

# QuickStart Guide for UC Learning Center

Welcome! Begin by logging in and updating your profile.

## Access the UC Learning Center

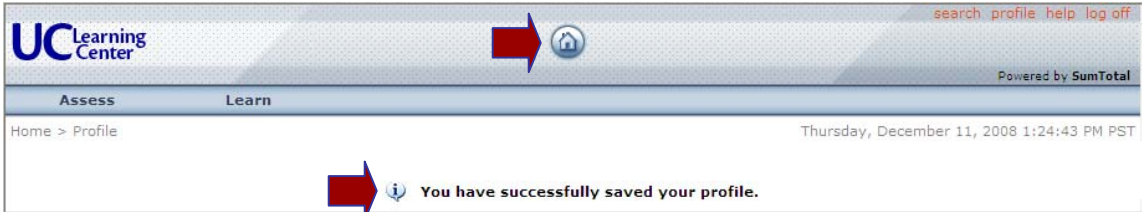
1. Open an internet browser.
2. Type <http://www.ucop.edu/ucoplearningcenter/> in the Address box and click Login.
3. Enter your UCOP User name and password and click **Login**.

## Change Your Profile

1. On the **Home** page, click **Change my profile**.
2. Scroll down to the **Manager** field and **Browse** to find your manager. Select your manager. Click **OK**.
3. Scroll to the bottom and click **OK** to save your profile changes.

### General Tips

- Click the **Home** icon to return to the main screen at any time.
- Confirmation messages for registrations, profile and other changes appear at the top of the page.



The screenshot shows the UC Learning Center interface. At the top right, there are links for 'search profile help log off'. Below this is a navigation bar with 'Assess' and 'Learn' tabs. The main content area shows 'Home > Profile' and a date/time stamp: 'Thursday, December 11, 2008 1:24:43 PM PST'. A red arrow points to a home icon in the top right. Another red arrow points to a confirmation message at the bottom: 'You have successfully saved your profile.'

Now you are ready to get started.

## Browse the Catalog

1. From the **Learn** menu, click **Catalog**.
2. Click the category name where the learning activity is stored.
3. Browse the Category Listing section to locate the activity.

## Search the Catalog

1. From the **Learn** menu, click **Catalog**.
2. Enter your search criteria in the Search box.
3. Click **GO**.

## Register for a Learning Activity

1. Search or browse the catalog to locate the activity you want.
2. Click **Register** to register for the activity.
3. Make appropriate selections, as required, and click **Submit** to complete your registration.

## Take Assigned Training

1. From the **Assess** menu, click **Training Analysis**.
2. Click  to the left of the activity name to launch the activity.

## View Your Training Schedule

From the **Learn** menu, click **Training Schedule**.

## View Your Transcript

On the **Home** page, click **View my training transcript**.

## Cancel Training

1. From the **Learn** menu, click **Training Schedule**.
2. Select the box to the left of the activity whose registration you wish to cancel.
3. In the Task list, select **Cancel registration** and click **GO**.
4. On the Cancellation Confirmation page, click **Cancel Marked**.

## Launch Online Training

1. From the **Learn** menu, click **Training Schedule**.
2. Click  to the left of the activity name to launch the activity.

## Access Online Help

1. Click the **help** link in the top right corner.
2. Use the left pane of the Help window to locate a topic. The selected topic displays on the right.