

## Enrolling in Instructor Led Training from a Learning Plan

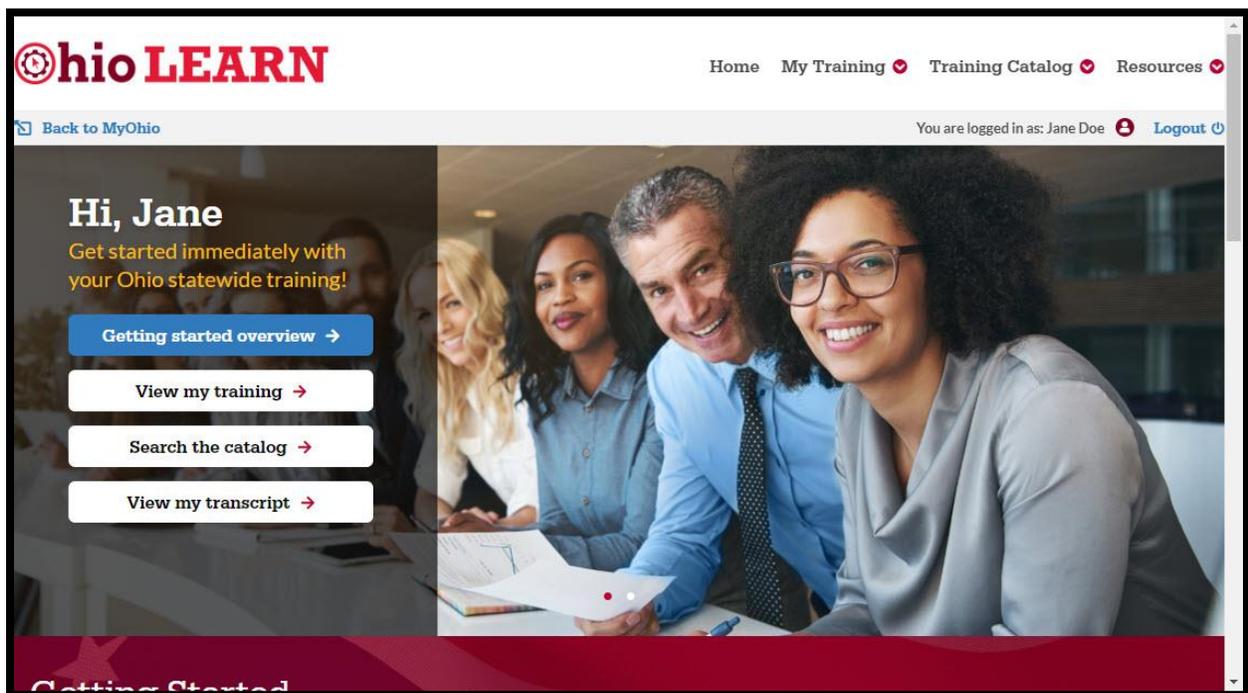
### Ohio Learn Users

**The Situation:** Use this procedure when Enrolling in an Instructor Led Training session that is in a Learning Plan in the Ohio Learn System.

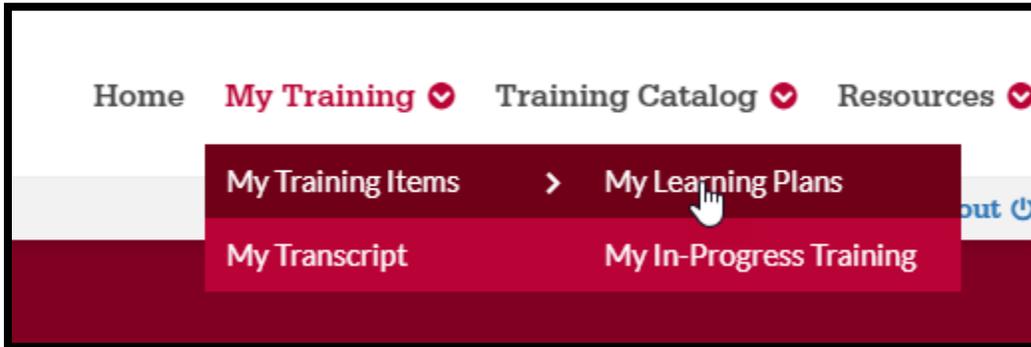
**Objective:** Upon completion of this job aid, you will be able to:

