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

1. Log into MYARCAREERS.
2. Click the MyARLearning tile.
3. Locate the Find Learning tile and click Browse all courses to access the course library.
   a. If you know 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 course using the Zoom platform.
   b. Instructor-Led is an in-person course.
   c. Online is a self-paced online course.
   d. Program is a group of eLearnings, job aids, and links that provide information for a single topic.
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. Scroll through the list and click Register Now to register for the class.
7. Click **Register** to register for the class.
   a. Note: This course requires supervisor approval.

8. A supervisor’s approval is required to register for this course and your registration is pending approval. An email is sent to the listed approver.

9. Check **My Learning Assignments**. *Pending* changes to *Enrolled* after the supervisor approves it.

10. Click on the course title to view the **Congrats** message box indicating your completed registration.

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