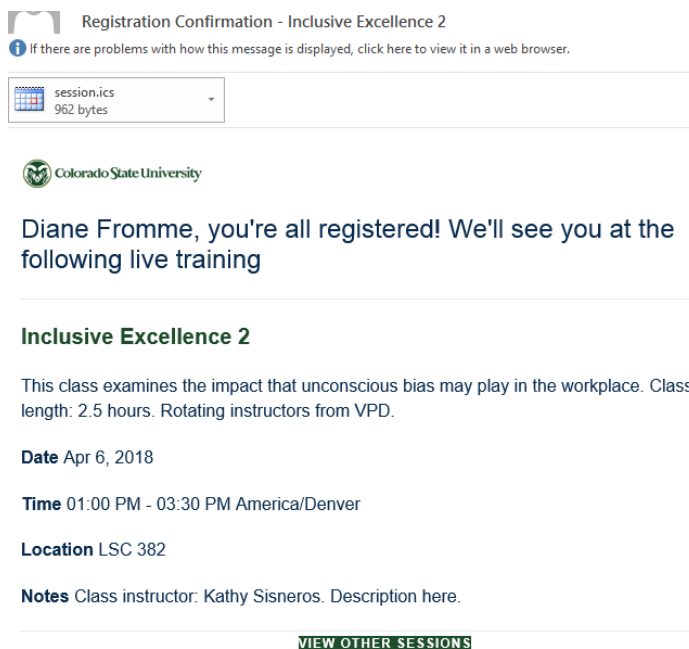


Click the logo to enter My Learning. Once in, click the words "My Learning" as your BACK button whenever you want to go back to your dashboard.


- Click and enter Learning Library
- In the "Sort By" drop-down, please select "Title A – Z" for the most sensible training order within the categories. If you are looking for a training that was just added, sort by Date Added
- Training tiles display the Learning item titles. You may enroll for Live Trainings, Courses and Programs.
- Hover and click "View Session/s" (Live Training), or "Enroll" (Courses and Programs) to enter the registration process. Programs also offer a "Preview" option.

## HOW TO SELECT A LIVE TRAINING SESSION

- On your desired training, click “View Session/s.”
- You may see one or multiple sessions. You have the option to view these as a list  or go to the calendar view.  If you choose calendar view, you will pop up the REGISTER button by clicking an oval with the class name
- Look for the sessions with a REGISTER button.  These sessions have open seats.
- In the list view, click the caret  to bring up the class description and available number of seats
- NOTE: You will not be able to register for two sessions of the same Live Training class
- You will receive a Registration Confirmation email, *as pictured below*
- Please set your calendar reminder from this email! (*See further instructions below*)
- If the session you want is full (as indicated by “No Seats Available”) please register for a different session OR for the same training with “waitlist” in its title (*see waitlist instructions below*)



## HOW TO SET CALENDAR REMINDERS FROM REGISTRATION CONFIRMATION EMAILS

- When you receive your Live Training confirmation email, you’ll see an attachment called session.ics 
- Click on that and open it to make your desired Outlook calendar adjustments to this appointment and click Save & Close
- The class should now appear on your Outlook calendar, and will remind you of class date/time/location

## HOW TO REGISTER FOR WAITLISTS

- If the training session you want is full, please register for the same training with “waitlist” in its title



- Please note that waitlist session date is merely a placeholder; you are not actually registered in the training
- If you register for the waitlist, you will be notified by email when a class spot becomes available
- Please contact the [My Learning support email](#) with any waitlist questions.

## HOW TO UNREGISTER FOR TRAININGS

- Click My Learning to get to your dashboard.
- *IN THE LIST VIEW:* Next to the training you want to unregister from, click RESCHEDULE. Then click the UNREGISTER button. No email confirmation is sent for unregistering.
- *IN THE GRID VIEW:* Hover over the training you want to unregister from and click RESCHEDULE. Then click the UNREGISTER button. No email confirmation is sent for unregistering.
- *IN THE TRAINING CALENDAR VIEW:* click the list icon, search your class, then click UNREGISTER.

## HOW TO CONTACT MY LEARNING SUPPORT

Please email [the My Learning support email](#) with any questions about registering for trainings at My Learning, or visit the [My Learning website](#).