



CALIFORNIA STATE UNIVERSITY, FULLERTON

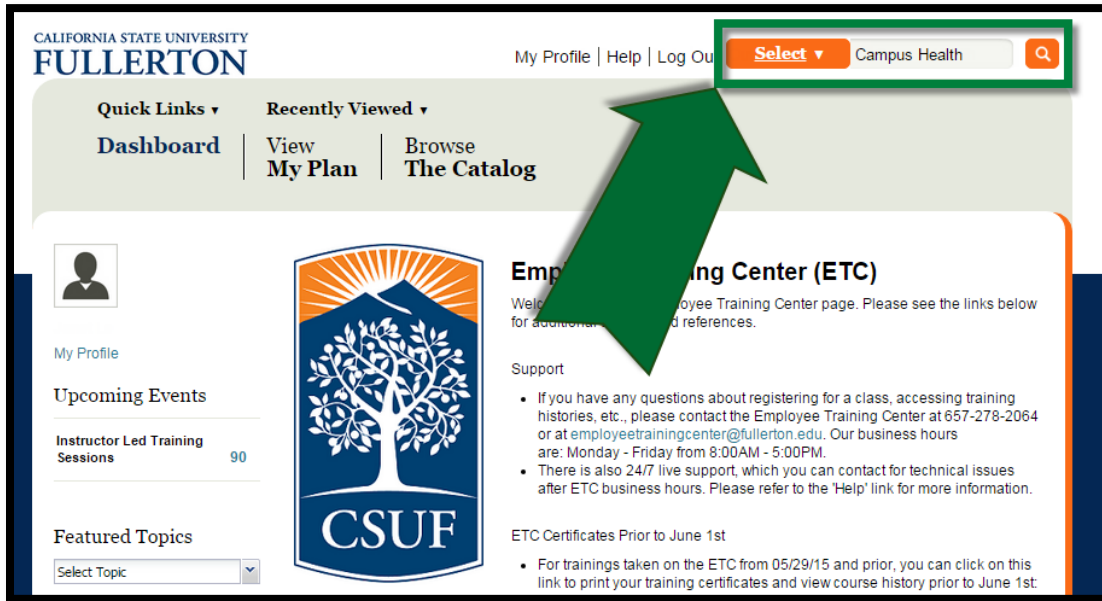
Division of Administration and Finance

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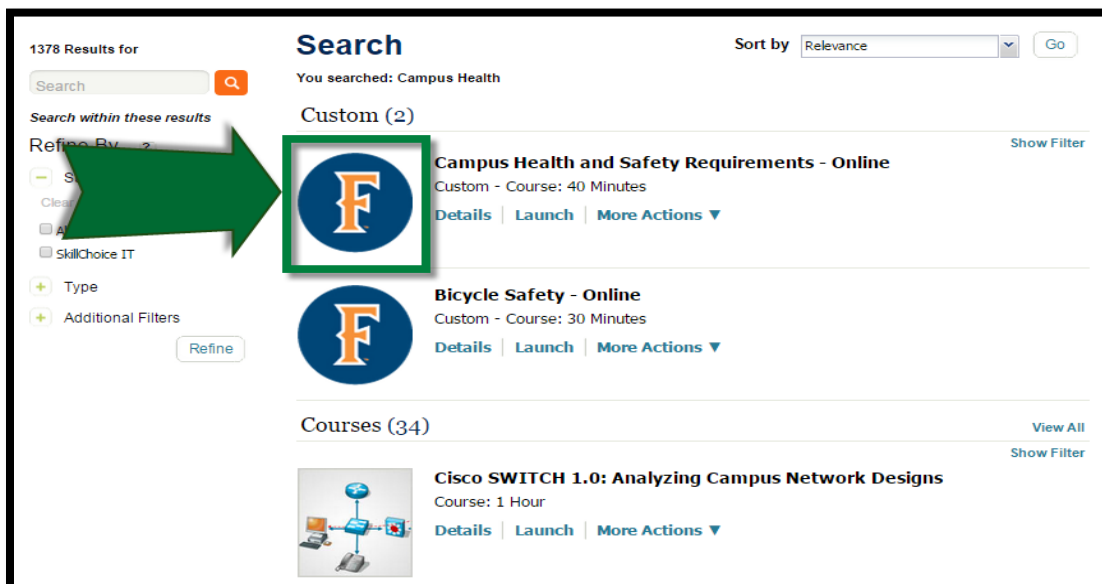
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How to Register for an Online Class

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.

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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
- Clear All
- 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, there are 'Quick Links' and 'Recently Viewed' sections. 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 also show a 'Custom (2)' course titled 'Campus Health and Safety Requirements - Online' with a duration of 40 minutes. A 'More Actions' dropdown menu is visible, containing the 'Save' button.

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 several fields and options: 'Notes' (a text area), 'Due on' (a date picker), 'Launch' (a dropdown menu), 'Remind me' (a dropdown menu), and 'Save to' (radio buttons for 'General Set' and '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 interface with a 'Search' header and a 'Sort by' dropdown set to 'Relevance'. Below the search bar, it indicates 'You searched: Campus Health'. A list of search results is visible, including 'Campus Health and Safety Reg... Online' with a 'Custom - Course: 40 Minutes' duration. A white notification dialog box is overlaid on the results, containing the text 'Item saved to Learning Plan successfully' and an 'OK' button. A green arrow points from the search results area towards the notification box, and another green arrow points from the 'OK' button.

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

The screenshot displays the 'Employee Training Center (ETC)' dashboard. At the top, there is a navigation bar with 'My Profile | Help | Log Out' and a search bar. Below this, a 'Quick Links' section includes 'Dashboard', 'View My Plan' (highlighted with a green box and a green arrow), and 'Browse The Catalog'. A 'Recently Viewed' section is also visible. The main content area features a 'My Profile' section with a user icon, 'Upcoming Events' showing 'Instructor Led Training Sessions' with a count of 2, and 'Featured Topics' with a dropdown menu. To the right, there is a large banner for the 'Employee Training Center (ETC)' with a welcome message and a list of support and highlights. A green arrow points from the 'View My Plan' button to the 'Employee Training Center (ETC)' banner.



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9. Click on the 'Personal Learning' tab.

The screenshot shows the top navigation bar of the Fullerton system. On the left, there are 'Quick Links' including 'Dashboard', 'View My Plan', and 'Browse The Catalog'. On the right, there are 'Recently Viewed' links for 'View My Plan' and 'Browse The Catalog'. Below these, there are two tabs: 'Assigned Learning' and 'Personal Learning'. The 'Personal Learning' tab is highlighted with a green rectangular box. At the top right, there are links for 'My Profile', 'Help', 'Log Out', a 'Select' dropdown menu, and a 'Campus Health' search box. At the bottom of the navigation bar, there are links for 'Add Learning Event' and 'Manage Sets', and a 'General' section with a 'Status Due' indicator.

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

The screenshot shows the 'Personal Learning' tab selected. Below the navigation bar, there is a 'General' section. The main content area displays a training course titled 'Campus Health and Safety Requirements - Online'. The course is marked as a 'Custom Course' and has a duration of '40 Minutes'. Below the title, there are three buttons: 'Details', 'Launch', and 'More Actions'. The 'Launch' button is highlighted with a green rectangular box, and a large green arrow points upwards towards it from the bottom of the screen.