

Searching For and Enrolling in SDLC Courses

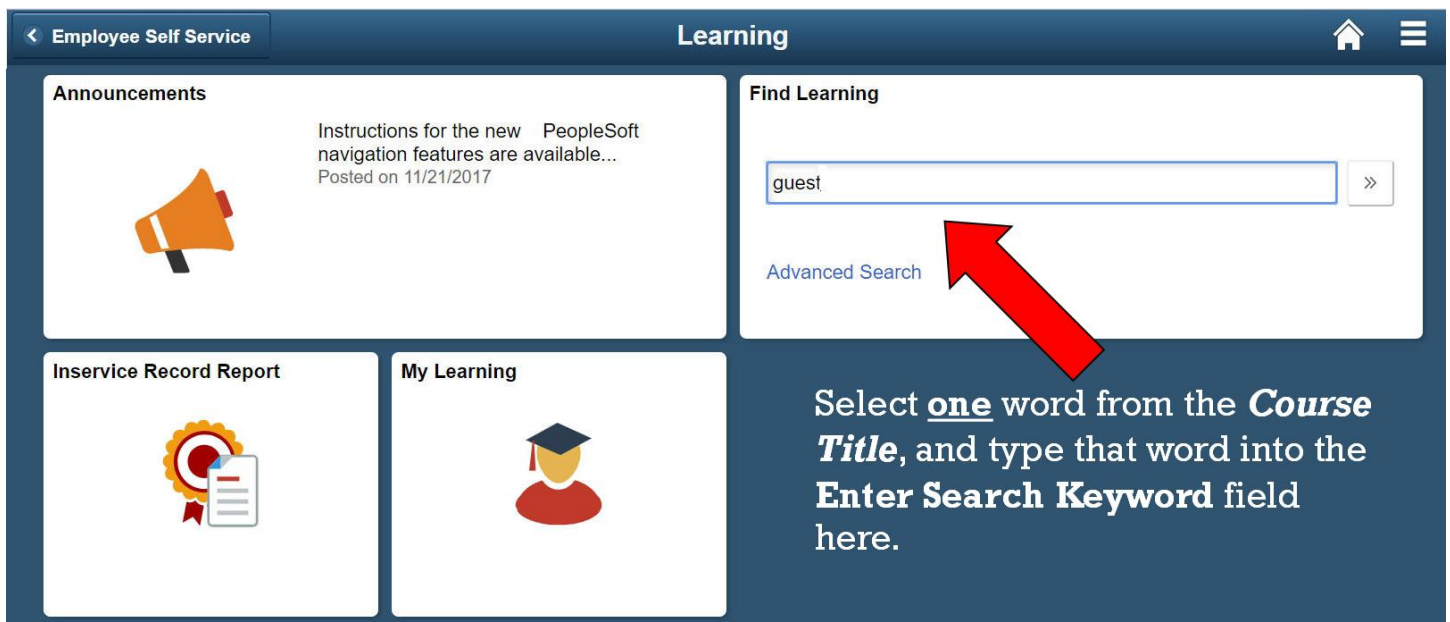


If you are interested in attending any SDLC courses you may review course descriptions and register for the courses by logging into PeopleSoft ELM at <https://peoplesoft.leeschools.net>.

- Log into **PeopleSoft**.
- Click on **Learning** tile.



- Select **one** word from the **Course Title**, and type that word into the **Enter Search Keyword** field on the **Find Learning** tile



- Click the >> button.

- Click the **Catalog Title** link, **once only**, and **wait 40 seconds** for a complete list of dates/times offered.

The screenshot shows the 'Find Learning' search interface. The search bar contains the text 'guest'. Below the search bar, there are search results for 'guest'. The first result is 'Technology Basics for Guest Teachers', which is marked as 'Already Enrolled'. The second result is 'Guest Teacher Orientation', which has 6 offerings matching criteria. The third result is 'Instructing Students with Disabilities', which has 1 offering matching criteria. A red arrow points from the text 'Click the Catalog Title link once and wait at least 40 seconds...' to the 'Instructing Students with Disabilities' course title.

- Click **Enroll** at the bottom of the appropriate course tile.

The screenshot shows the details for the 'Instructing Students with Disabilities' course. The page includes a 'Course Description' section with a link to 'View additional details'. Below this is the 'Enrollment Options' section, which lists a 'Scheduled Offering' for 'A-Workshop' on '22 Feb 2018, 5:00PM EST' at 'Fort Myers (FL), 24 Seats Available'. The enrollment closes on '23 Feb 2018'. The course code is 'Guest Teacher ESE Basics'. A green arrow points from the text 'Click here to view additional details.' to the 'View additional details' link. A red arrow points from the text 'Click Enroll' to the 'Enroll' button at the bottom of the course tile.

- An **enrollment confirmation** will appear on the screen.