

Locating and Adding a Learning Plan

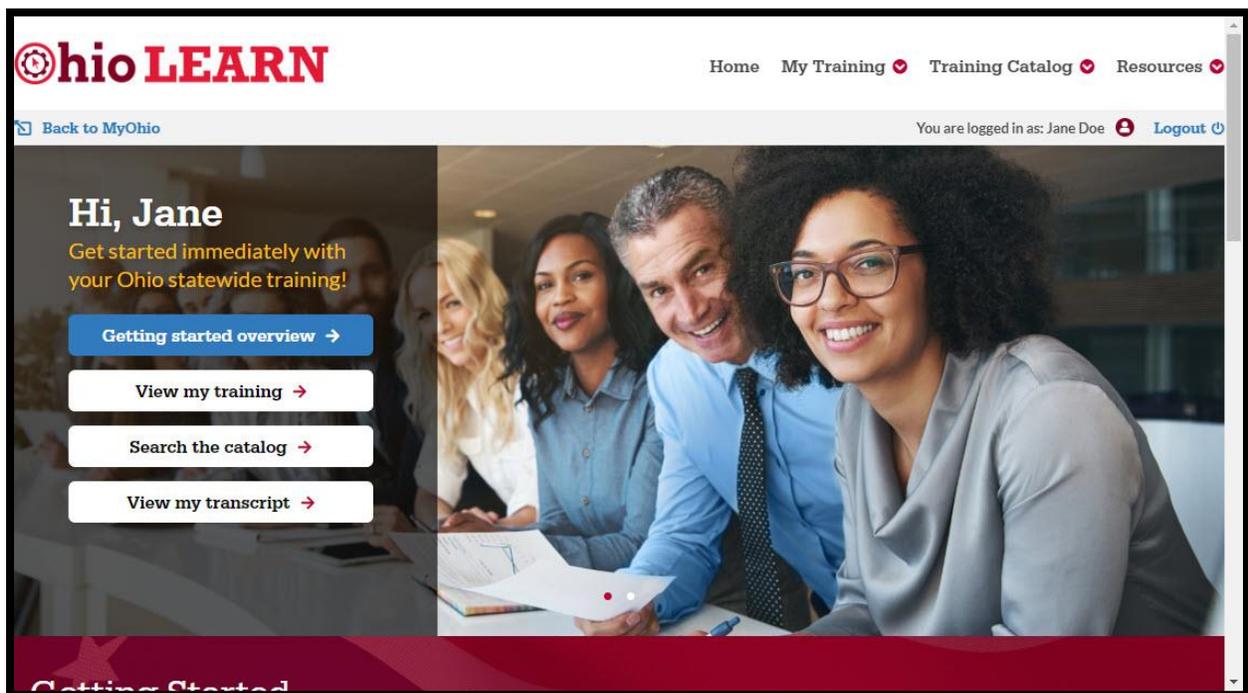
Ohio Learn Users

The Situation: Use this procedure when needing to locate and sign up for a Learning Plan in the Ohio Learn System.

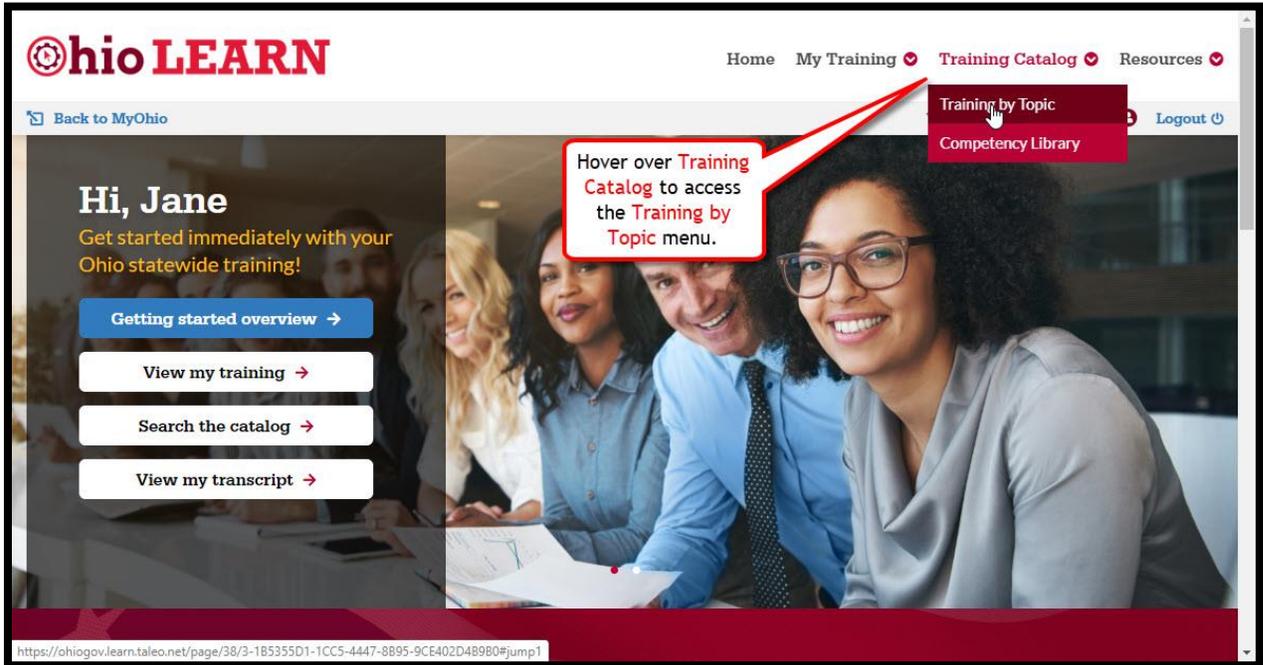
Objective: Upon completion of this job aid, you will be able to:

