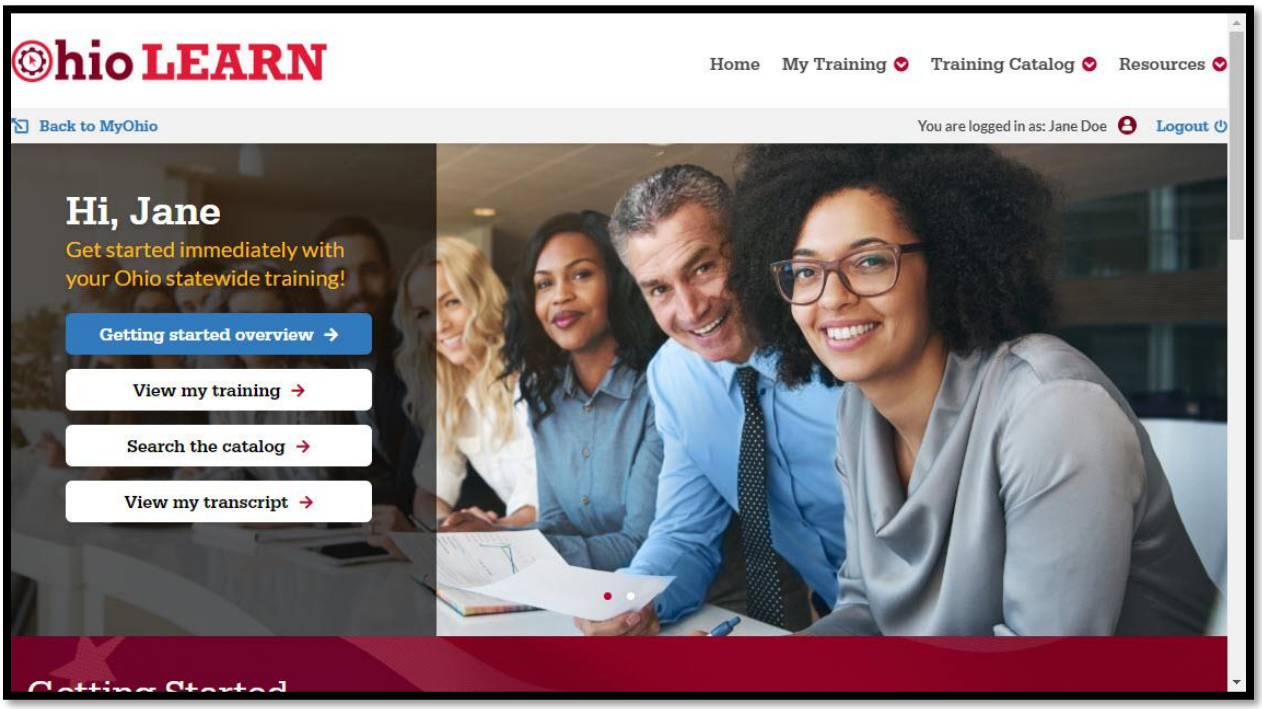
Enrolling in Instructor Led Training

Ohio Learn Users

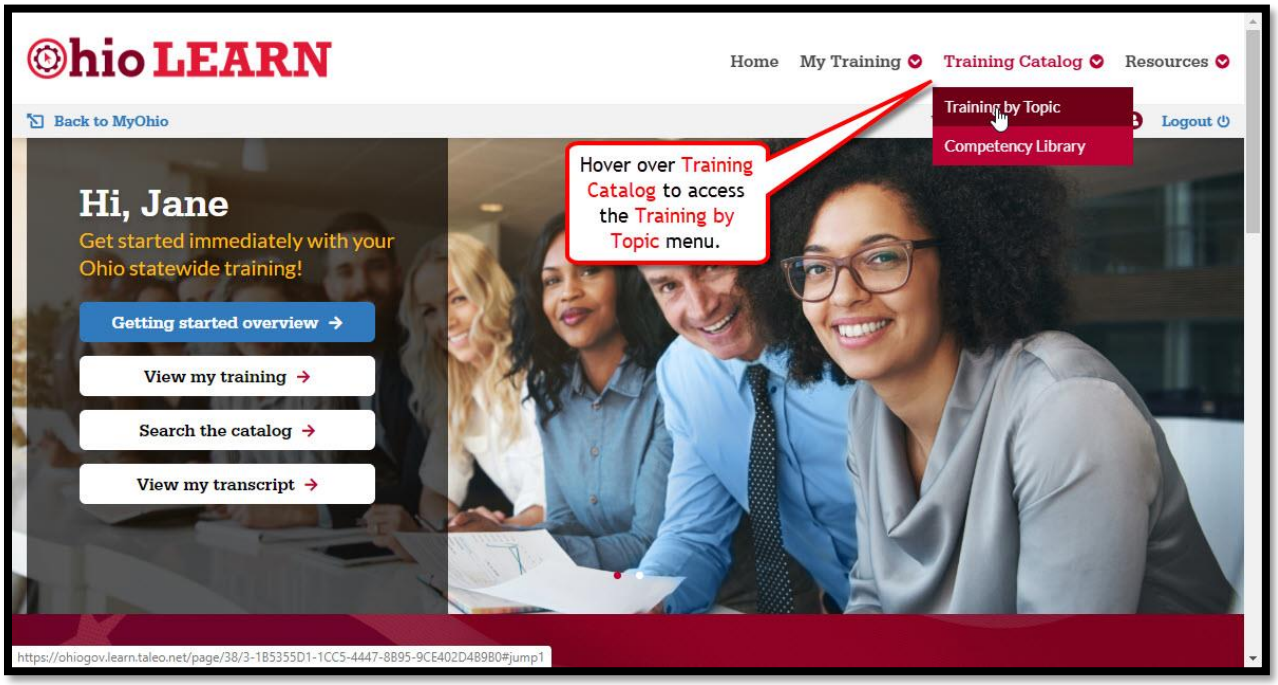
The Situation: Use this procedure when Enrolling in an Instructor Led Training (ILT) from