

QuickStart Guide for UC Learning Center

Access the UC Learning Center

1. Open an internet browser.
2. Type <http://www.ucop.edu/ucoplearningcenter/> in the Address box and click Login.
3. Enter your UCOP User name and password and click **Login**.

To Navigate the UC Learning Center click the **Self Tab** on the top left or the icons from the main screen. The UC Learning Center Logo always returns you to the main screen.



Search for Activities by name

1. Click **Magnifying Glass** from the top right.
2. Or Click the **Find a Course** icon.
3. Enter your search criteria in the Search box.
4. Click **All Results**.



Browse the Library of courses

1. Click the **Library** icon from the top left.
2. Click a category name.
3. Browse the section to locate the activity.

Register for a Class

1. Search or Browse for the course you would like to take.
2. Click the **down arrow** next to select.
3. Click **register**.
4. If there are multiple sessions choose the date you want.
5. Click **Next** then Click **Submit**
6. **Then click Done**
7. If there are no Sessions available – click **Express Interest** – this will create a list of employees interested in the class.

Launch an E-course or webinar

1. Search or Browse for the course you would like to take
2. Click **down arrow** for the activity options.
3. Choose **Start**.
4. Follow the Prompts.

NOTE: Pop-up blockers may prevent E-courses from starting.

Take Required Training

1. From the Main Menu click **Required Training**.
2. Click **Start** to the left of the activity name to launch the activity.

Continue an E-course or Required Training

1. From the main menu click **Manage my Registrations**.
2. Locate the course you want to re-start.
3. Click **Start**.

Review a completed E-course or webinar

1. Search or Browse for the course you would like to take.
2. Click **down arrow** for the activity options.
3. Choose **Start**.
4. Click **Review** at the prompt.

Cancel Activity

1. From the main menu click **Manage my Registrations**.
2. Select the box to the **left** of the activity you wish to cancel.
3. In the Task list at top, select **Cancel Registration**.
4. Verify cancellation by clicking.

View your Training Schedule

1. From the Main Menu click **Manage my Registrations**.

View Your Transcript

1. Click the **Self** tab in the top left.
2. Choose **reporting**.
3. Choose **Training Transcript**.

Access Online Help

1. Click **How Do I** for video tutorials.
2. Click **Contact Us** for the Learning and Development homepage.

To register, log in to the UC Learning Center, search for the class, choose a session and submit.
Please cancel at least 48 hours in advance.

	Class	Date	Time	Date Registration Opens
September	Cascade Fundamentals	Tuesday, September 05, 2017	9-12p	Open
	Excel Introduction	Tuesday, September 12, 2017	9a-4p	8/10/2017
	New Employee Orientation	Tuesday, September 12, 2017	9a-1p	Open
	Project Management Part 1 - Initiating a Project	Wednesday, September 13, 2017	830-1230	8/10/2017
	Influencing without Authority	Wednesday, September 13, 2017	1p-5	8/10/2017
	SharePoint - Document Management	Wednesday, September 13, 2017	9-12	Open
	SharePoint - Fundamentals	Thursday, September 28, 2017	9a-4p	8/10/2017
October	Google Analytics	Tuesday, October 10, 2017	9a-11a	Open
	Accomplishing More with Less	Tuesday, October 10, 2017	830-430	9/1/2017
	New Employee Orientation	Tuesday, October 10, 2017	9a-1p	Open
	Project Management Part 2 - Planning and Estimating a Project	Wednesday, October 11, 2017	830-1230	9/1/2017
	SharePoint - Site Administration	Wednesday, October 11, 2017	9-12	Open
	Write Right - Baseline Business Writing Skills	Tuesday, October 17, 2017	830-430	9/1/2017
	Excel Intermediate	Thursday, October 19, 2017	9a-4p	9/1/2017
November	Excel Advanced	Thursday, November 02, 2017	9a-4p	10/1/2017
	SharePoint - Document Management	Wednesday, November 08, 2017	9-12	Open
	Project Management Part 3 - Scheduling and Tracking	Thursday, November 09, 2017	830-1230	10/1/2017
	New Employee Orientation	Tuesday, November 14, 2017	9a-1p	Open
	Excel Power Users	Thursday, November 16, 2017	9a-4p	10/1/2017
	Get to the Point - Effective Business Writing	Wednesday, November 29, 2017	830-430	10/1/2017
December	Cascade Fundamentals	Tuesday, December 05, 2017	9-12p	Open
	Excel Pivot Tables	Thursday, December 07, 2017	9a-4p	11/1/2017
	New Employee Orientation	Tuesday, December 12, 2017	9a-1p	Open
	SharePoint - Site Administration	Wednesday, December 13, 2017	9-12	Open

New Classes added Regularly

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ucop.edu/ucoplearningcenter