- locate and sign up for a self-service Learning Plan
- navigate to the My Learning Plans page to interact with the Learning Plan

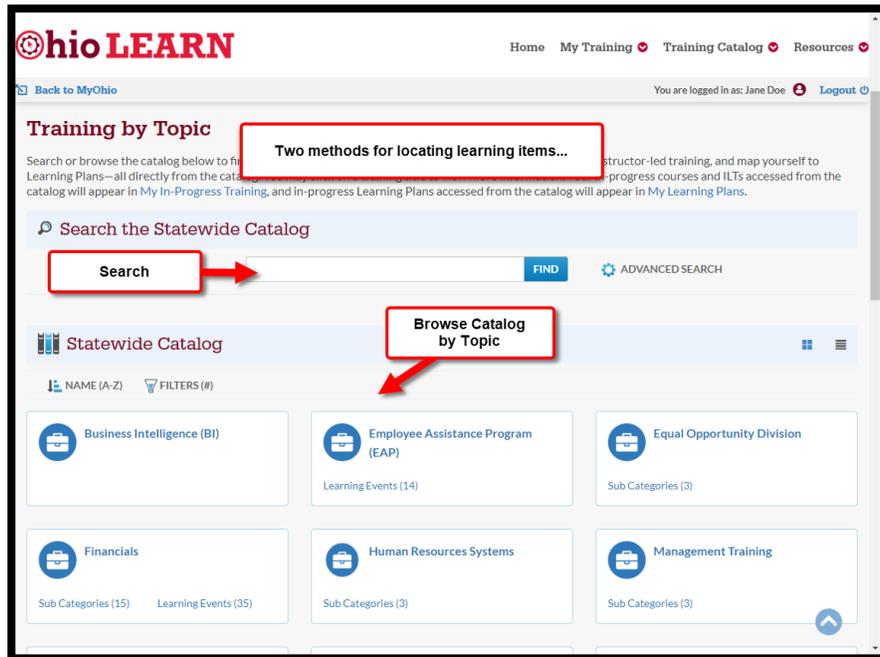
1. Log-in to the *Ohio Learn System*.



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.

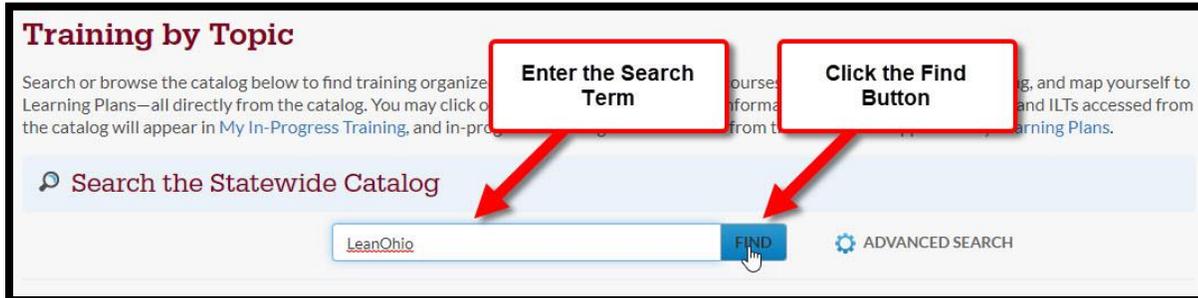


3. There are two methods for locating learning items, both on this page:
 1. Search the Statewide Catalog (see Step 4).
 2. Browse the Statewide Catalog topics (not shown in this Job Aid).



