



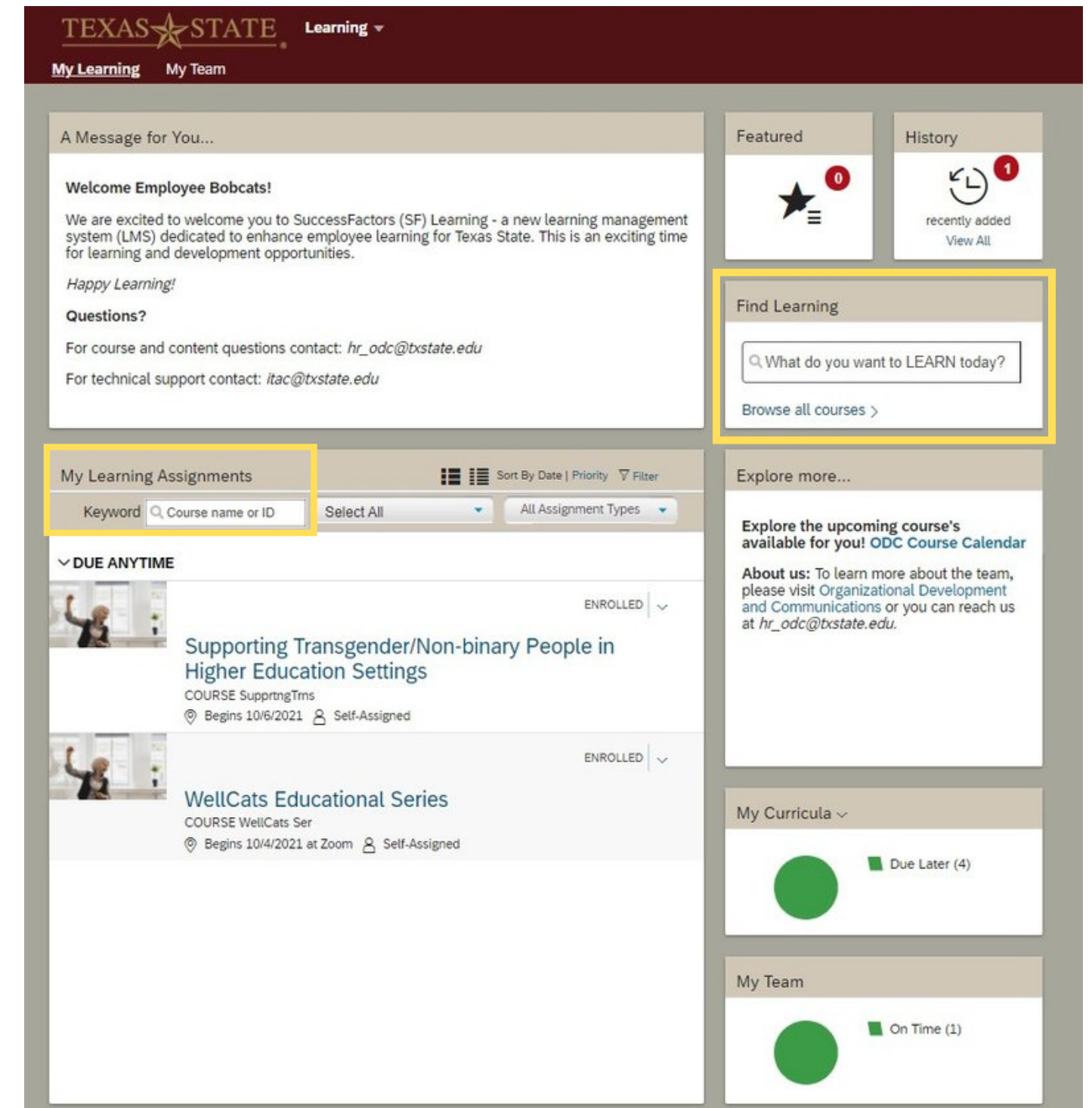
