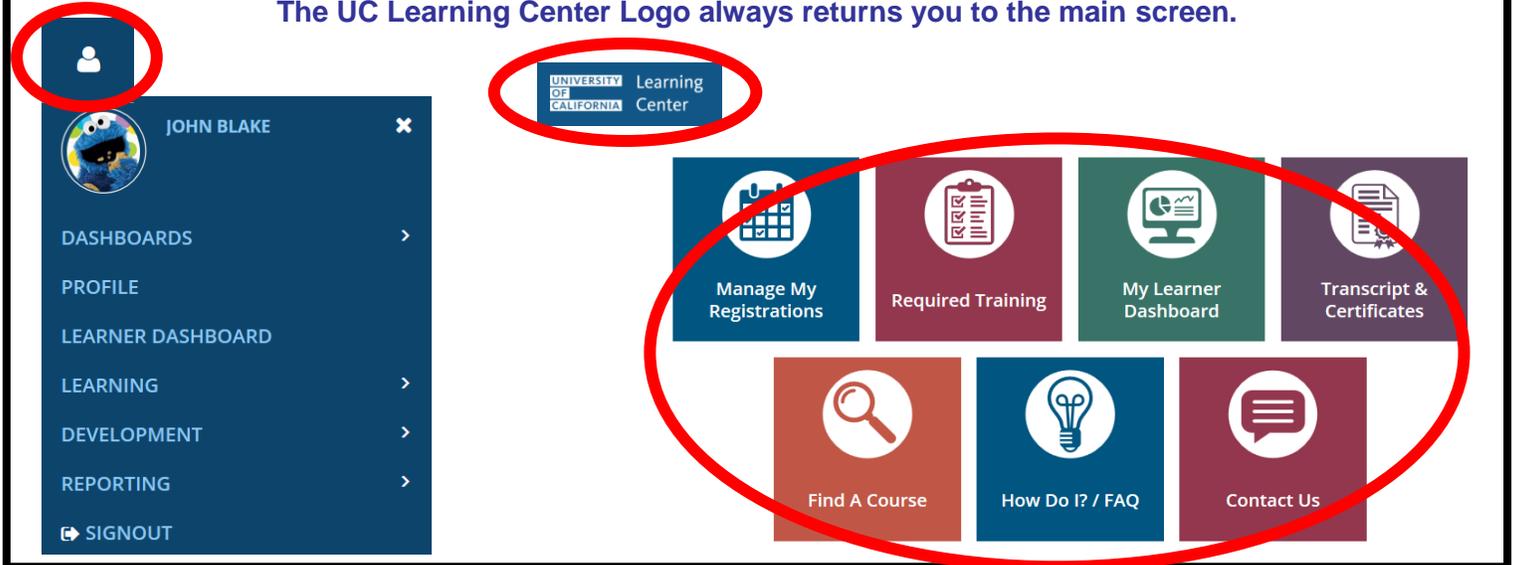


QuickStart Guide for UC Learning Center

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.