

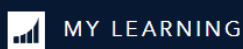


My Learning at Colorado State: Registration Guide




My Learning, a learning portal powered by Bridge Learning Management System (LMS) software, is CSU's new employee dashboard for registration and tracking of supervisory and professional development training. CSU employees will now register for trainings on My Learning, which will replace our current registration system.

Register for trainings through our website: mylearning.colostate.edu or click the bar below.

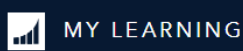
HOW TO REGISTER FROM AN ALPHABETIZED LIST OF CLASSES



To the left, or via the My Learning web link, <https://mylearning.colostate.edu>, click the hyperlinked My Learning button to log in. *Once in, click My Learning as your BACK button whenever you want to go back to your dashboard.*

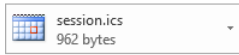
- Click and enter Learning Library
- In the "Sort By" drop-down, *please select "Title A – Z" for the most sensible Live Training class order.* Over a few log-ins, the Bridge LMS will remember your sorting preference
- Training cards display the class titles, but you must click ENROLL to enter the registration process
 - In ENROLL you have the option to view as a list  or go to the calendar view.  If you choose calendar view, you will pop up the REGISTER button by clicking an oval with the class name
- In the list view, click the caret  to bring up the class description and available number of seats
- Click the REGISTER button for the session of your choice.
- You will not be able to register for two sessions of the same Live Training class
- You will receive a registration confirmation email (see example on page 2)

HOW TO REGISTER WHEN YOU KNOW THE TRAINING TITLE



To the left, or via the My Learning web link, <https://mylearning.colostate.edu>, click the hyperlinked My Learning button to log in. *Once in, click My Learning as your BACK button whenever you want to go back to your dashboard.*

- Click and enter Learning Library
- In the Search box, enter the title of the training for which you wish to register
- Look at the training card that matches, and click ENROLL. Then follow the instructions above.
- You will receive a registration confirmation email, as seen on page 2.



Diane Fromme, you're all registered! We'll see you at the following live training

Inclusive Excellence 2

This class examines the impact that unconscious bias may play in the workplace. Class length: 2.5 hours. Rotating instructors from VPD.

Date Apr 6, 2018

Time 01:00 PM - 03:30 PM America/Denver

Location LSC 382

Notes Class instructor: Kathy Sisneros. Description here.

[VIEW OTHER SESSIONS](#)

See further instructions below for setting calendar reminders from this email

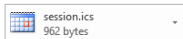
- If the session you want is full (as indicated by “No Seats Available”) please register for a different session OR for the same training with “waitlist” in its title (see waitlist instructions below)

HOW TO REGISTER BY SEARCHING THE COURSE DESCRIPTION

Click the same logo to enter My Learning. Instead of clicking the Learning Library, however, click Training Calendar. In the Search Box, enter any part of the training description and the calendar will find the training you seek.

HOW TO SET CALENDAR REMINDERS FROM REGISTRATION CONFIRMATION EMAILS

- When you receive your Live Training confirmation email, you’ll see an attachment called session.ics



- Click on that and open it
- Make your desired Outlook calendar adjustments to this appointment and click Save & Close
- The class should now appear on your Outlook calendar

HOW TO UNREGISTER FOR TRAININGS

- Click My Learning to get to your dashboard. Next to the training you want to unregister from, click RESCHEDULE. Then click the UNREGISTER button. No email confirmation is sent for unregistering.
- OR, in the Training Calendar view, click the list icon, search your class, then click UNREGISTER.

HOW TO CONTACT MY LEARNING SUPPORT

Please email mylearning@colostate.edu with any questions about registering for Live Training classes at My Learning, or visit <https://mylearning.colostate.edu>

My Learning Vocabulary

- *LMS or Learning Management System* is a Web-based software application used to plan, implement, and assess learning processes.
- *Bridge* is CSU's LMS software platform for employees.
- *My Learning* is CSU's learning portal to Bridge, and it's also your personalized learner dashboard. Once you start activity in My Learning, you will see it posted on your dashboard. Click My Learning to return to this dashboard.
- *Live Trainings* are the face-to-face classes for which you will register. Each Live Training will have one or multiple *sessions*.
- *Sessions* are the specific live training dates and times for which you'll register.
- *Waitlists* are separate Live Training placeholders for which you can register if your desired class sessions are full.
- *Learning Library* is what you will select in My Learning to see a grid view (training cards) of Live Training classes.
- *Training Calendar* offers a calendar view or list view of available Live Trainings and those for which you've already registered. You may also register for classes from either view from this training calendar.