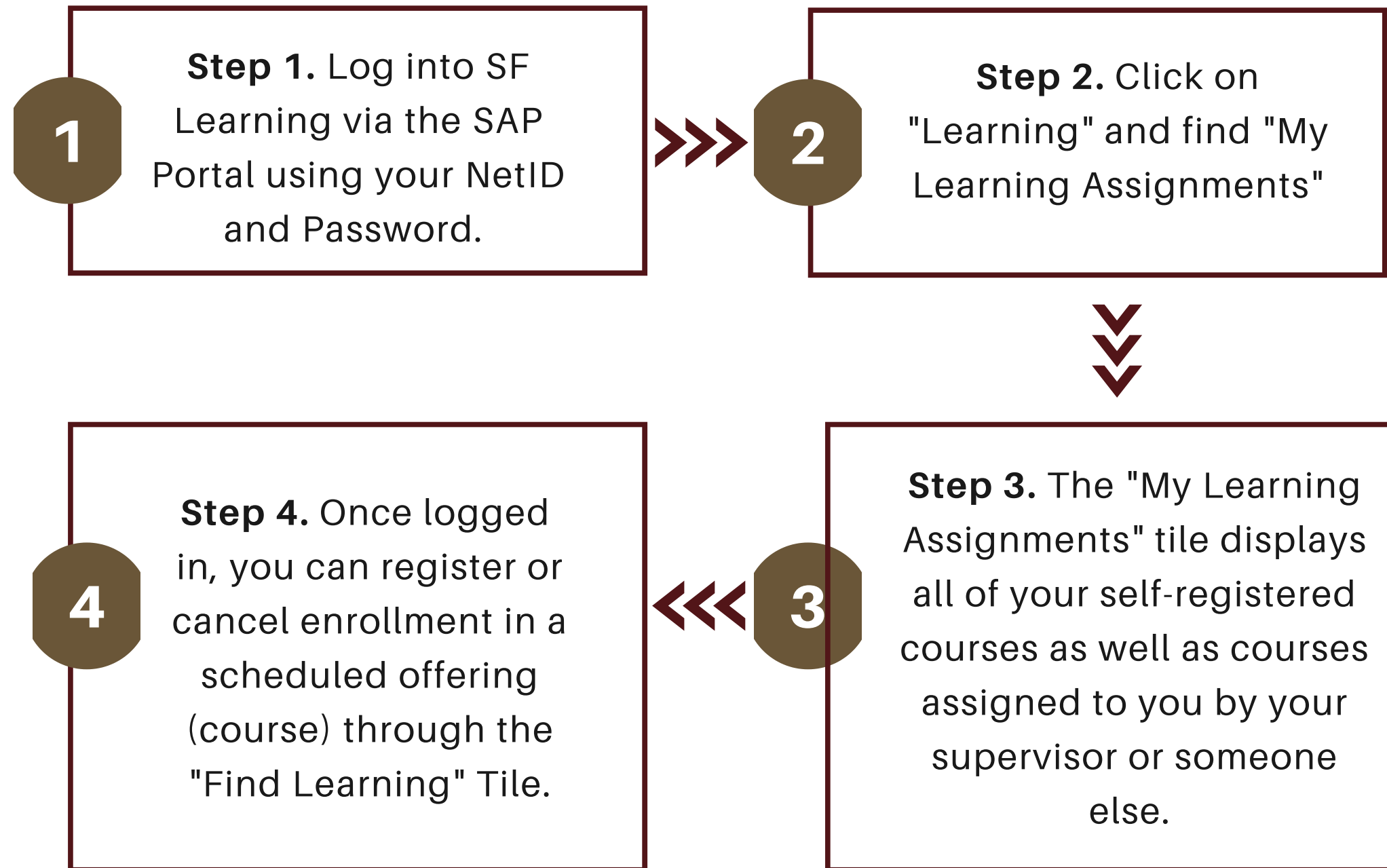
SuccessFactors (SF) Learning