- locate and view items in a Learning Plan you have been assigned, or self-selected
- enroll in an Instructor Led Training (ILT) session in the Learning Plan

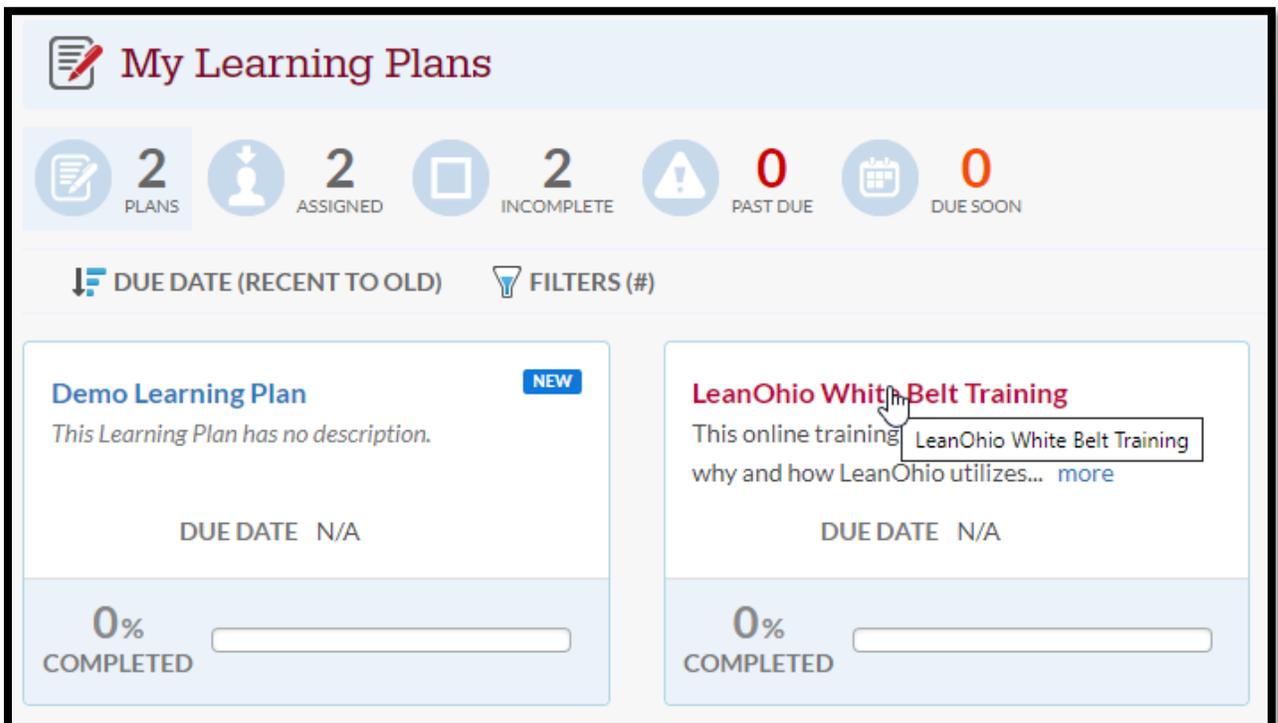
1. Log-in to the *Ohio Learn System*.



2. Once logged into the **Ohio Learn System**, navigate to the **My Learning Plans** page by hovering over the **My Training > My Training Items** menus, then click on the **My Learning Plans** menu to display the Learning Plans on you have been added to.



3. The **My Learning Plans** page is displayed. To interact with the Learning Plan, click on the **Title of the Learning Plan**.



4. The Learning Plan details are displayed.
  - a. Each item in the Learning Plan is displayed. The order of items is specified by the Instructor who created the Learning Plan.
  - b. Notice, multiple types of learning items can be in the plan. This example shows an ILT Enrollment and an Online Course.
  - c. To begin signing up for the ILT, click on the **Title of the Enrollment**.

