

## Log-in

- From the LEARN page click on the *PeopleSoft* link.
- Enter your User ID and Password.
- Click on PeopleSoft.
- Click on Enterprise Learning 9.0

## Searching For and Enrolling in Courses

Log into *PeopleSoft*.

- Click on *Enterprise Learning 9.0*.
- Click on **Self-Service**.
- Click on **Learning**.
- Click on **Search Catalog**.
- Type in *"a word from the course title"* in the search box.
- Click the **Search Activities** button.
- Click the **Enroll** link next to the course title.
- Click the **Submit Enrollment** button. An enrollment confirmation will appear on the screen.
- To confirm your enrollment you can click on **Self Service>Learning>My Learning**, and the course will be displayed with your enrollment status.

## Find Course Dates, Times & Location

Log into *PeopleSoft*.

- Click on *Enterprise Learning 9.0*.
- Click on *Self-Service*.
- Click on *Learning*.
- Click on *All Learning*.
- Click the *Course Title* link.
- Click the *Schedule* link.

## Dropping a Course

**Cancellations can only be processed one day prior to the course start date.**

Log into *PeopleSoft*.

- Click on *Enterprise Learning 9.0*.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- Click the **Drop** button next to the course title.

## Course Evaluation

Log into *PeopleSoft*.

- Click on *Enterprise Learning 9.0*.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- Click the **class title** for the course. Look for the *Launch* link; scroll down if necessary. Click **Launch**.
- Click the **Search** button and a list of evaluations will be displayed.
- Locate the appropriate **Post-Course Evaluation** and click on the link.
- Complete the evaluation and click **Save and Submit**.

## Verify Completion of Evaluation

Log into *PeopleSoft*.

- Click on *Enterprise Learning 9.0*.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- Click the **Course Title** link.
- Click the **Grades and Attendance** link. Completion information is displayed.

## Viewing All Learning Activities and Inservice History

Log into *PeopleSoft*.

- Click on *Enterprise Learning 9.0*.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- You can filter the **All Learning** results by the selections in this *Filter Name* dropdown menu. or
- For search results that produce multiple items, there are several ways to sort the data.
  - Click the **View All** link to view the entire list.
  - Use the “page” arrows to scroll through the data.
  - Click column headings (**Title**, **Type**, **Status**, etc.) to sort the data.
  - Use the **Customize** link for additional sorting features.

## Viewing Inservice Record Report

Log into *PeopleSoft*.

- Click on *Enterprise Learning 9.0*.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **Inservice Record Report** link.