Register & Cancel Course Enrollment

Table of Contents

ACCESS	PAGE 3	How to access SF Learning
SEARCH	PAGE 4	How to search for courses
SCHEDULE	PAGE 5	How to find scheduled courses
REGISTER	PAGE 6 - 8	How to register for courses
CANCEL	PAGE 9 - 10	How to cancel course enrollment

How to Access My Learning Dashboard



**Note: If instructor-led training is assigned to you by your supervisor or someone else, you still need to register for a specific course date.*

How to Search for Courses

There are different ways to search for a scheduled offering (course):

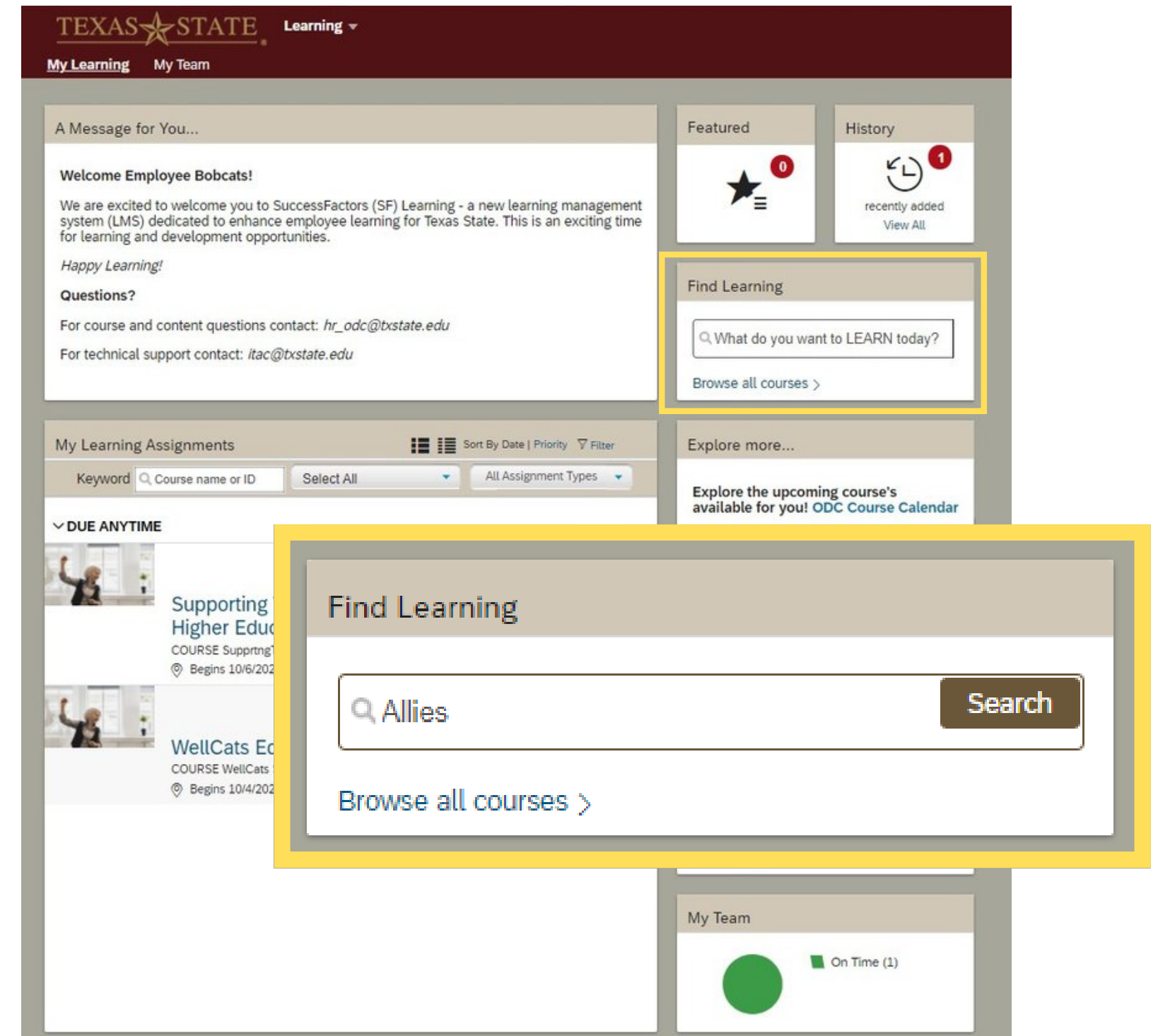
"Find Learning" tile:

- Click in the "Find Learning" text box and type the name of the course. If there is a match, it will display in a dropdown as you type. Select the course and click "Go."

"Browse all courses" option:

- If you are unsure of the course name, click on "Browse all courses" to see a list of all available courses within the Course Catalog.

**Note: You can select additional search parameters under "Refine By" that will assist you in finding a specific course.*



How to Find Scheduled Courses

If a course has several sessions scheduled they will automatically populate. The following details of the course will appear:

