iLearn

How to enrol in learning
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You can self enrol in learning as follows:

1. Self-enrolment with approval process

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

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

   2. Enter a word/name in the search field or:
      2a) NPSR - click on a category under ‘Catalogue’
      2b) EHP – click on a category under ‘Catalogue’
Click the 'Attend Session' button of the session you wish to attend.

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

Hover over the 'Map' to load map image.

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

Catalogue terminology:
- **Not Enrolled**: Indicates your enrolment status.

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

NOTES:
- Extended Information
  Additional information about this Catalogue Item.
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If your manager’s name is correct, click ‘Next’.

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.

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.

If your manager’s name is correct, click ‘Next’.

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.

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:

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.