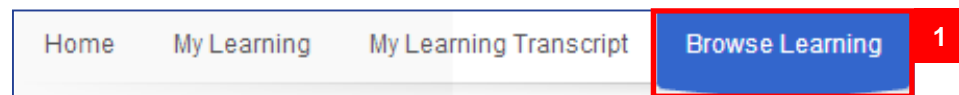


iLearn

How to enrol in a program

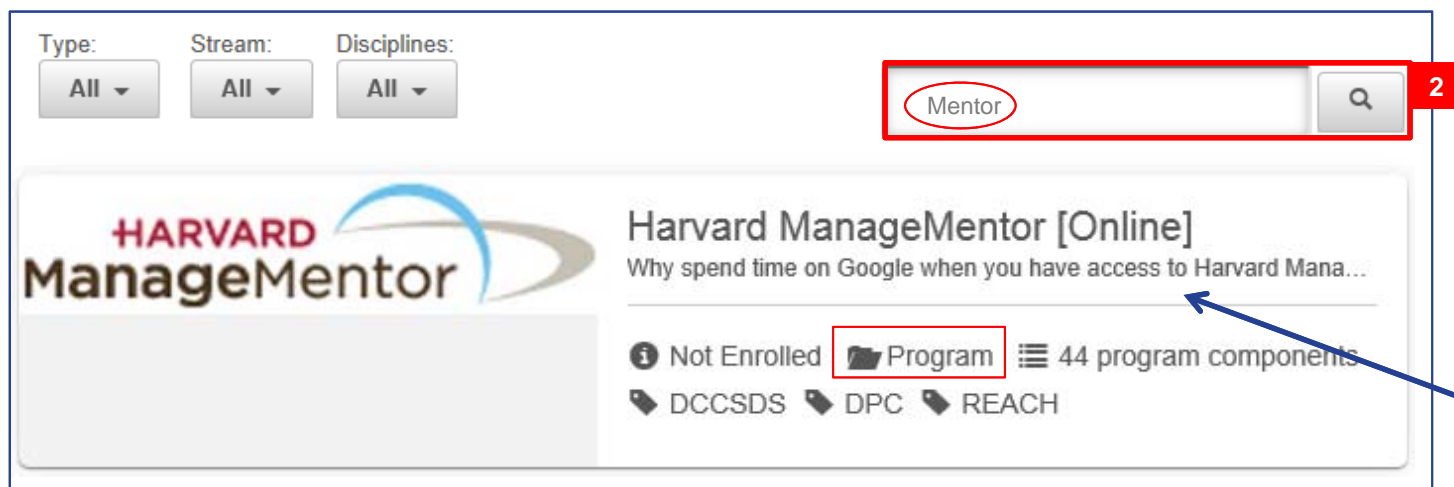
How to enrol in a program

For	All users
Last Updated	December 2014 (Version 1.0)
Menu	Browse Learning
Department	DCCSDS, DATSIMA, DPC



1

From the iLearn home page, click on 'Browse Learning' to view the catalogue.



2

Type a keyword in the search field and click the 'Search' icon.

3

Click on the Program you wish to enrol in. In this example we have used 'Harvard ManageMentor [Online]'.

Program: Harvard ManageMentor [Online]

4

Enrol

Overview

Why spend time on Google when you have access to Harvard ManageMentor? Harvard ManageMentor is an online manager's toolkit providing you with fast access to information on key issues you face everyday.

Department Message

Leadership is the key to great teams and great organisations. One of the supports the department has for developing leaders and managers is the Harvard ManageMentor series of topics. It offers a 'just in time' toolkit and library of resources developed by the Harvard Business School with a range of tools, tips and information to support core management and leadership functions. Harvard ManageMentor enables you to gain practical knowledge and skills to assist you to perform in your leadership role.

4

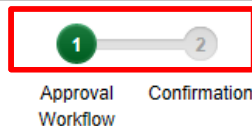
Click 'Enrol'.

TIPS

This screen will provide the following information:

- Overview (including costs and eligibility)
- Learning Objectives
- Program components

Enrolment For Harvard ManageMentor [Online]



Step 1 - Approval Workflow

Your enrolment for this course requires approval (note that in case your organisation has multiple managers/administrators, you can choose which one of them the enrolment request should go to):

Manager

Manager Account

Next

5

Cancel

TIPS

The wizard displays the number of steps required for this enrolment.

If no wizard is displayed, the enrolment does not require approval and you will be automatically enrolled.

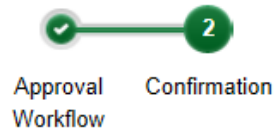
TIPS

Your current manager's name is displayed here. If your manager's name is incorrect then refer to the '*How to change my supervisor and my personal details*' guide.

5

If your manager's name is correct, Click 'Next'.

Enrolment For Harvard ManageMentor [Online]



Step 2 - Confirmation

Your enrolment is pending approval from your manager

You will receive an email shortly to confirm the approval. Please contact your manager if you require an urgent approval.

You will receive a confirmation email shortly.

Created

27/10/2014 4:26 PM

Finish

6

TIPS

This screen displays general information about the status of your enrolment. Your supervisor will receive a notification with instructions to approve your enrolment.

6

Click **Finish** to complete the enrolment process.

Go to **'My Learning'** to view the status of this enrolment.

7

You have now enrolled and your enrolment is pending your manager approval.

TIPS

Once enrolment has been approved go to **'My Learning'**, select the Program, check you are enrolled in all components of the program and enrol in a Learning Event if required.

Home **My Learning** My Learning Transcript

Program: Harvard ManageMentor....

Status: Pending

More