



# CALIFORNIA STATE UNIVERSITY, FULLERTON

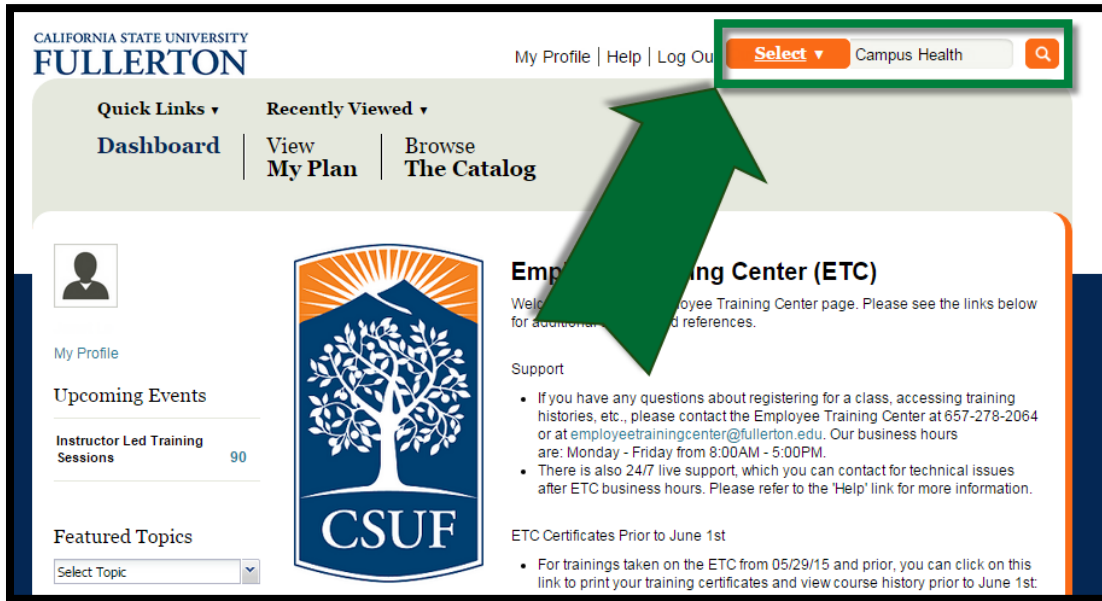
Division of Administration and Finance

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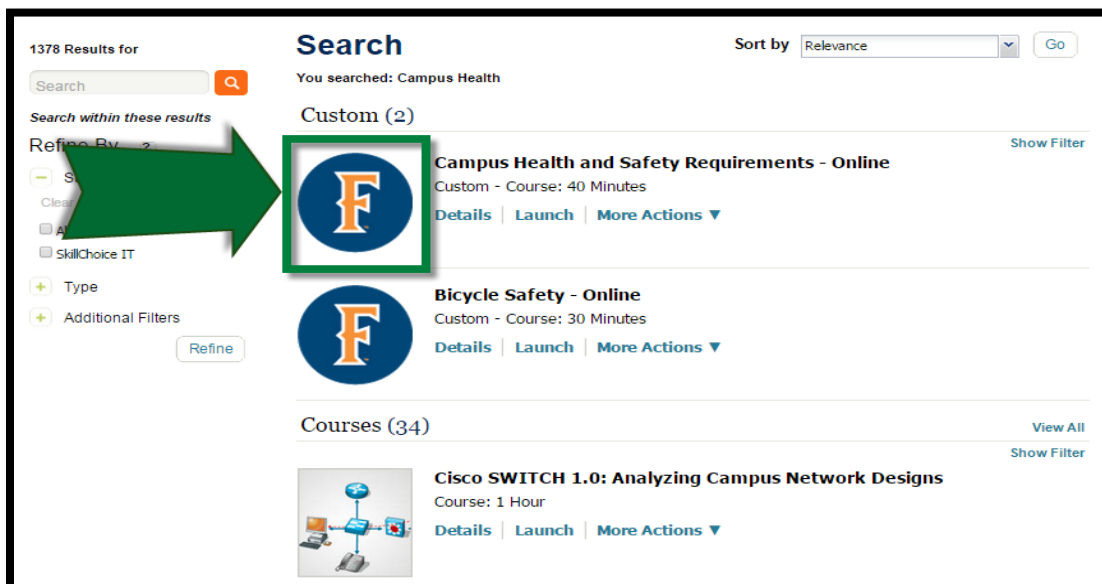
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## How to Register for an Online Class

1. In the Search bar located in the top right-hand corner of the page, type in keywords of the class you are looking for and click on the looking glass button.



