How to Register for a Statewide Class that has a Cost

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- Access your **Learning Center** account and click the Search icon (the magnifying glass) in the top right corner 🔍
- 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 all 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 🔍 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

Good Afternoon!

ANNOUNCEMENTS

View the latest statewide announcements below.

- COVID-19 and DES Training offered at 1500 Jefferson

ANNOUNCEMENTS

MY TRAINING

Navigate to the learning dashboard where you can resume courses, see progress and access new training as soon as it's available.

DASHBOARD

MY TRANSCRIPT

Easily view and export your current transcript.

TRANSCRIPT

QUICK LINKS

Use the links below to access important sections of the Learning center.

- Library
- My Messages
- My Training Requests

WASHINGTON STATE LEARNING CENTER

🏠 / Search

WHAT ARE YOU LOOKING FOR TODAY?

LEARNING ▾ | Search for Courses, Training, Videos, Books, and Audiobooks

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.

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:

Click Back to Search Results to search for another learning opportunity:

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