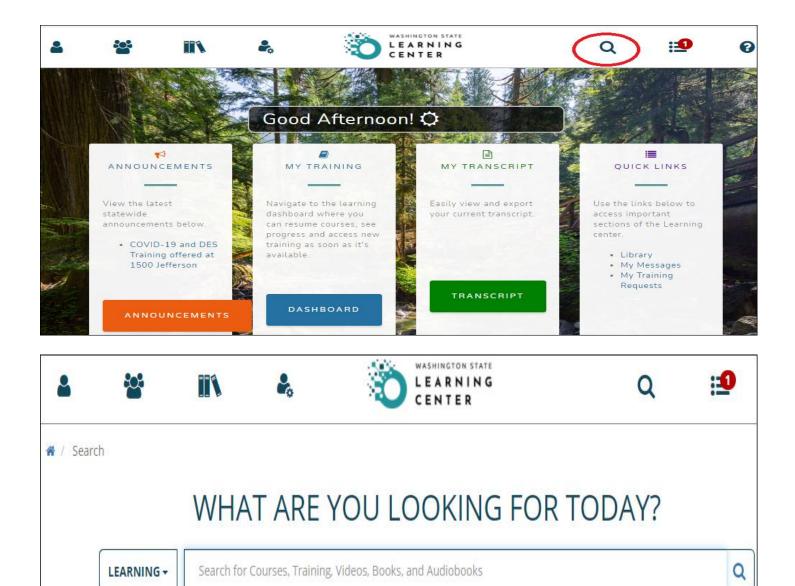
How to Register for a Statewide Class that has a Cost

Created by Suzie Hagen 12/2020

- Access your <u>Learning Center</u> account and click the Search icon (the magnifying glass) in the top right corner Q
- Type in the course/class name or part of the name you're looking for and click Enter
 - Type an asterisk (*) and Enter to see <u>all</u> available learning activities
 - Type quotation marks around your search criteria for more narrow results example type "leading others" or "Excel"
 - Additional options to filter your search results appears in the left margin of your search results page
- Click on the learning activity name (the course or class name) to see the description/more details about the training
 - Or click the three dots icon to the right of the learning activity and choose View Details
- Click the **Register** button (there will be more steps before you're actually registered so it's ok to click it)
- If there is a class scheduled with available seats the date and details will appear
 - If there are no classes scheduled you'll see a red "Registration Blocked" message click the browser Back button to return to the course description/details page and click the Back to Search Results breadcrumb link to return to your search results
- Click Add next to the class date you want the class cost will appear in the Registration Summary on the far right
- Notice the *Cancellation Policy* link above the Total click it to see a pop up message then click close
- DES employees will see a yellow message that says "Warning: After you complete the registration process, your registration for all activities will be delayed because you're pending approval or on the waiting list for at least one of the activities."
 - This means an approval request will be emailed to their supervisor to approve before they are enrolled this will occur after they click Register in the next step
 - A similar message will populate for any agency that has an approval workflow process set up most agencies will have one similar to DES's approval process
- **Click Register** in the bottom right corner **to submit your registration request** for the class (or click CANCEL to back out of the registration process and return to the course description page)
- If you click CANCEL you'll return to the training details page click on the Search icon to search again
 - ${f Q}$ or click the Learning Center icon in the top center of the page to return to the homepage
 - You can see your submitted request by clicking on the Learning Center icon to return to the homepage > click Dashboard > in the Resume Learning section click View all > on your Training Schedule page click on the Waiting List or Pending Approval – once its' been approved you will see the record in the Current/Upcoming tab of your Training Schedule
 - It is recommended that you contact your supervisor to let them know you submitted a request for their approval so they know to look for it in their email inbox