2. Search results will appear. Cal State Fullerton Classes will have the Fullerton Logo.





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3. Select 'Launch' to take the online course and the course will launch.

CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

My Profile | Help | Log Out **Select** Campus Health

**Quick Links** ▾ **Recently Viewed** ▾  
**Dashboard** | **View My Plan** | **Browse The Catalog**

1378 Results for **Search** **Sort by** Relevance **Go**

You searched: Campus Health

Search  **Q**

Search within these results

**Refine By**  Subject  All  SkillChoice IT  Type

**Custom (2)** [Show Filter](#)

**Campus Health and Safety Requirements - Online**  
Custom - Course: 40 Minutes  
[Details](#) **Launch** [More Actions](#) ▾

4. If you wish to take the class at a later time, you may save it to your learning plan. Select 'More Actions'.

**Assigned Learning** **Personal Learning**

**General**

**Campus Health and Safety Requirements - Online**  
Custom - Course: 40 Minutes  
[Details](#) | [Launch](#) **More Actions**



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5. Select 'Save' to save it to your Learning Plan

The screenshot shows the search results page for 'Campus Health'. The page header includes 'CALIFORNIA STATE UNIVERSITY FULLERTON' and navigation links like 'My Profile | Help | Log Out | Select'. Below the header are 'Quick Links' (Dashboard, View My Plan, Browse The Catalog) and 'Recently Viewed'. The search results show 1378 results for 'Campus Health'. A 'Save' button is highlighted with a green box, and a green arrow points to it. The search results list includes 'Campus Health and Safety Requirements - Online' with a 'Custom - Course: 40 MINUTES' and a 'More Actions' dropdown menu.

6. You have the option to add notes, set a reminder date, etc. After selecting your preferences, click 'Save'.

The screenshot shows the 'Save to My Learning Plan' dialog box. The title is 'Campus Health and Safety Requirements - Online'. The dialog box contains fields for 'Notes', 'Due on', 'Launch' (Reassign every, Days), 'Remind me' (Once, Starting, Days, before the due date), and 'Save to' (General Set, Existing Set or New Set). A green arrow points to the 'Save' button at the bottom right of the dialog box.



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7. A notification will appear, *select 'OK'*

The screenshot shows a search results page with a notification dialog box. The dialog box contains the text "Item saved to Learning Plan successfully" and an "OK" button. A green arrow points to the "OK" button. The background shows search results for "Campus Health and Safety Reg" with a course duration of 40 minutes.

8. Click on 'View My Plan' to view the training you saved to your Learning Plan.

The screenshot shows the Employee Training Center (ETC) dashboard. The "View My Plan" link is highlighted with a green box and a green arrow. The dashboard includes a navigation menu with "Quick Links" (Dashboard, View My Plan, Browse The Catalog) and "Recently Viewed". The main content area features the CSUF logo, a welcome message, support information, and highlights.



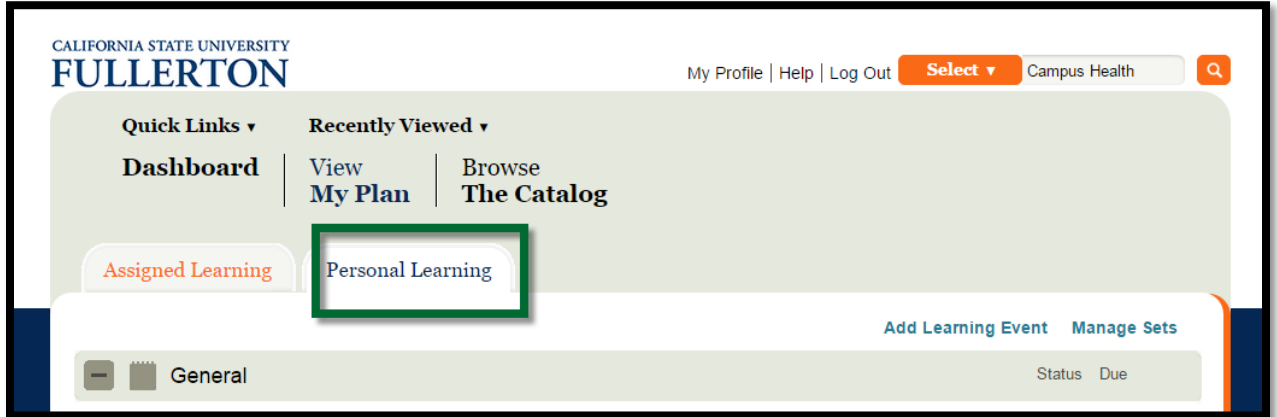
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9. Click on the 'Personal Learning' tab.



10. Find the training you are looking for and *select* 'Launch'.

