



OVERVIEW OF THE LEARNER HOME PAGE

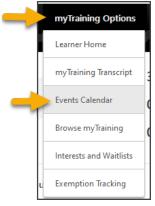
Below is an overview of the features available in the Learner Home page in myTraining.

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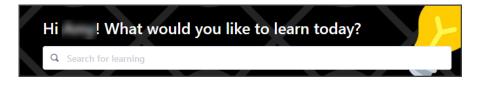
EVENTS CALENDAR

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



SEARCH FOR LEARNING

Use search to find sessions.







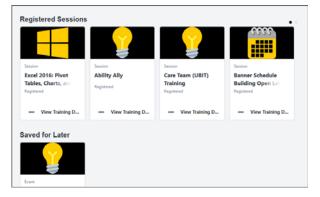
PROFILE INFORMATION

3 Completions
図 Hours
Your Subjects Edit
Excel, Faculty / Staff Development, Finance, Personal Development, Time Entry, Word
Your Language(s) 🔻
2 Transcript View
O O O PAST DUE DUE SOON ASSIGNED / NO DUE DATE
3
- <u>;;</u> -
All done!
All assigned training has been completed. Learn something new or complete what you have started.

- 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:
 - Click the ellipses in the bottom left of the session
 - 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: <u>myTraining@wichita.edu</u>
- > myWSU Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu