Quick Start Guide for the UC Learning Center

Access the UC Learning Center
1. Open a supported internet browser: a) Internet Explorer versions 6-11
   b) Chrome versions 14-30
   c) Firefox versions 5-7
   d) Safari version 37
2. Visit the Human Resources Training Website at http://hr.ucmerced.edu/training
3. Click on the yellow UC Learning Center button
4. Enter your UC Merced Net ID User Name and Password and click Login

Browse the Catalog
1. From the Learn menu, click Catalog.
2. Click a category name.
3. Browse the section to locate the activity.

Search the Catalog
1. Click Search in the upper right corner.
2. Enter your search criteria in the Search box.
3. Click GO.

Register for a Learning Activity
1. Search or browse the catalog to locate the activity you want.
2. Click Register to register for the activity.
3. Make appropriate selections, as required, and click Submit to complete your registration.

Take Assigned Training
1. From the Assess menu, click Training Analysis.
2. Click Start to the left of the activity name to launch the activity.

View Your Training Schedule
From the Learn menu, click Training Schedule.

View Your Transcript
From the Learn menu, select Learning Activity Reports and click Training Transcript.

General Tips
• Click the Learner icon to return to the main screen at any time.
• Confirmation messages for registrations, profile and other changes appear at the top of the page.

Cancel Training
1. From the Learn menu, click Training Schedule.
2. Select the box to the left of the activity whose registration you wish to cancel.
3. In the Task list, select Cancel registration and click GO.
4. On the Cancellation Confirmation page, click Cancel Marked.

Launch Online Training
1. From the Learn menu, click Training Schedule.
2. Click Start to the left of the activity name to launch the activity.

Set Your Manager
1. On the Home page, click Profile.
2. Scroll down to the Manager field and Browse to find your supervisor. Select your supervisor. Click OK.
   *Your supervisor is the person who conducts your performance evaluation. If you have multiple supervisors, please ask them who should have access to your training, or consult Human Resources.
3. Scroll to the bottom and click OK to save your profile changes.

Access Online Help
Click the help link in the top right corner.