

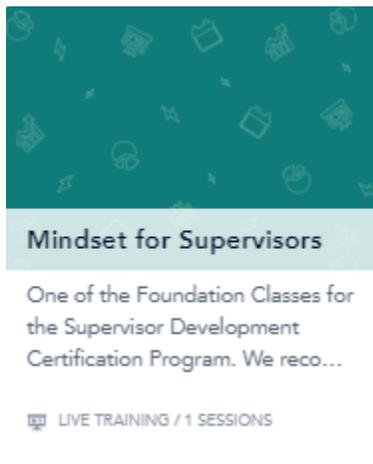
How to Navigate the New My Learning Waitlists for Live Trainings

My Learning will now guide you automatically to built-in waitlists for full classes. Here is an overview of what you will see in My Learning with regard to waitlists:

- 1) from the Learning Library view and
- 2) from the Training Calendar view.

Learning Library View

In the [My Learning Library](#), choose the training class for which you want to enroll. Let's say for example it's *Mindset for Supervisors*.



Hover over the card and click the button to start the enrollment. If a class is full, you will click the button (highlighted) to join the waitlist:



That listing will then give you the option to leave the waitlist if you enrolled by mistake:

TODAY Nov 4, 2020

TUESDAY, DECEMBER 8, 2020

WAITLISTED

Mindset for Supervisors

9:00 am - 11:30 am MST (America/Denver -07:00)
Location: Online via Zoom
Instructor: Dr. Michele Newhard

LEAVE WAITLIST

Once you join the waitlist, you will see the following on your [My Learning Dashboard](#), and will have the ability to RESCHEDULE and/or UNREGISTER if you no longer want to be on this waitlist.

WAITLISTED

Mindset for Supervisors

Session starts in a month

One of the Foundation Classes for the Supervisor Development Certification Program. We recommend that you currently be in a supervisory role to attend this class.

RESCHEDULE

If you are moved OFF the waitlist and INTO the training session, you will receive a registration confirmation email that begins with the words **“The wait is over! You’ve been registered for....”**

If you can no longer take the class on the date offered, please go to your [My Learning dashboard](#) and, next to the class title click RESCHEDULE and/or UNREGISTER.

Training Calendar View

In the [My Learning Training Calendar](#), click the training date and class you hope for. If that session is full, the button will now say JOIN WAITLIST (in the past, it said NO SEATS AVAILABLE).

Mindset for Supervisors

Tuesday, December 15, 2020
9:00 AM MST (America/Denver -07:00)
Online via Zoom
Instructor Dr. Michele Newhard

One of the Foundation Classes for the Supervisor Development Certification Program. We recommend that you currently be in a supervisory role to attend this class.

JOIN WAITLIST

Finally, here is what the full picture of this training card within the training calendar view:

MY LEARNING LEARNING LIBRARY **TRAINING CALENDAR** MY APPROVALS

TODAY December 2020

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	Mindset for Supervisors Tuesday, December 15, 2020 9:00 AM MST (America/Denver -07:00) Online via Zoom Instructor Dr. Michele Newhard One of the Foundation Classes for the Supervisor Development Certification Program. We recommend that you currently be in a supervisory role to attend this class. JOIN WAITLIST		03	04	05
06	07 Program Testing			10 Mindset for Supervisors	11	12
13	14	15 Mindset for Supervisors	16	17	18	19
20	21	22	23 CSUREC: Inclusivity 101	24	25	26
27	28	29	30	31	01	02

This entry point is the only difference when you join the waitlist from the Training Calendar. All the other steps described for the Learning Library View remain the same.

For more information about waitlists or anything related to Bridge/My Learning, please email mylearning@colostate.edu.