- Date and time
- Location
- Description

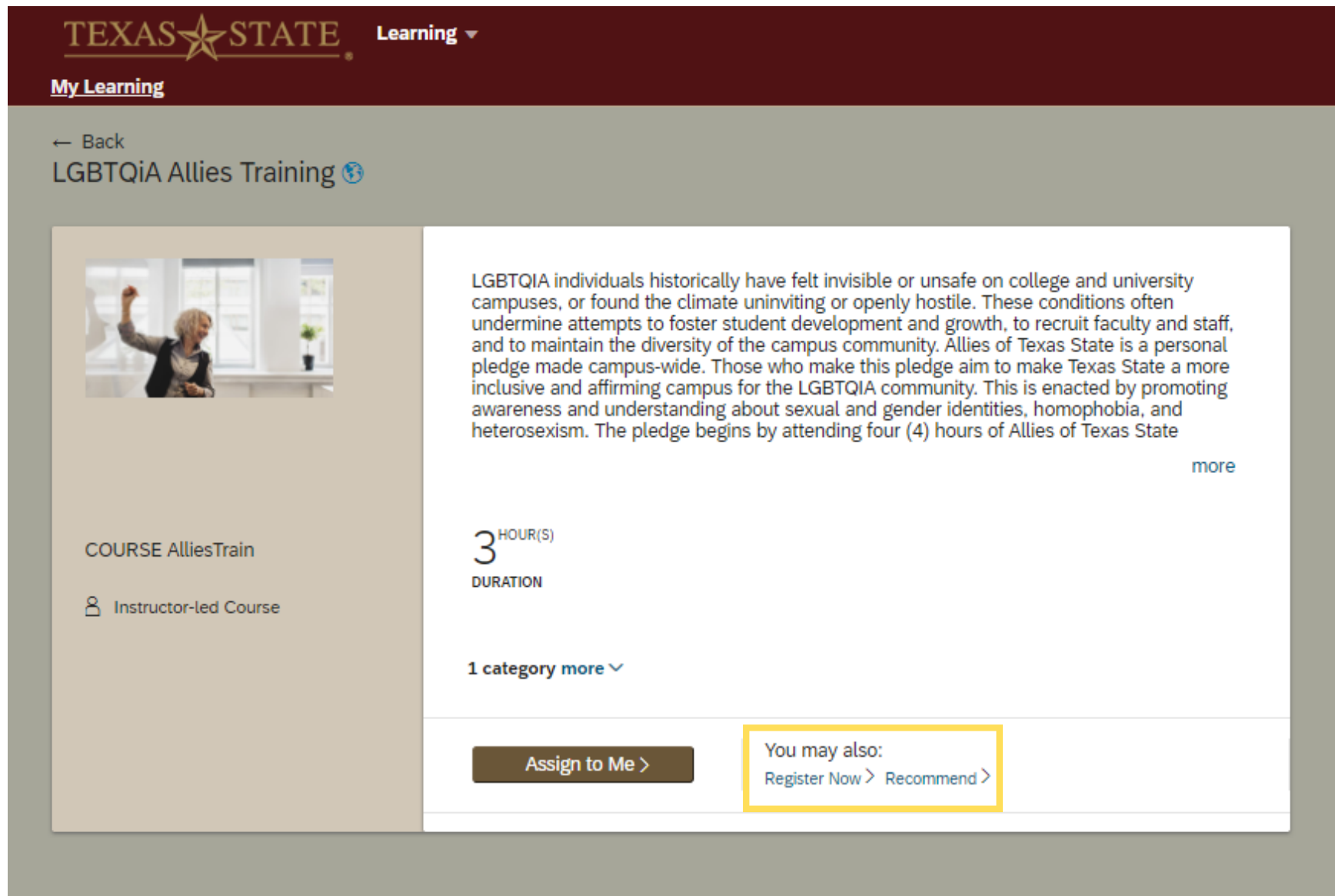
The screenshot shows the Texas State Learning Library interface. At the top, there's a dark red header with the Texas State logo and a 'Learning' dropdown. Below the header, the 'My Learning' section is visible. The main area is titled 'Library' and features a search bar with the text 'Allies'. To the right of the search bar is a 'Language & Currency' button. Below the search bar, it says 'Results for "Allies"' and '14 COURSES'. On the left side, there's a 'Refine By' section with four dropdown menus: 'Learning Type', 'Source', 'Delivery Method', and 'Categories'. The main content area displays four course cards. The first card, 'LGBTQIA Allies Training (COURSE AlliesTrain)', is highlighted with a yellow border. Each card includes a thumbnail image, the course title, a 'See Classes' button, and an 'Assign to Me' button. The other three cards are 'Allies for Individuals with Disabilities (COURSE Allies Disab)', 'Inclusive Mindset for Committed Allies (COURSE LINKEDINLEARNING_555)', and 'Accounting for Managers (COURSE LINKEDINLEARNING_7053)'. Each of these cards also has a 'Start Course' button instead of 'Assign to Me'.

**Note: If there are no scheduled offerings available, or the scheduled offering dates don't work for you, you can click "Assign to Me". This will place the course in your My Learning Assignments tile.*

How to Register

Step 1. Click on "Register Now."


Once you click "Register Now" a follow-up page will appear for you to check your selection. Click "Register Now" again.



TEXAS STATE Learning

My Learning

← Back
LGBTQIA Allies Training



COURSE AlliesTrain

Instructor-led Course

LGBTQIA individuals historically have felt invisible or unsafe on college and university campuses, or found the climate uninviting or openly hostile. These conditions often undermine attempts to foster student development and growth, to recruit faculty and staff, and to maintain the diversity of the campus community. Allies of Texas State is a personal pledge made campus-wide. Those who make this pledge aim to make Texas State a more inclusive and affirming campus for the LGBTQIA community. This is enacted by promoting awareness and understanding about sexual and gender identities, homophobia, and heterosexism. The pledge begins by attending four (4) hours of Allies of Texas State

