Use this process to search for, and register for a course in MLearning.

1. Click the Me icon, if a manager or facilitator.
2. Click Search in the left navigation bar.
3. Using the Search page, you may search by key words, activity code, start date, delivery type, or title.
4. Click the Search Learning Catalog button.

Notes:

- To return the best options, please use a % in front of your search term. For example: %facilitator
- Change Delivery type to All to return all activities.
5. **Web Based Training course (WBT):** Click **Launch.** Your course will open in a new window.

6. **Instructor Led Training course (ILT):** Click **Register.** A new screen will open and you will select the offering there.

   ![Learning Activities Table]

   **Complete Instructor-Led course registration.**

7. Once you click **Register** for an ILT offering, you will get confirmation. Click **Go to In-Progress Learning.**

   ![Registration Successful]

8. Scroll to the bottom of the page and click **View All.** The ILT offering that you selected will appear on **My Learning Plan.**

   ![My Learning Plan]