**LeanOhio White Belt Training**

2 ITEMS   0% COMPLETED   0 ITEMS PAST DUE   0 ATTACHMENTS

SEQUENCE NUMBER   FILTERS (#)

My Learning Plans > LeanOhio White Belt Training

1	<b>LeanOhio White Belt 01/15/2020</b>	DUE DATE	January 15, 2020	STATUS	Incomplete	OPTIONAL	No
		TYPE	Enrollment	START DATE	January 15, 2020	END DATE	January 15, 2020
2	<b>LeanOhio White Belt Training (online)</b>	DUE DATE	N/A	STATUS	Not Attempted	OPTIONAL	No
		TYPE	Course				

Launch Course

5. The Enrollment details are displayed.
  - a. Enrollments can be configured in many ways. The key is to look for the Enroll button at the top of the display.
  - b. Notice the Current Status (Not Enrolled) in this example, and the number of Seats Remaining. If the number of seats remaining is zero, the Enroll button may not be visible, if the waitlist is not enabled.
  - c. To Enroll, click on the **Enroll** button to the upper right.

**LeanOhio White Belt 01/15/2020**

1/15/2020 (START DATE) 9:00AM (START TIME) 0 (MIN SEATS) 30 (MAX SEATS) 30 (REMAINING SEATS) 0 (ATTACHMENTS)

My Learning Plans > LeanOhio White Belt Training > LeanOhio White Belt 01/15/2020

**ENROLL**

TYPE	Enrollment	CURRENT STATUS	Not Enrolled
EVENT TYPE	Instructor Led Training Session	EVENT	LeanOhio White Belt 01/15/2020 (100184472)
ENROLLMENT OPENS	January 9, 2020 8:00 AM	MINIMUM SEATS	0
ENROLLMENT CLOSES	January 15, 2020 8:00 AM	MAXIMUM SEATS	30
START DATE	January 15, 2020 9:00 AM	SEATS REMAINING	30
END DATE	January 15, 2020 10:00 AM	WAIT LIST REMAINING	Unlimited

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6. After enrolling, the display will update.
  - a. Notice the confirmation message and the Current Status. In this example the user is Nominated, which means the Instructor (or Supervisor, depending upon configuration) must approve your request.
  - b. You may also drop the enrollment (withdraw) by clicking the **Drop** button.

The screenshot shows the enrollment details for 'LeanOhio White Belt 01/15/2020'. At the top, it displays the start date (1/15/2020), start time (9:00 AM), and seat counts: 0 min seats, 30 max seats, 30 remaining seats, and 0 attachments. A breadcrumb trail shows 'My Learning Plans > LeanOhio White Belt Training > LeanOhio White Belt 01/15/2020'. A green notification bar states 'You have been nominated for LeanOhio White Belt 01/15/2020'. A red box highlights a 'DROP' button in the top right corner. Below the notification, enrollment details are listed in two columns. Red arrows point from the notification bar to the 'Nominated' status and from the 'DROP' button to the notification bar.

TYPE	Enrollment	CURRENT STATUS	Nominated
EVENT TYPE	Instructor Led Training Session	EVENT	LeanOhio White Belt 01/15/2020 (100184472)
ENROLLMENT OPENS	January 9, 2020 8:00 AM	MINIMUM SEATS	0
ENROLLMENT CLOSES	January 15, 2020 8:00 AM	MAXIMUM SEATS	30
START DATE	January 15, 2020 9:00 AM	SEATS REMAINING	30
END DATE	January 15, 2020 10:00 AM	WAIT LIST REMAINING	Unlimited

- c. If the enrollment is configured for automatic Approval, or after you are approved if Nominated, the display will look like this:
- d. Notice the Current Status of Approved, and the change in the number of Seats Remaining.

The screenshot shows the enrollment details for 'LeanOhio White Belt 01/15/2020' after approval. The top bar now shows 29 remaining seats. The 'CURRENT STATUS' is 'Approved'. The 'SEATS REMAINING' is 29. A red arrow points from the 'Approved' status to the 'CURRENT STATUS' field, and another red arrow points from the '29' to the 'SEATS REMAINING' field. A 'DROP' button is still visible in the top right corner.

TYPE	Enrollment	CURRENT STATUS	Approved
EVENT TYPE	Instructor Led Training Session	EVENT	LeanOhio White Belt 01/15/2020 (100184472)
ENROLLMENT OPENS	January 9, 2020 8:00 AM	MINIMUM SEATS	0
ENROLLMENT CLOSES	January 15, 2020 8:00 AM	MAXIMUM SEATS	30
START DATE	January 15, 2020 9:00 AM	SEATS REMAINING	29
END DATE	January 15, 2020 10:00 AM	WAIT LIST REMAINING	Unlimited

7. Task Complete!