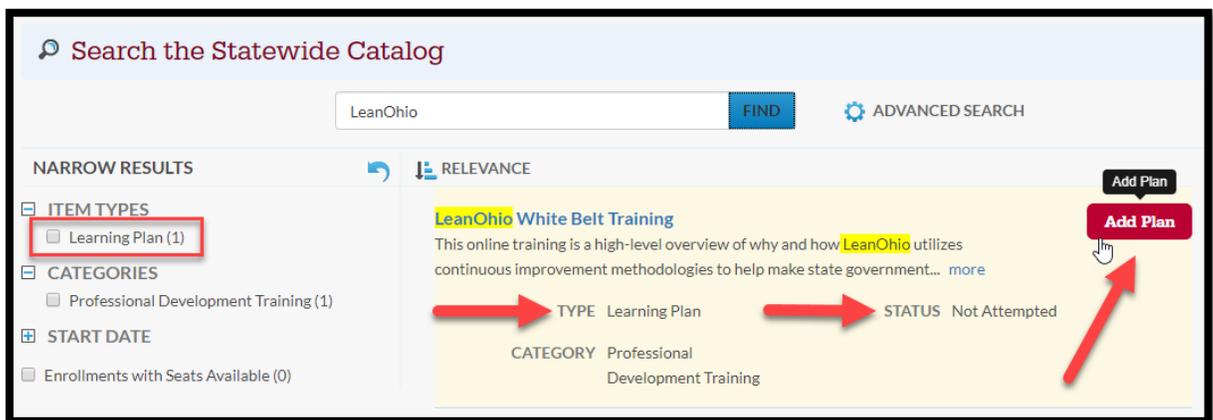
4. To search the catalog, enter a search term, then click the **Find** button.

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.

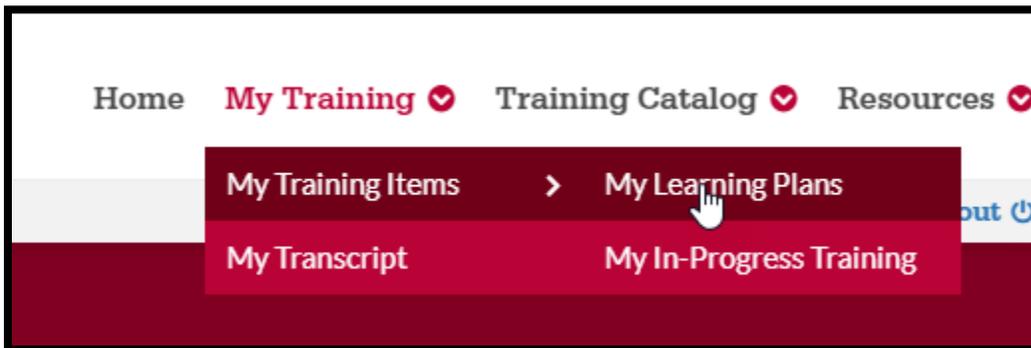
- Note the “TYPE” of learning item is Learning Plan. Also, the Narrow Results feature on the left can be used to display only Learning Plans, by clicking the checkbox under item types.
- This example shows a “Self Service” Learning Plan which is configured to allow users to enroll in or sign up for the Learning Plan. Learning Plans that are not self service do not have the Add Plan button.
- Enroll in the Learning Plan by clicking the **Add Plan** button to the right.



- 6. The page refreshes to show a message confirming the Learning Plan has been added to your list of Learning Plans. The page also shows your current status for the Learning Plan, shown as Incomplete in this example.



- 7. Once added, to interact with the Learning Plan, 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.



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

My Learning Plans

2 PLANS 2 ASSIGNED 2 INCOMPLETE 0 PAST DUE 0 DUE SOON

↓ DUE DATE (RECENT TO OLD) FILTERS (#)

Demo Learning Plan NEW
This Learning Plan has no description.
DUE DATE N/A
0% COMPLETED

LeanOhio White Belt Training
This online training why and how LeanOhio utilizes... [more](#)
DUE DATE N/A
0% COMPLETED

9. Task Complete!