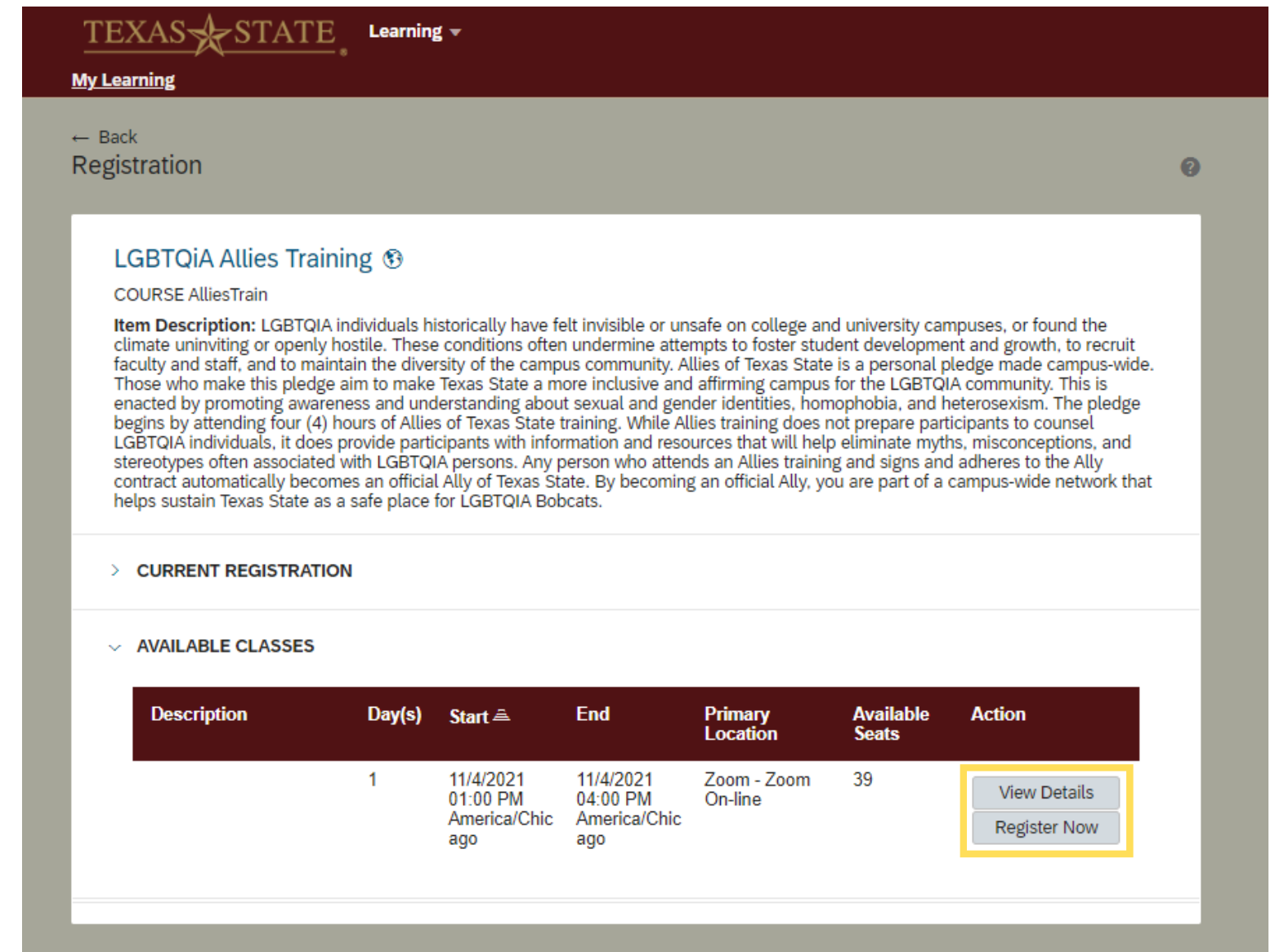
more

3^{HOUR(S)}
DURATION

1 category more

Assign to Me

You may also:
Register Now > Recommend >



TEXAS STATE Learning

My Learning

← Back
Registration

LGBTQIA Allies Training

COURSE AlliesTrain

Item Description: LGBTQIA individuals historically have felt invisible or unsafe on college and university campuses, or found the climate uninviting or openly hostile. These conditions often undermine attempts to foster student development and growth, to recruit faculty and staff, and to maintain the diversity of the campus community. Allies of Texas State is a personal pledge made campus-wide. Those who make this pledge aim to make Texas State a more inclusive and affirming campus for the LGBTQIA community. This is enacted by promoting awareness and understanding about sexual and gender identities, homophobia, and heterosexism. The pledge begins by attending four (4) hours of Allies of Texas State training. While Allies training does not prepare participants to counsel LGBTQIA individuals, it does provide participants with information and resources that will help eliminate myths, misconceptions, and stereotypes often associated with LGBTQIA persons. Any person who attends an Allies training and signs and adheres to the Ally contract automatically becomes an official Ally of Texas State. By becoming an official Ally, you are part of a campus-wide network that helps sustain Texas State as a safe place for LGBTQIA Bobcats.

> CURRENT REGISTRATION

∨ AVAILABLE CLASSES

Description	Day(s)	Start	End	Primary Location	Available Seats	Action
	1	11/4/2021 01:00 PM America/Chic ago	11/4/2021 04:00 PM America/Chic ago	Zoom - Zoom On-line	39	View Details Register Now

*Note: Clicking "Assign to Me" will place course in the "My Learning Assignments" list as a pending course to register for.

Confirm Registration

Step 2. Once on the Registration page, click "Confirm."

A final confirmation page will then appear with course details.