the catalog in the Ohio Learn System.

Objective: Upon completion of this job aid, you will be able to locate and enroll in an ILT Enrollment.

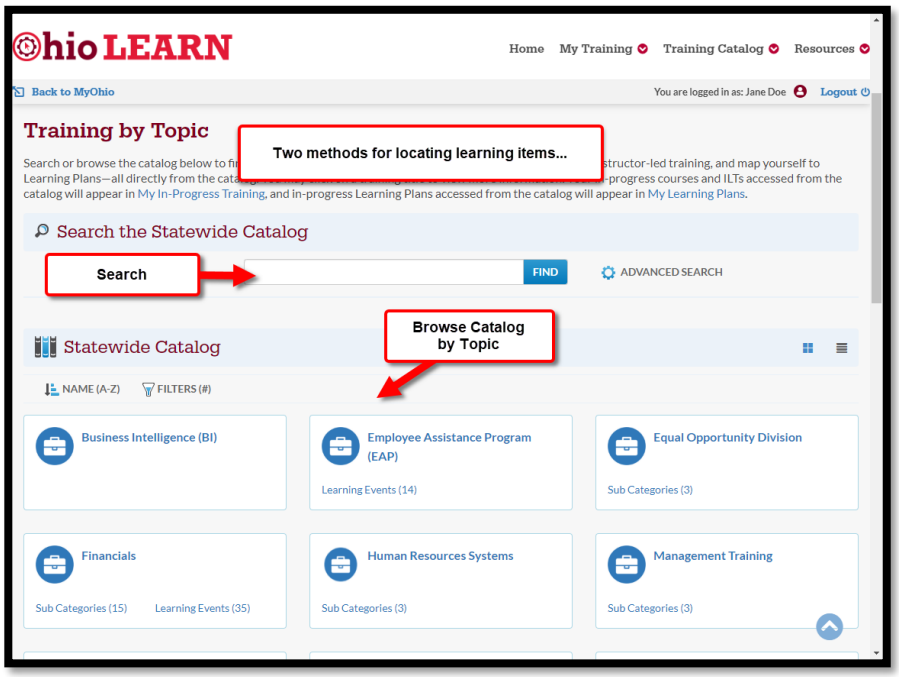
1. Log-in to the ***Ohio Learn System***.



