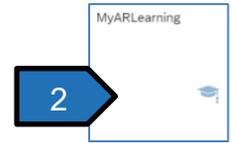


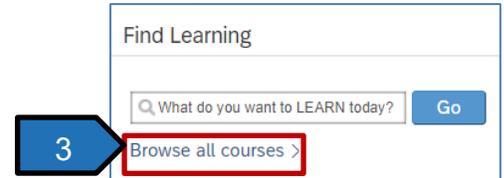


Purpose: Use this job aid to locate and register for courses within **Library MyARLearning** tile.

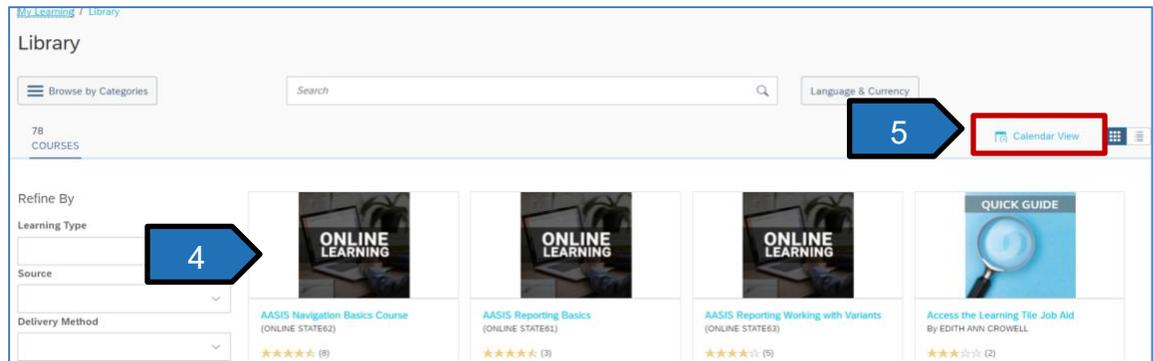
1. Log into **MYARCAREERS**.
2. Click **MyARLearning** tile.



3. Locate **Find Learning** tile and click **Browse all courses** to access the course library.
 - a. If you the course name, enter it in the field and click **Go**.



4. The library is a listing of courses offered in different formats.
 - a. Virtual is an instructor-led offer using Zoom platform.
 - b. Instructor-Led is an in person class in a classroom.
 - c. Online is a self-paced online course.
 - d. Program is a course broken down into multiple sections.



5. Click **Calendar View** to view classes scheduled.
 - a. **Course Name** links to the course details.
 - b. **Purple square** indicates today's date.
 - c. **Dates with a gold line** indicate classes are scheduled for that date.





Registering for Class

6. Click **Register Now** to register for the class.

The screenshot shows a course registration page for "VIRTUAL - FC Speed of Trust Foundations". It displays "26 seats available", a start time of "Wednesday, 1/27/2021 09:00 AM", and an end time of "Wednesday, 1/27/2021 01:00 PM". The price is listed as "0.00 USD". A blue arrow labeled "6" points to the "Register" button, which is highlighted with a red box. Above the button, the text "Approval Required" is visible. A small note at the bottom right states "Registration closes 1/27/2021 at 09:00 AM".

7. Check **My Learning Assignments**. Check *my Learning Assignments* to see *Enrolled in the drop-down menu*.

The screenshot shows the "My Learning Assignments" page. It features a search bar with the text "Keyword Course name or ID" and filters for "Registrations" and "All Assignment Types". Under the "DUE ANYTIME" section, a course card for "VIRTUAL - FC Speed of Trust Foundations" is shown. A blue arrow labeled "7" points to the "ENROLLED" status dropdown menu, which is highlighted with a red box. Another blue arrow labeled "8" points to the course title "VIRTUAL - FC Speed of Trust Foundations", which is also highlighted with a red box. Below the title, the course ID "ILT STATE0012" and details "Begins 1/27/2021" and "Self-Assigned" are visible.

8. Click on the course title to view the **Congrats** message box above the course, showing you are registered.

A green message box with a thumbs-up icon and the text: "Congrats! You have a seat reserved for this course. [See Details](#)"

9. Prior to the course start date and time, an email is sent to you with directions about attending the course.