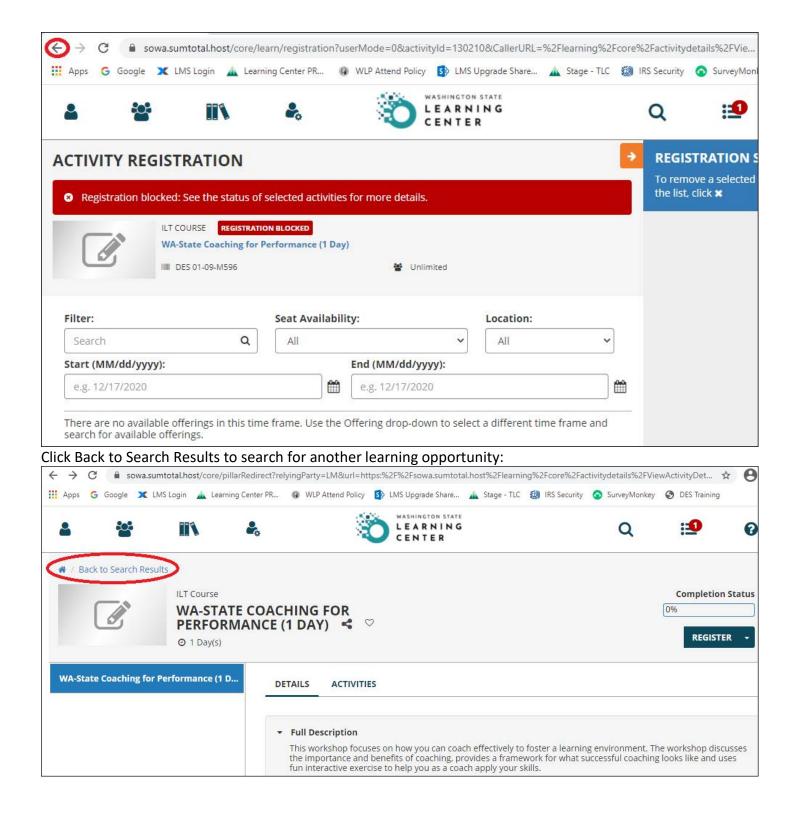


Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

2 isi		20	LEARNING CENTER	Q	:1	0
😤 / Search						
			"Performance"			Q
Filter Results	Clear All	226 results for ""F	erformance""		Sort By: Best M	latch 👻 🛱
Saved Searches	>		ONLINE COURSE			
Activity Type ILT Course (216) WA STATE Curriculur OnLine Course (1)	❤ m (9)	7.	OFM Results through Perform eLearning In this course participants will be given an or OFM_RPM2020			
Duration (Minutes)	>		ILT COURSE			
Topics	>		WA-State Program Performa Virtual or In-person	nce Management (2 days) -	E
Credit Hours	>		Program Performance Management 01-14-F	S29This 2-day course identifie	es the how to set rea	a
Language	>		16h 01-14-PS29			
Activity Availability	>		ILT COURSE			
Start Date	>		WA-State Performance & De			:
Location	>		This course is designed to help guide an ong	oing and cooperative relation	ship between the su	

	Completion Status Completion Status 0% ENT PLAN (PDP) (1/2 REGISTER +
WA-State Performance & Development Pl	 Full Description This course is designed to help guide an ongoing and cooperative relationship between the supervisor and employee that focuses on results. This workshop will describe, in plain talk, how the PDP process is an integral part of performance management. You will learn tips and tools for goal setting, how to develop outcome performance measures, and conduct collaborative discussions, as well as practice using the state Performance & Development Plan forms.
	 Performance Objectives: Upon completion of this course you should be able to: Describe the PDP process and how it fits into performance management. Define the key results and key competencies expected in the position. Write measurable and/or behaviorally observable assessment statements.
	 Prepare for conducting a collaborative feedback session. Create strategies for keeping the plan alive. Competencies covered in this course: Performance Management
	Intended Audience: Public Sector Supervisors & Managers

Note: If there are no classes available you'll see a red Registration blocked message – click the browser back button to return to the course description/details page and click the Back to Search Results Link to return to your search results:



If there are scheduled classes, the date, seat availability and location will appear > to select the class date click ADD:

4	101	111	20			LE	ARNING NTER				Q	:1	0
						REGISTRATION SUMMARY To remove a selected activity from the list, click x							
		A-State Performance DES 01-09-M325	& Developm	ent Plan (PDP) (1/2 Day)		🗑 Unlimited				ILT COURSE WA-State Performance &	Development Plan (I	PDP) (1/2 Day)	
						lect an activity 🔸							
Filter:				Seat Availability:		Location:	Start (MM/dd/yyyy):	_	End (MM/dd/yyyy):				
Search			Q	Available	~	VIRTUAL TRAINING	e.g. 12/17/2020		e.g. 12/17/2020				
	0	■ DES_01-7573 ♥ # VIRTUAL TRAINI	ING, VIRTUAL T	RAINING		 16 Available Seats 1/7/2021 8:00 AM PST 1/7/2021 4:30 PM PST (View in my time zone) 			ADD				
										CANCE	L EXPRESS	INTEREST	REGISTE

a 🔤	II\ &			1 (A)	LEARNING ENTER			Q 🏥 🛛
ACTIVITY REGISTRATION								REGISTRATION SUMMARY To remove a selected activity from the list, click x
	ILT COURSE REGISTRATION ALLOWED WA-State Performance & Developr IIII DES 01-09-M325		ivities will be delayed be	cause you're pending approval	or on the waiting list for at leas	t one of the activities.		ILT COURSE WA-State Performance & Development Plan (PDP) (1/2 Day) ILT CLASS X
Filter:	٩	Seat Availability:	ACTIVITIES (1) : Required s	Location:	Start (MM/dd/yyyy): e.g. 12/17/2020	End (MM/dd/yyyy):) 📾	WA-State Performance & Development Plan (PDP) (1/2 Day) - Virtual List Price: 120.00 US
	ILT CLASS REQUIRES APPROVAL WA-State Performance & Dev III DE5_01-7573 • # VIRTUAL TRAINING, VIRTUAL	elopment Plan (PDP) (1/2 Day) - Virtu	zal	 16 Available Seats 1/7/2021 8:00 AM PST 1/7/2021 4:30 PM PST (View in my time zone.) 		REMO	Æ	
								Cancellation Policy
								Total : 120.00 U
								CANCEL EXPRESS INTEREST REGISTER