Summary: This quick reference guide is designed to guide the user through eLearning functionality available to a learner.

Log into the District Portal
1. Open an Internet Explorer browser window.
2. Login to the District Portal
3. Click on the PeopleSoft Tile

Access My Learning
1. Click on the My eLearning tile to view a summary of your learning activities and to see the eLearning menu.

All Learning
1. Your learning activities will display in the main page (center section). Click on any of the column headers to sort the information.

View Certification Status
1. Click on the Certification Status link to see the status of learning certificates completed within eLearning.

Find Learning
1. Click on the Find Learning menu link to search the learning catalog by description or advanced selection criteria.

Enroll into a Class
1. From your search results: Click on the Enroll button next to the class you want to enroll in.