2. Once logged into the ***Ohio Learn System***, search for a Learning Plan. Hover over the **Training Catalog** menu, then click the **Training by Topic** menu item.

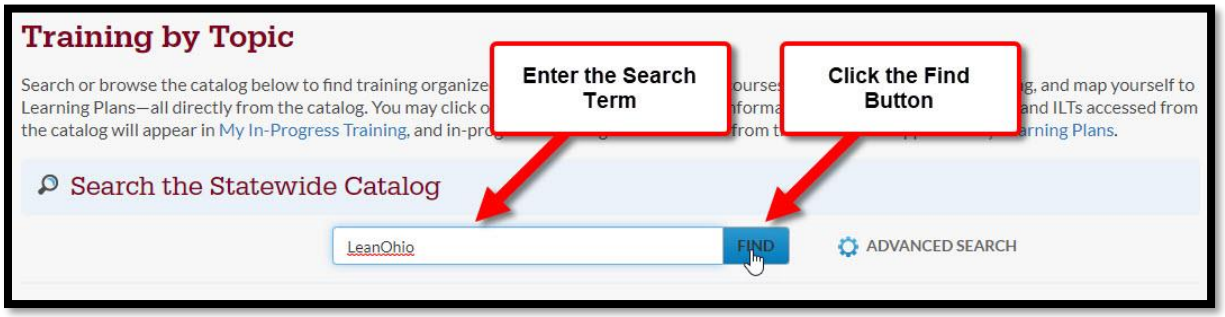


3. There are two methods for locating learning items, both on this page:
    1. Search the Statewide Catalog (see Step 4).
    2. Browse the Statewide Catalog topics (not shown in this Job Aid).