TEXAS STATE Learning

My Learning

← Back
Registration

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous Confirm

Class
LGBTQIA Allies Training

COURSE AlliesTrain

Start Date: 11/4/2021 01:00 PM America/Chicago

End Date: 11/4/2021 04:00 PM America/Chicago

Capacity: 1 of 40 enrolled, 0 waitlisted

Registration Comments

User Name: Johnson, Tamara Dasha

Registration Status: Active Enrollment (Enrolled)

Comments:

Previous Confirm

TEXAS STATE Learning

My Learning

← Back
Registration

Registration Comments → Finished

LGBTQIA Allies Training

COURSE AlliesTrain

Start Date: 11/4/2021 01:00 PM America/Chicago

End Date: 11/4/2021 04:00 PM America/Chicago

Capacity: 2 of 40 enrolled, 0 waitlisted

Success

User Name: Johnson, Tamara Dasha

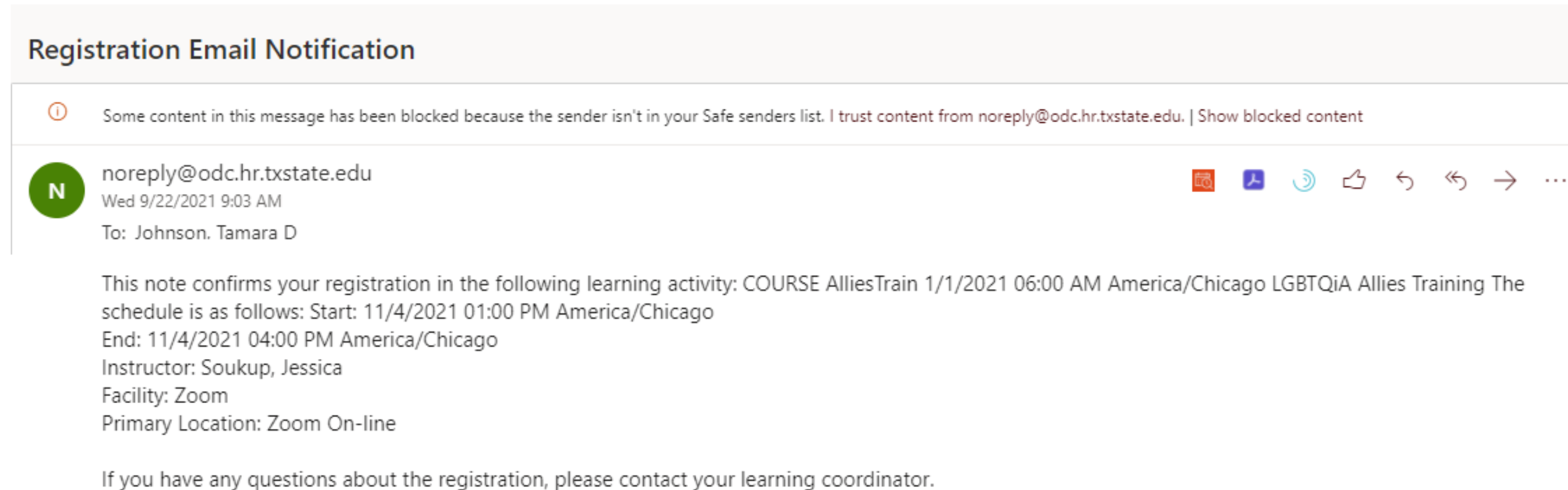
Registration Status: Active Enrollment (Enrolled)

Comments:

