

## How to Enroll in Online class

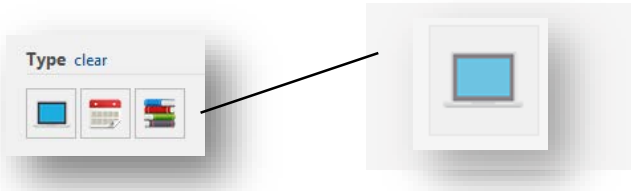
**Introduction** Courses in the Talent Management system are available in multiple formats. This job aid will show step by step process to enroll in an Online class.

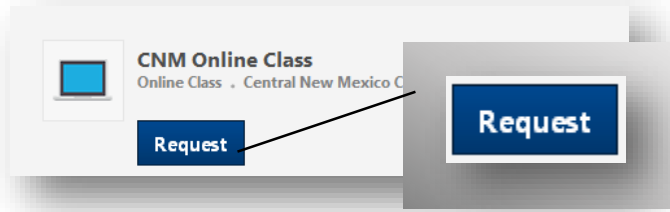
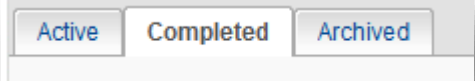
**Definition: Online class** Comprised of multiple learning objects which are part of one program and will appear within a user's transcript to be managed



**Important System note** In the event you need to withdraw from an Online class, you will need to contact Employee Training for assistance.

### Step by Step:

Step:	Action:
1	Log on to the Talent Management System via MyCNM portal
2	Select Browse for Training from the Employee Learning drop down tab on the menu across the top of the screen
3	On the Browse for Training screen, select the type of training for Online class 
4	Next select the Online class desired

5	<p>Upon selection, the Training Details screen will appear. On the Training Details page, select Request.</p> 
6	<p>Upon selection, the Transcript page will open. The newly added Online class will be available.</p> <p>Note: If you are already registered for the training, you will have the Online class already listed on your transcript.</p>
7	<p>On the Transcript page, move your cursor to the right hand side of the page under the Options tab and select Launch.</p>
8	<p>Follow the prompts to complete the training module.</p>
9	<p>Upon completion of module, exit the module and the system will return to the Transcript page. The course may include an evaluation to be completed.</p>
10	<p>If the training cannot be completed in one session, the user can leave the course and may return to the training at a later time. The Status bar will include a status of In Progress.</p>
11	<p>To return to the training, log back into the system and navigate to the Active Transcript page. Under the Options page, select Launch and complete the training.</p>
12	<p>Upon final completion, the course will move to the Completed tab on the transcript page.</p> 

For additional assistance, the following job aid is available:

- Browse for Training

If you have questions regarding Training, contact the Employee Training at 224-4600 or by e-mail at [EmployeeTraining@cnm.edu](mailto:EmployeeTraining@cnm.edu).