Shared Administrative Services
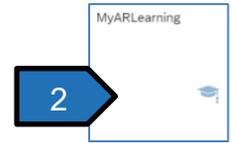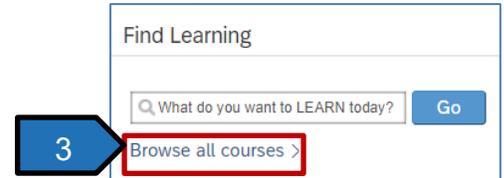Office of Personnel Management

Purpose: Use this job aid to locate and register for courses within **Library MyARLearning** tile.
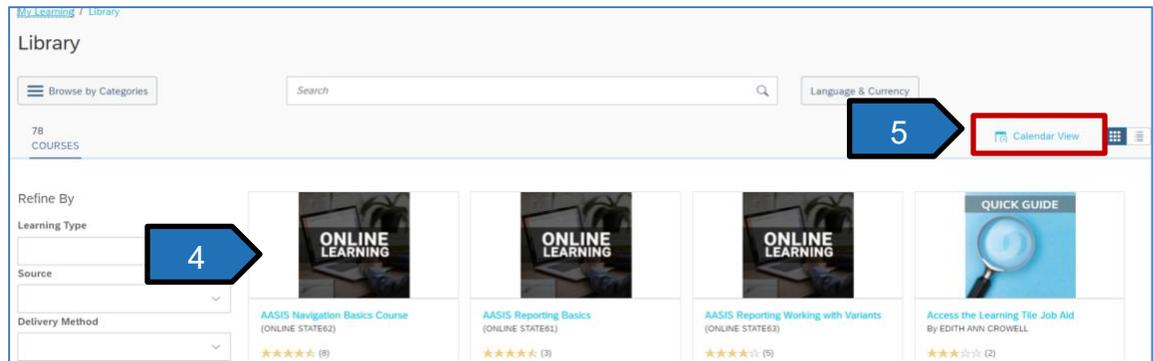
1. Log into **MYARCAREERS**.
2. Click **MyARLearning tile**.

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.

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Registering for Class

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

VIRTUAL - FC Speed of Trust Foundations

26 seats available

Start
Wednesday, 1/27/2021 09:00 AM

End
Wednesday, 1/27/2021 01:00 PM

Price
0.00 USD

Approval Required
Register

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.*

My Learning Assignments   Sort By Date | Priority ▽ Filter

Keyword 🔍 Course name or ID | Registrations ▼ | All Assignment Types ▼

∨ **DUE ANYTIME**

ENROLLED ∨

VIRTUAL - FC Speed of Trust Foundations
ILT STATE0012
◎ Begins 1/27/2021 ⚇ Self-Assigned

INSTRUCTOR LED TRAINING

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

👍 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.