OVERVIEW OF THE LEARNER HOME PAGE
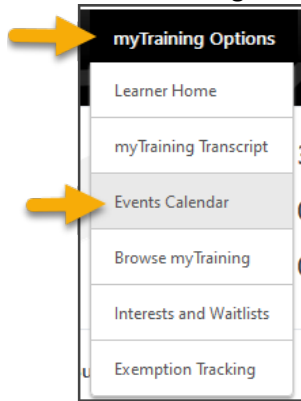
Below is an overview of the features available in the Learner Home page in myTraining.
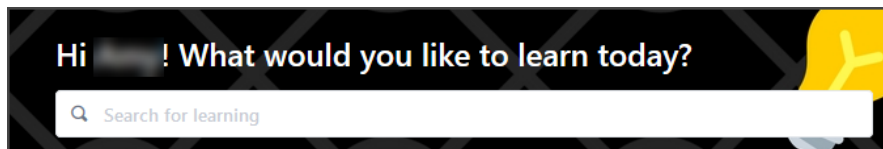
Guide Contents

EVENTS CALENDAR

To view the training calendar, select Events Calendar under myTraining Options.
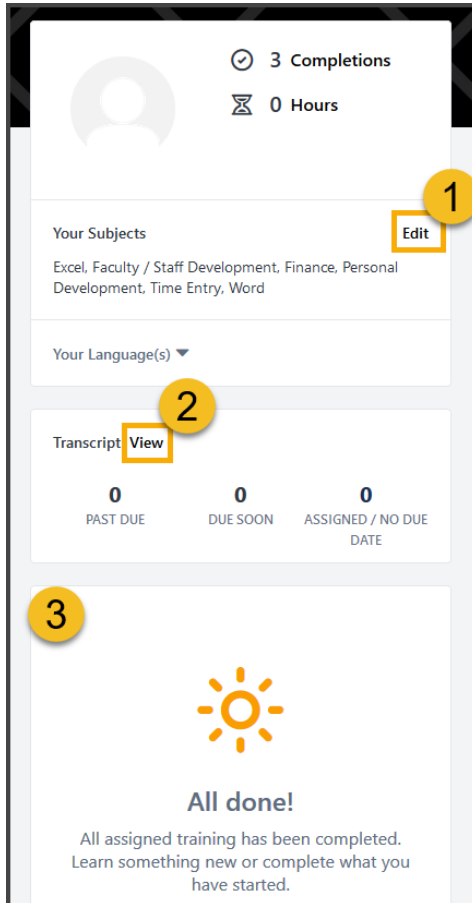

SEARCH FOR LEARNING

Use search to find sessions.

PROFILE INFORMATION

1. **Your Subjects:** Enter / modify session subjects that may be of interest.
   - Click Edit in Your Subjects to modify.
2. **Transcript View:** Click View to access transcript information.
3. **Assigned Trainings:** Trainings assigned by supervisor will display here.

LEARNING CAROUSELS

Learning Carousels contain different content located in myTraining.
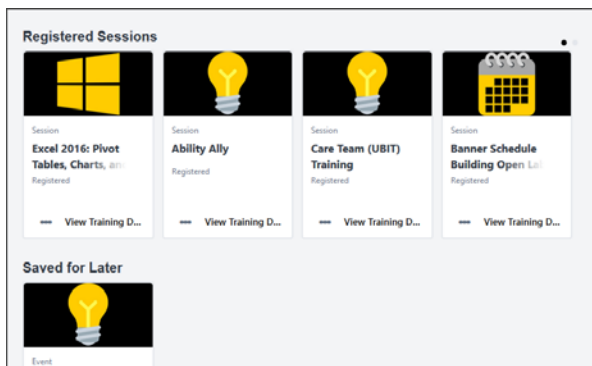
- ➢ **Registered Sessions:**
  - Sessions that you are currently registered for or are in progress will be listed in the **Registered Sessions** carousel.
- ➢ **Saved for Later:**
  - Sessions that you have saved for a later date will display in the **Saved for Later** carousel.
  - To save a session for later:
    - o Click the ellipses in the bottom left of the session
    - o Select Save for Later
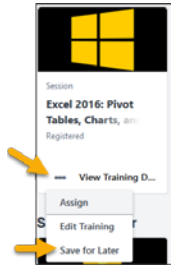
- ➢ **Inspired by Your Subjects**
  - Sessions that are based on the subjects you have selected will display in the 'Inspired by your Subjects' carousel.
- ➢ **New Offerings**
  - New training sessions may be highlighted in the 'New Offerings' carousel

CONTACT INFORMATION

- ➢ myTraining Questions: myTraining@wichita.edu
- ➢ myWSU Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu