

My Learning Registration Guide



My Learning, a learning portal powered by the Bridge Learning Management System (LMS) software, is CSU's employee dashboard for eLearning and for registration and tracking of supervisory, professional development, and compliance training. Register for trainings on My Learning through your [My Learning dashboard](#), or visit the [My Learning website](#) for additional references and documentation, and answer to frequently asked questions.

The My Learning Website: Resources for Learners, Administrators, and Supervisors

Go to the [My Learning website](#) for resources, announcements, and FAQs. The [New and Noteworthy page](#) includes announcements by department and is accessible via the [Employee Access and Resources tab](#). CSU's community of Bridge administrators can quickly access information at the [Administrator tab](#). Supervisors can find instructions to pull Bridge reporting data at the [Supervisor tab](#).

How to Set Your My Learning Viewing Preference

List (words) or Grid (visual tiles)

Log in to your [My Learning dashboard](#).

You can now set your dashboard viewing preference.

On the right side, you can click your List View icon



or toggle to a grid view instead.



If you scroll all the way down to the bottom of your dashboard, you will see the Categories CSU is using to organize employee trainings. You'll also see these Category headings in your Learning Library.

How to Enroll in Live Trainings, Courses and Programs by Category, or from a List, in the Learning Library

Log in to your [My Learning Dashboard](#). Click and enter the Learning Library.

MY LEARNING **LEARNING LIBRARY** TRAINING CALENDAR

You will see learning items represented as training cards, or tiles, in a variety of category headings as you scroll up and down. Here is an example category. Within a category, you can scroll the available cards and/or click VIEW ALL:



In the “Sort By” drop-down, select “Title A – Z” for the most sensible training order within the categories. If you are looking for a training that was just added recently, try sorting by “Date Added.”



Training cards, or tiles, display the learning item titles. You may enroll for Live Trainings, Courses and Programs by hovering on the training card, clicking ENROLL (Course, Programs) or VIEW SESSIONS (Live Trainings), and following the prompts. For Live Trainings, you will then REGISTER for a specific session.

Programs also offer a “Preview” option so you can look over the Program carefully before enrolling.

Regardless of what you choose, you will receive a Registration/Enrollment Confirmation email. **If your session is Live Training, the email will include an .ics calendar attachment—please set your Outlook calendar reminder from this email! (see further instructions below)**

How to Join a Waitlist from the Learning Library

If you are enrolling in a Live Training, and you click VIEW SESSIONS, full sessions will display JOIN WAITLIST instead of the REGISTER button. Click JOIN WAITLIST to be added to an automatic queue for that session.



NOTE: You will not be able to register for a waitlist on one date and a main session on a different date if they fall under the same training title.

For a full My Learning waitlist tutorial, please click [here](#) or find it at the bottom of [this web page](#).

How to Register for a Live Training Session from Training Calendar

Log in to your [My Learning Dashboard](#). Click and enter the Training Calendar.

MY LEARNING LEARNING LIBRARY **TRAINING CALENDAR**

Search by date you are free to take training, or date of a specific offering. Click on the oval with your desired class session. This pops up information about the session. You can register here for this session.

Open enrollment for
UA New Employee Overview and Welcome Session
Thursday, December 10, 2020
9:00 AM MST (America/Denver -07:00)
MS Teams: <https://bit.ly/2XU6MeH>
Instructor: Angie Curtis

This session is for all new UA employees. On this walk through the organizational overview of units and processes, you will learn how your position fits into the division and short-cuts to gain access to your personal information.

REGISTER

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REGISTER

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UA New Employee Ove...
Mindset for Supervisors
Crafting Goals with the ...

How to Join a Waitlist from the Training Calendar

If the session is FULL, the REGISTER button will instead say JOIN WAITLIST. Click JOIN WAITLIST to be added to an automatic queue for that session.

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

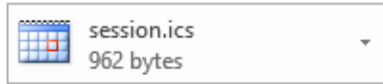
One of the Foundation Classes for the Supervisor Development Certification Program. We recommend that you currently be in a supervisory role to attend this class.

JOIN WAITLIST

For a full My Learning waitlist tutorial, please click [here](#) or find it at the bottom of [this web page](#).

How to Set Calendar Reminders from Live Training 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 to make your desired Outlook calendar adjustments to this appointment and click Save & Close

The class should now appear on your Outlook calendar, and will remind you of class date/time/location

How to Unregister for Live Trainings, Courses, and Programs

Live Trainings

Go to your [My Learning dashboard](#).

IN THE LIST VIEW: Next to the training you want to unregister from, click RESCHEDULE. Then click the UNREGISTER button. No email confirmation is sent for unregistering.

IN THE GRID VIEW: Hover over the training you want to unregister from and click RESCHEDULE. Then click the UNREGISTER button. No email confirmation is sent for unregistering.

IN THE TRAINING CALENDAR VIEW: Click the list icon, search your class, then click UNREGISTER.



Courses and Programs

If you mistakenly registered for a My Learning Course or Program, please email the [My Learning support email](#) and request to be removed.

How to Contact My Learning Support

Please visit the [My Learning website](#) which has a list of Frequently Asked Questions and Answers about My Learning. If you cannot find an answer, please email [the My Learning support email](#) with the knowledge that it is not a 24-hour help desk. You will receive an email response within 48 hours.