

Log-in

- From the LEARN page click on the *PeopleSoft* link.
- Enter your User ID and Password.
- Click on PeopleSoft.
- Click on Enterprise Learning 9.0

Searching For and Enrolling in Courses

Log into *PeopleSoft*.

- Click on **PeopleSoft**.
- Click on **Enterprise Learning 9.0**.
- Click on **Self-Service**.
- Click on **Learning**.
- Click on **Search Catalog**.
- **For District-wide Courses:** Enter a **word from the course title**.
- **For School-based or Department-based Courses:** Enter **your four-digit location number**.
- **Start Date:** The Start Date is automatically **defaulted with today's date** in the *From* field and **90 days from today's date** in the *Through* field. This refinement in the search will narrow down the list of results returned and provide more accurate searching for available courses. These dates may be adjusted if needed by simply typing in the appropriate date parameters.
- Click the **Search** button.
- Click the **Enroll** link next to the course title.
- Click the **Submit Enrollment** button. An enrollment confirmation will appear on the screen.
- To confirm your enrollment you can click on **Self Service>Learning>My Learning**, and the course will be displayed with your enrollment status.

Find Course Dates, Times & Location

Log into *PeopleSoft*.

- Click on **PeopleSoft**.
- Click on **Enterprise Learning 9.0**.
- Click on *Self-Service*.
- Click on *Learning*.
- Click on *All Learning*.
- Click the *Course Title* link.
- Click the *Schedule* link.

Find Eligible Inservice Points for Course

Log into *PeopleSoft*.

- Click on **PeopleSoft**.
- Click on **Enterprise Learning 9.0**.
- Click on *Self-Service*.
- Click on **Learning**.
- Click on **Search Catalog**.
- Type in *"a word or location number from the course title or a word from the Catalog title"* in the designated search box.
- Click the **Search Activities** button.
- Click the **Course Title**.

Dropping a Course

Cancellations can only be processed one day prior to the course start date.

Log into [PeopleSoft](#).

- Click on **PeopleSoft**.
- Click on **Enterprise Learning 9.0**.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- Click the **Drop** button next to the course title.

Course Evaluation

Log into [PeopleSoft](#).

- Click on **PeopleSoft**.
- Click on **Enterprise Learning 9.0**.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- Click the **class title** for the course. Look for the *Launch* link; scroll down if necessary. Click **Launch**.
- Click the **Search** button and a list of evaluations will be displayed.
- Locate the appropriate **Post-Course Evaluation** and click on the link.
- Complete the evaluation and click **Save and Submit**.

How do I know which of my courses still need an evaluation completed?

Log into [PeopleSoft](#).

- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- If a course you have attended and completed is showing a *Status* of In-Progress, the course evaluation must be completed at this time (see example below).

Example:

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name:

My Learning					
Customize Find View All <input type="button" value="First"/> 1-15 of 72 <input type="button" value="Last"/>					
Title	Type	Status	Date	Action	Launch
ESOL - Applied Linguistics	B-Electronic, Interactive	<input type="checkbox"/> In-Progress	02/24/10	<input type="button" value="Drop"/>	

Verify Completion of Evaluation

Log into *PeopleSoft*.

- Click on **PeopleSoft**.
- Click on **Enterprise Learning 9.0**.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- Click the **Course Title** link.
- Click the **Grades and Attendance** link. Completion information is displayed.

Viewing All Learning Activities and Inservice History

Log into *PeopleSoft*.

- Click on **PeopleSoft**.
- Click on **Enterprise Learning 9.0**.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- You can filter the **All Learning** results by the selections in this *Filter Name* dropdown menu. *or*
- For search results that produce multiple items, there are several ways to sort the data.
 - Click the **View All** link to view the entire list.
 - Use the “page” arrows to scroll through the data.
 - Click column headings (**Title**, **Type**, **Status**, etc.) to sort the data.
 - Use the **Customize** link for additional sorting features.

Viewing Inservice Record Report

Log into *PeopleSoft*.

- Click on **PeopleSoft**.
- Click on **Enterprise Learning 9.0**.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **Inservice Record Report** link.