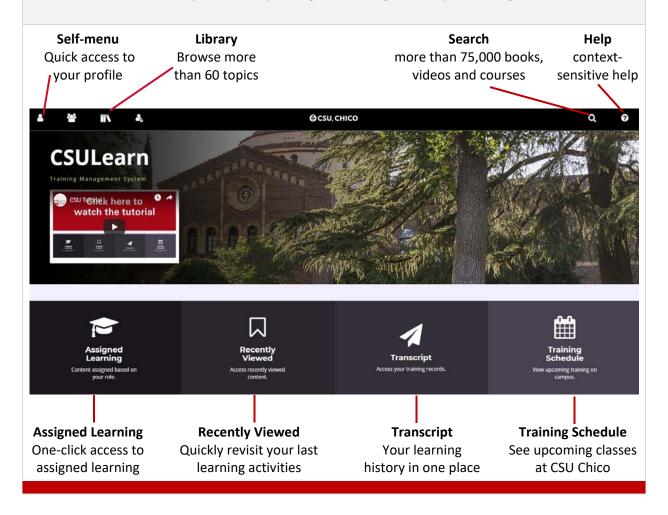
Learner Quick Guide

CSU Learn

CSU Chico's portal for learning and professional development

CSU Learn is the new training management system that allows all CSU campuses to assign, track and leverage content, ranging from professional development to compliance training. CSU Learn Highlights:

- Easy to navigate system with robust search functionality
- Extensive library of Skillsoft training courses
- Click ♥ to add your favorite courses for easy access
- Self-report external learning such as conference sessions or certifications
- One-click access to your transcript, assigned learning and campus training



How Do I Find a Class or Course?

EITHER

Click the Enterprise Search icon (top-right).

Select 'Learning' from the drop-down and enter the search term. You can also select 'Learning Content' if you want results sorted by type (video, books etc.)

LEARNING - Search for Courses, Training, Videos, Books, and Audiobooks

Note: You can also search for people, reports or navigation help.

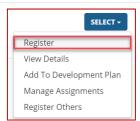
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Click the Library icon (top-left) then browse learning by content topics.

How Do I Register For A Class?

- 1 Search for the class you're interested in.
- 2 Click the Select button that displays to the right of each class name, then choose Register.

All registrations display on your Training Schedule. To access: Select Learning > Registrations from the Self menu (top-left).



How Do Find Required Compliance Training?

Simply click the Assigned Learning button (lower-left on the home page).

You'll see all your learning activities (assigned, critical, upcoming etc.) listed on one easy-to-access page.



Where Is My Transcript?

It's available any time from the CSU Learn home page. Just click the Transcript button at the bottom of your screen.



You can sort by dates, print or export the data to PDF.