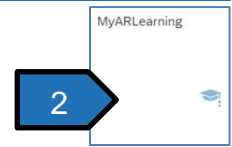




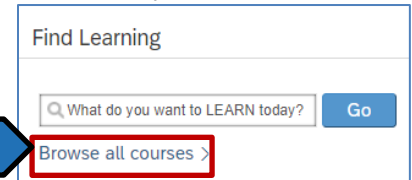
MYARCAREERS Locate and Register for Courses Job Aid

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

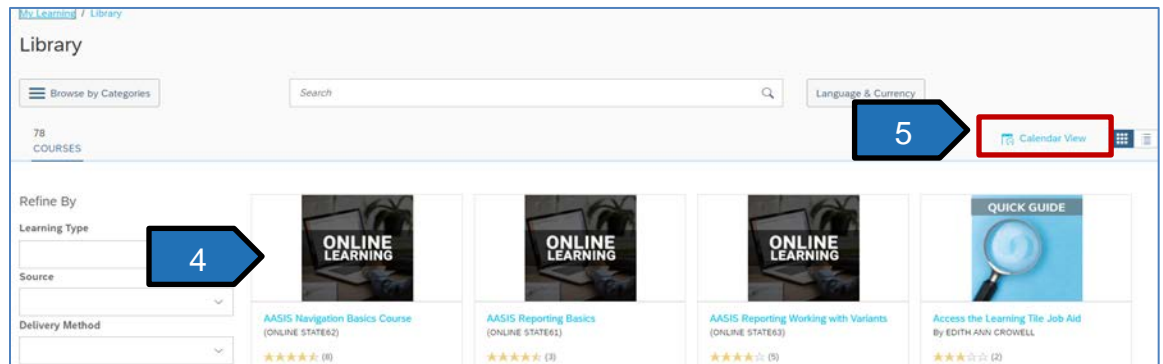
1. Log into **MYARCAREERS**.
2. Click the **MyARLearning** tile.



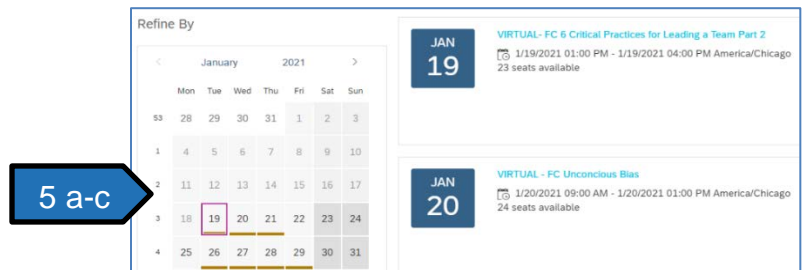
3. Locate the **Find Learning** tile and click **Browse all courses** to access the course library.
 - a. If you know the course name, enter it in the field and click **Go**.



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.

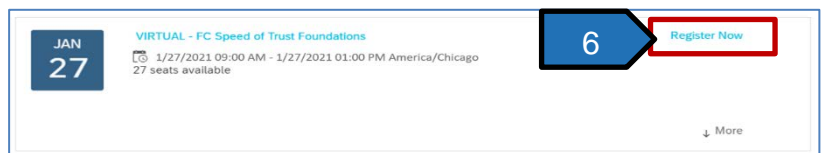


5. Click **Calendar View** to view classes scheduled.
 - a. **Course Name** links to the course details.
 - b. **Purple square** indicates today's date.
 - c. **Dates with a gold line** indicate classes are scheduled for that date.



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.

The screenshot shows a course registration page for "VIRTUAL - FC Speed of Trust Foundations". It displays 26 seats available, a start date of Wednesday, 1/27/2021 at 09:00 AM, and an end date of Wednesday, 1/27/2021 at 01:00 PM. The price is listed as 0.00 USD. A blue arrow labeled "7" 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 8:00:00 AM".

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.

The screenshot shows a "Confirmation" page with the message "Your request is pending approval." and "LEANN [redacted], your request has been received and is pending approval." Below this, there is an "Approval Information" section with a table:

Approval Step	Approvers	Status
Step 1 of 1 - Supervisor Level 1	EDITH [redacted]	Pending Approval

A blue arrow labeled "8" points to the "Approvers" column, and a red box highlights the name "EDITH [redacted]".

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

The screenshot shows the "My Learning Assignments" page. It includes a search bar for "Keyword" with "Course name or ID" entered, 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 "9" points to the "ENROLLED" dropdown menu, which is highlighted with a red box. Another blue arrow labeled "10" points to the course title "VIRTUAL - FC Speed of Trust Foundations", which is also highlighted with a red box. Below the title, it shows "ILT STATE0012" and "Begins 1/27/2021 Self-Assigned".

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

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

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