How to Navigate the New My Learning Waitlists for Live Trainings

My Learning will now guide you automatically to built-in waitlists for full classes. Here is an overview of what you will see in My Learning with regard to waitlists:
1) from the Learning Library view and
2) from the Training Calendar view.

Learning Library View
In the My Learning Library, choose the training class for which you want to enroll. Let’s say for example it’s Mindset for Supervisors.

Hover over the card and click the button to start the enrollment. If a class is full, you will click the button (highlighted) to join the waitlist:
That listing will then give you the option to leave the waitlist if you enrolled by mistake:

Once you join the waitlist, you will see the following on your My Learning Dashboard, and will have the ability to RESCHEDULE and/or UNREGISTER if you no longer want to be on this waitlist.

If you are moved OFF the waitlist and INTO the training session, you will receive a registration confirmation email that begins with the words “The wait is over! You’ve been registered for….”

If you can no longer take the class on the date offered, please go to your My Learning dashboard and, next to the class title click RESCHEDULE and/or UNREGISTER.

Training Calendar View

In the My Learning Training Calendar, click the training date and class you hope for. If that session is full, the button will now say JOIN WAITLIST (in the past, it said NO SEATS AVAILABLE).
Finally, here is what the full picture of this training card within the training calendar view:

This entry point is the only difference when you join the waitlist from the Training Calendar. All the other steps described for the Learning Library View remain the same.

For more information about waitlists or anything related to Bridge/My Learning, please email mylearning@colostate.edu.