

QuickStart Guide for UC Learning Center

Welcome! Begin by logging in and updating your profile.

Access the UC Learning Center

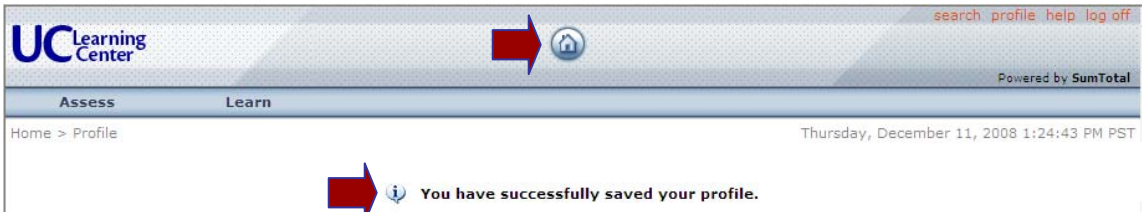
1. Open an internet browser.
2. Type <http://learningcenter.ucsf.edu/> in the Address box and press Enter.
3. Enter your nine-digit Employee ID and click **Login**.

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.



The screenshot shows the UC Learning Center interface. At the top, there is a navigation bar with the UC Learning Center logo on the left, a search icon in the center, and links for 'search', 'profile', 'help', and 'log off' on the right. Below the navigation bar, there are tabs for 'Assess' and 'Learn'. The main content area shows a breadcrumb trail 'Home > Profile' and a timestamp 'Thursday, December 11, 2008 1:24:43 PM PST'. A red arrow points to a home icon in the top right corner. 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.

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.