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://learningcenter.ucsf.edu/](http://learningcenter.ucsf.edu/) in the Address box and press Enter.
3. Enter your nine-digit Employee ID and click **Login**.

**Change Your Profile**
1. On the **Home** page, click **Change my profile**.
2. Scroll down to find the **Manager** field and **Browse** to identify your manager. Select your manager and 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.

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.

**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 the **Start** button 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.