

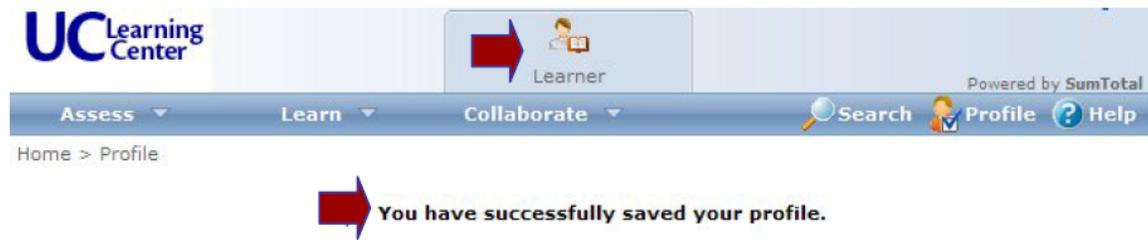
# Quick Start Guide for the UC Learning Center

## 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**

## 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.



## 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**.

## 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.