**Note: Return to Learning, and this course will be listed in the "My Learning Assignments" tile.*

Email Confirmation

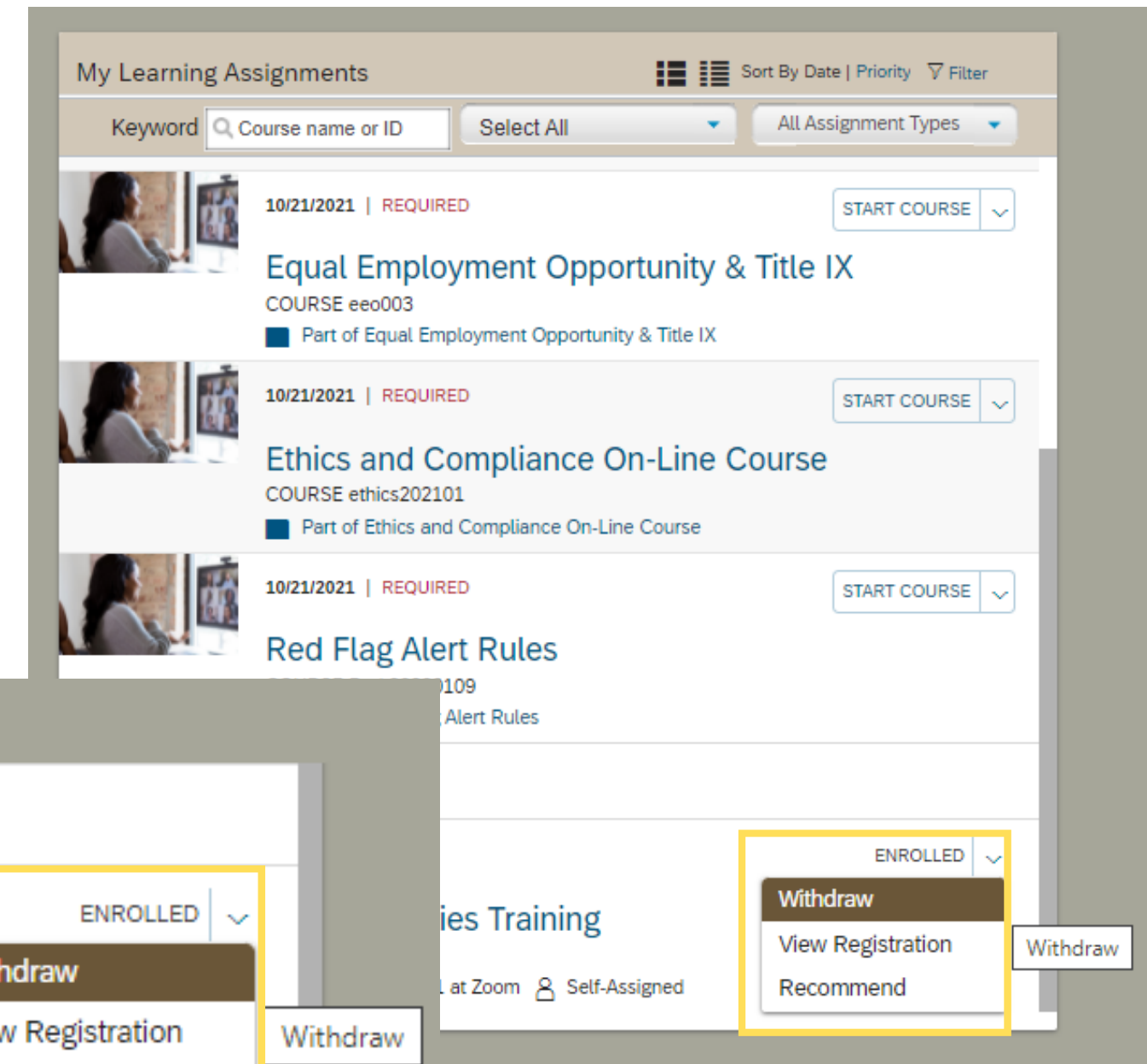
Step 3. Once you register for a course, you will receive a registration notification in the form of an email from noreply@odc.hr.txstate.edu



**Note: No further action will be needed once receiving this email.
Further resources such as Zoom or Teams links will be sent separately.*

