2. Global Search: enter titles, keywords and descriptions
3. UTLearn Announcement: recent news and updates about the system.
4. Your Transcript: view your transcript and launch online courses
5. Browse for Training: view training by subjects
6. Additional Training Resources: links to other resources outside UTLearn
There are multiple ways to browse and search for training:

1. Enter the training title into the Global Search text field and press Enter.

2. Browse for training by selecting a subject (category).

3. Mouse over the Learning navigation tab and click Browse for Training.
Register for Training

Instructor-led courses

1. Click the training title.

2. The training details page appears with the list of available sessions.

3. Locate the session you want to register for and click the Request button.
Upon clicking the Request button, the transcript page appears:

1. The course you requested will show in Registered status.
2. Click the View Training Details button to see session details.
Register for Training

Online courses

1. Search for an online course and click the training title.
2. The training details page appears, click the Request button.
Upon clicking the Request button, the transcript page appears:

1. The course you requested will show in Registered status.

2. Click the Launch button to start the course.
Register for Training

Materials

1. Search for material and click the training title.

2. The training details page appears, click the Request button.
Upon clicking the Request button, the transcript page appears:

1. The course you requested will show in Registered status.
2. Click the Launch button to view the material.