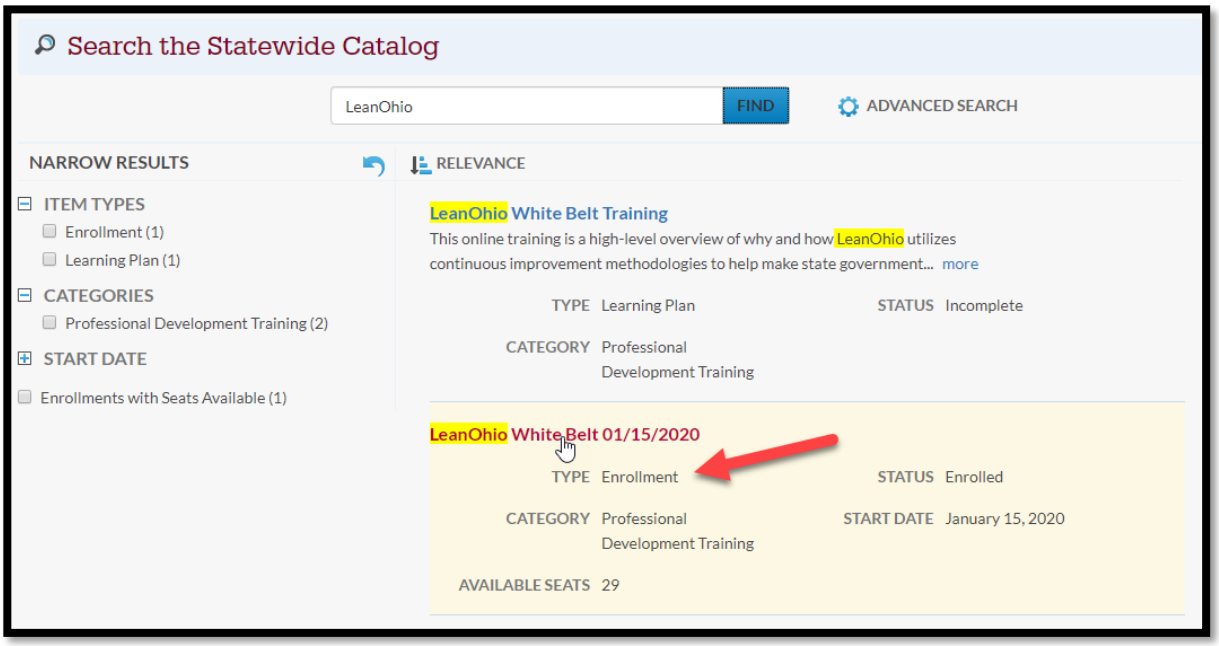


4. To search the catalog, enter a search term, then click the **Find** button.

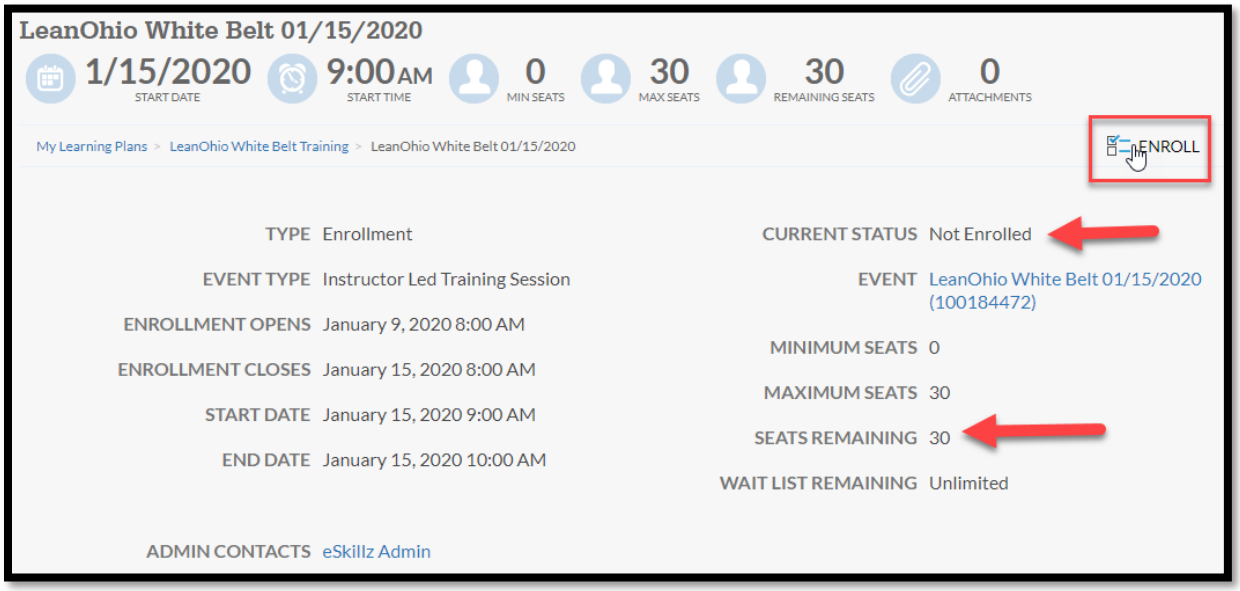
   The search function will search the learning item titles and descriptions.