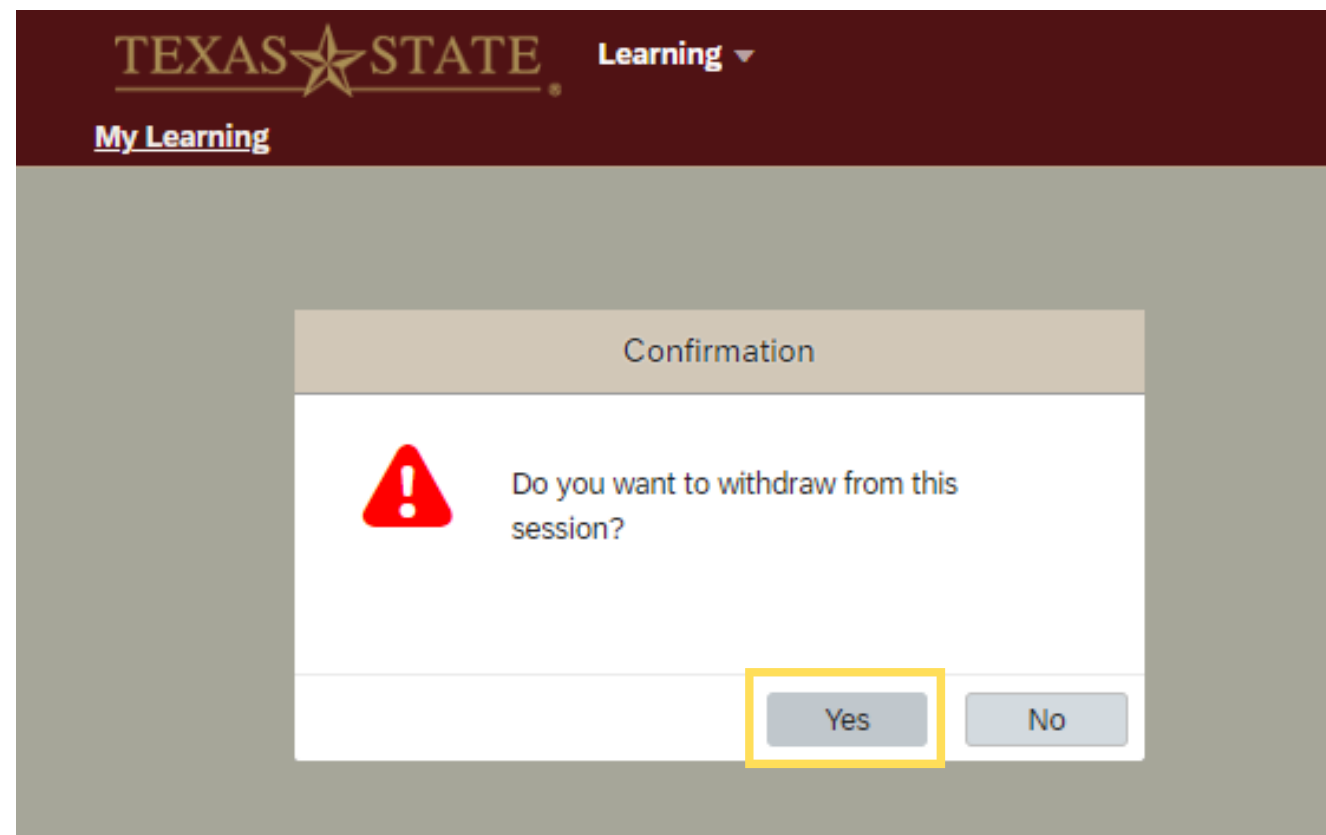
How to Cancel Registration

Step 1. In the "My Learning Assignments" tile, locate the course you want to cancel and click the drop down to the right of "Enrolled" and select "Withdraw."

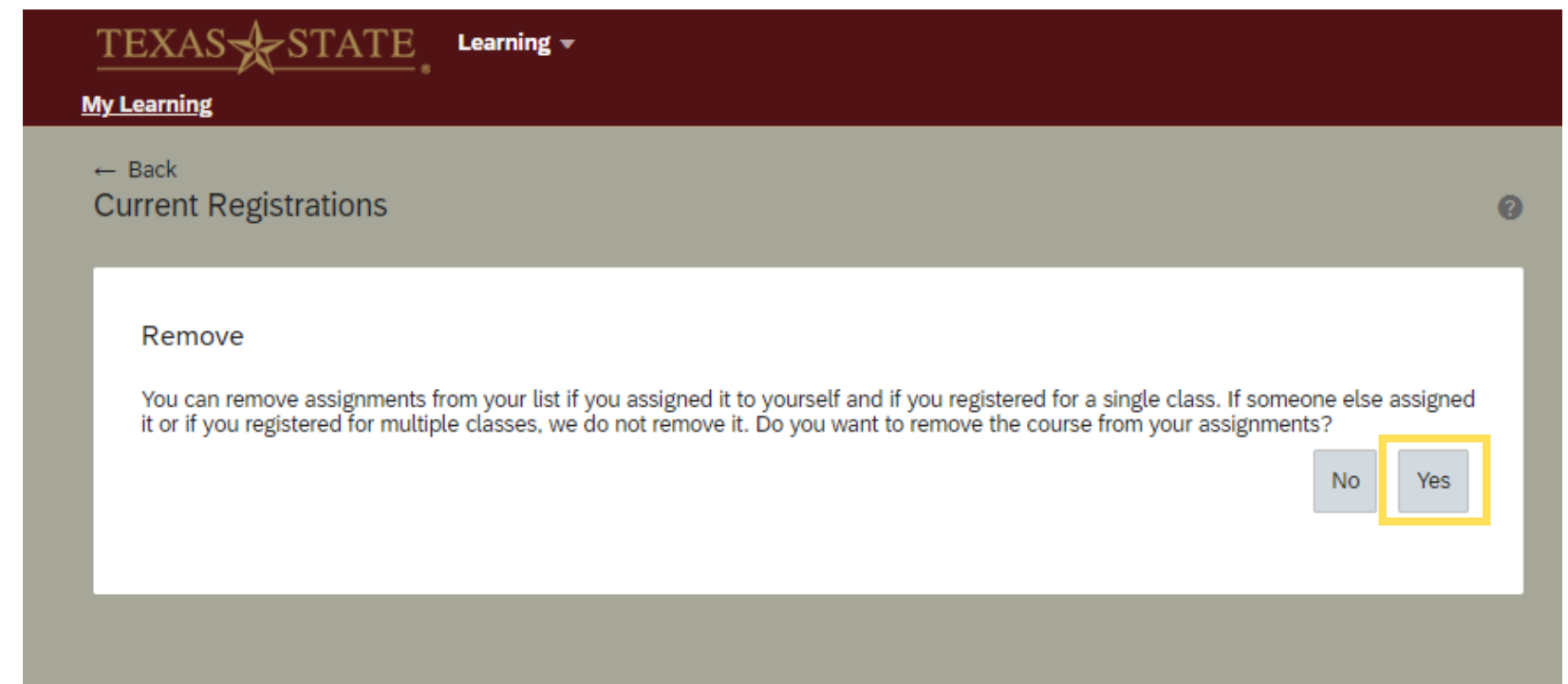


Confirm Cancellation

Step 2. When the *Confirmation* screen appears, click “Yes.”



Step 3. The *Current Registrations* screen will appear. Click “Yes” and your registration for this course will be cancelled.



**Happy
Learning!**





Thank You

For more information, please contact Organizational Development & Communications (ODC).



5.7899



hr_odc@txstate.edu