

iLearn

How to enrol in learning

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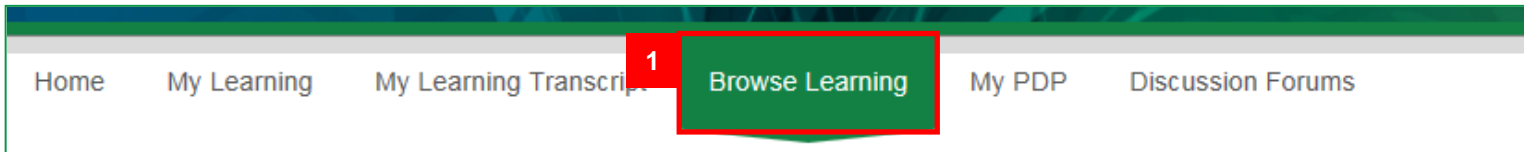
For	All users
Last Updated	June 2015 (Version 1.0)
Menu	Browse Learning
Department	NPSR, EHP

You can self enrol in learning as follows:

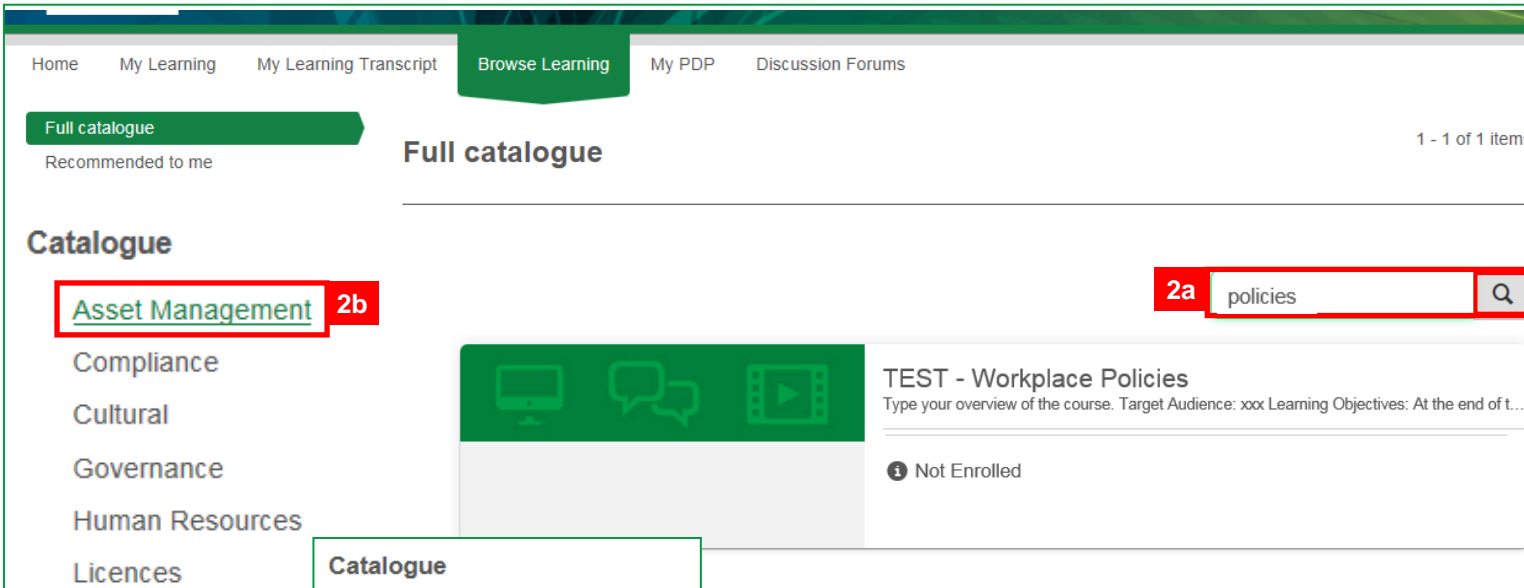
1. **Self-enrolment with approval process**
2. **Self-enrolment without approval process**

How to enrol in learning

1. Self enrolment with approval process:



1
From the iLearn home page, click on 'Browse Learning' to view the catalogue.



2
2a) Enter a word/name in the search field or
2b) NPSR - click on a category under 'Catalogue'
2c) EHP – click on a category under 'Catalogue'

Full catalogue 1 - 1 of 1 items

Recommended to me

Catalogue

- Asset Management
- Compliance
- Cultural
- Governance
- Human Resources
- Licences
- Marine
- Park Management
- Resource Management
- Vaccinations

policies

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💬
▶️

TEST - Workplace Policies
Type your overview of the course. Target Audience: xxx Learning Objectives: At the end of t...

🚫 Not Enrolled

3

Click the name of the course or catalogue item of your interest to view details and session events.

NOTES

Catalogue terminology:

🚫 Not Enrolled Indicates your enrolment status.

Sessions

There are currently no upcoming sessions for this event. You can register interest to encourage more sessions.

Below are all the upcoming sessions for this event.

When and where	Register By	Places	
BRISBANE CBD - Level 1 Training Room, 111 George Street Map Wednesday June 24 2015 from 09:00 AM to 05:00 PM (Brisbane UTC+10)	09:00AM Jun 24, 2015	1	4 Attend Session

Recommend to a colleague

Extended Information
 Additional information about this Catalogue Item.

TIPS

If no current session is available, a message will be displayed.

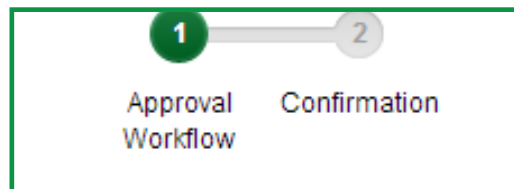
TIPS

Hover over the 'Map' to load map image.

4

Click the 'Attend Session' button of the session you wish to attend.

Enrolment For TEST - Workplace Policies



1 Step 1 - Approval Workflow

If this enrolment requires approval by your manager and you do not have an enrolment approval manager listed, or you need to change your enrolment approval manager, please go to Menu ☰, My Tools > Select a New Manager. If this enrolment requires approval by an Administrator (as per the course details), please select the appropriate Administrator from the list. :

Manager

Next ➔ **5** Cancel

TIPS

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

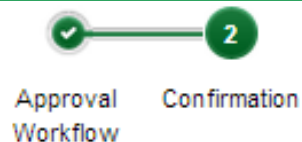
If no wizard is displayed, the enrolment does not require approval and you will be automatically enrolled in the session.

TIPS

Your current manager's name is displayed here. If your manager's name is incorrect then refer to the 'How to change my enrolment approval manager' guide before enrolling.

5

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



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 13/10/2014 12:31 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.


Note: A pending enrolment has to be approved before the session is filled to guarantee your place in the training.

6

Click 'Finish' to complete the enrolment process.

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

2. Self enrolment with no approval process:

 You have been successfully enrolled.

TEST - Workplace Policies

Type your overview of the course. Target Audience: xxx Learning Objectives: At the end of t...

Enrolment Status	Not Attempted
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Follow Steps 1–4 on previous slides

TIPS

If a session has not been set up with an approval process your enrolment will be automatically **'successful'**. A notification will be emailed to you and an appointment will be inserted in your Outlook calendar.

TIPS

If you want to cancel your enrolment, please refer to the **'How to cancel an enrolment'** guide.