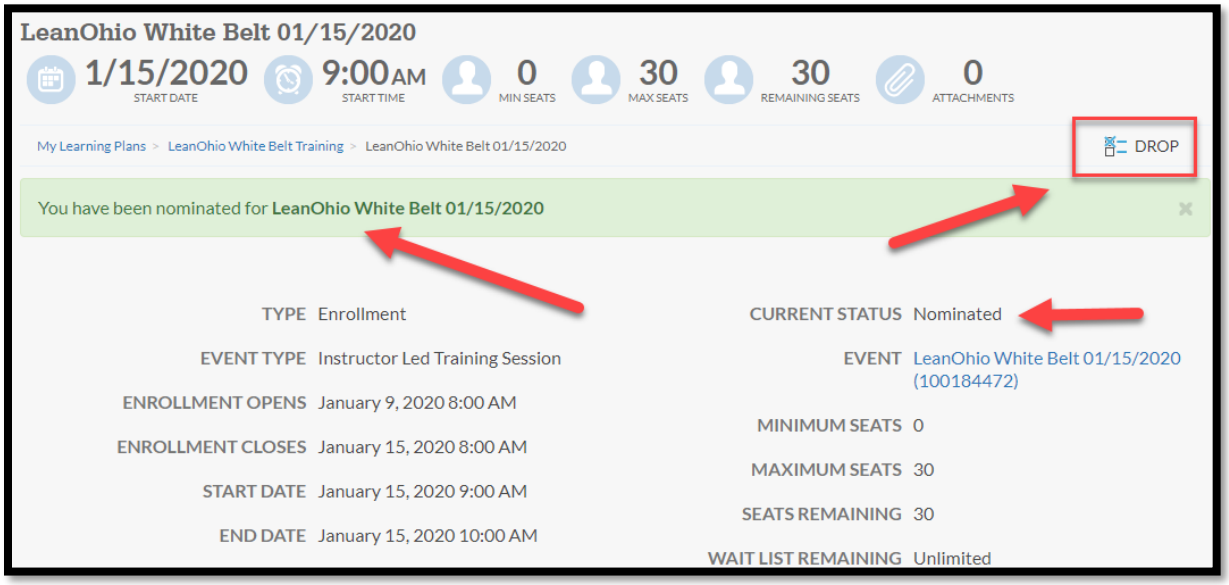
5. Learning items matching the entered search term are displayed. Note the matching search term is highlighted in yellow.
   a. Note the "TYPE" of learning item is Enrollment. Also, the Narrow Results feature on the left can be used to display only Enrollments, by clicking the checkbox under item types.
   b. To Enroll, click the **Title of the Enrollment**.



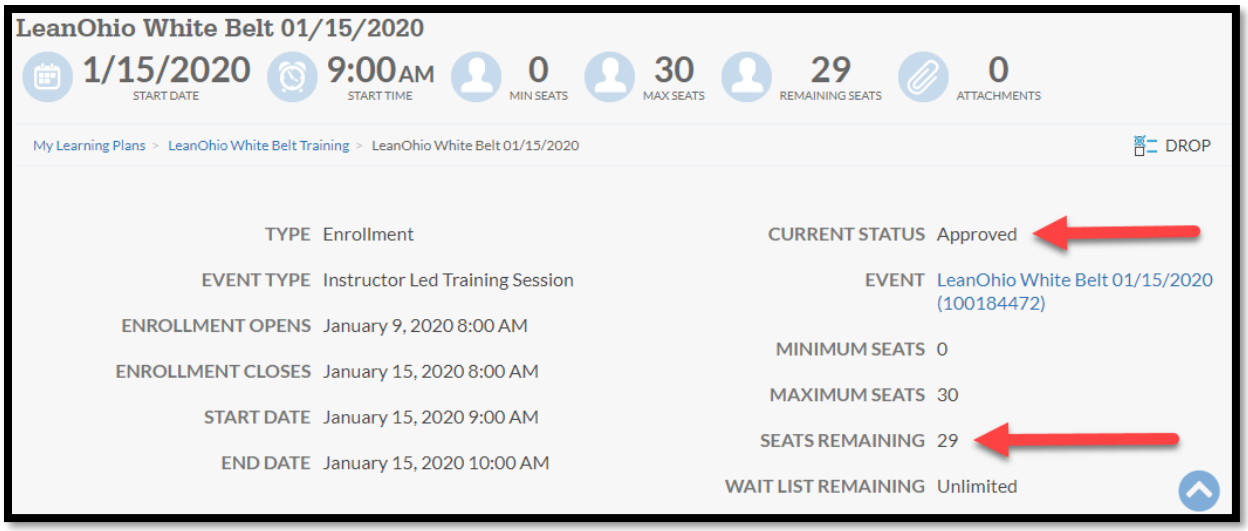
6. The Enrollment details are displayed.
   a. Enrollments can be configured in many ways. The key is to look for the Enroll button at the top of the display.
   b. Notice the Current Status (Not Enrolled) in this example, and the number of Seats Remaining. If the number of seats remaining is zero, the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



7. 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.



   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.



8. Task Complete!