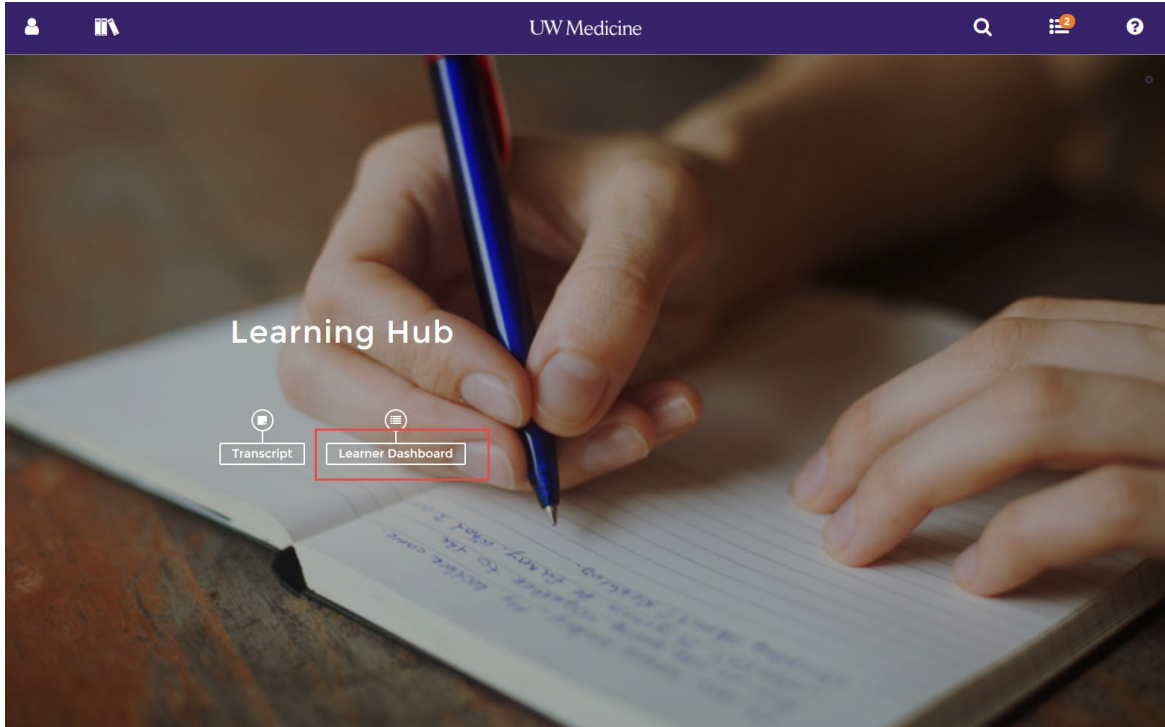


Purpose

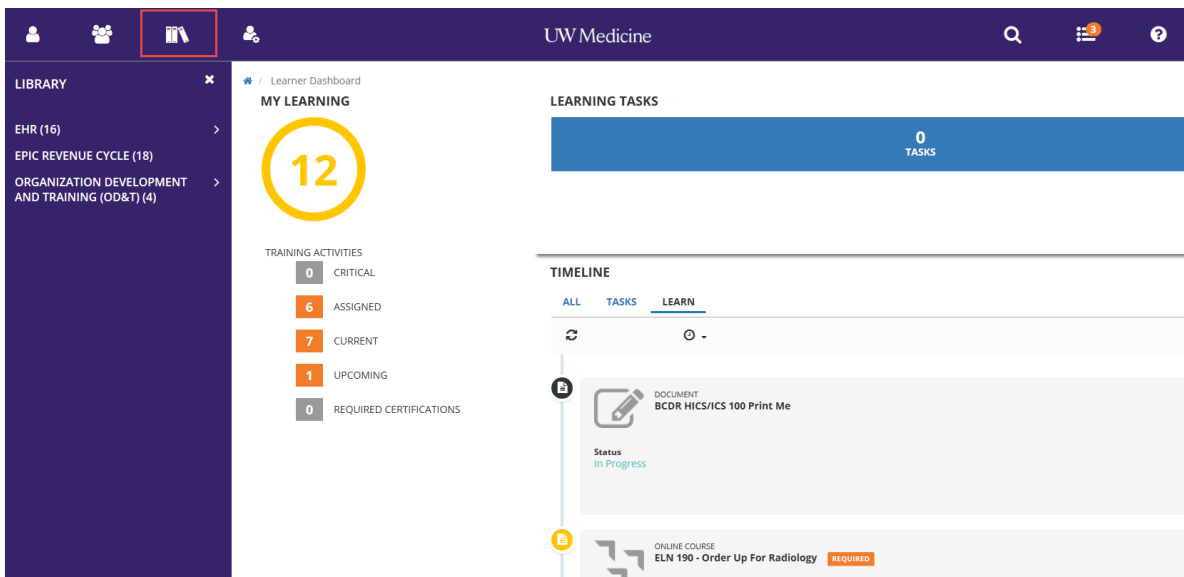
How to self-register for a training in the Learning Hub

Procedure

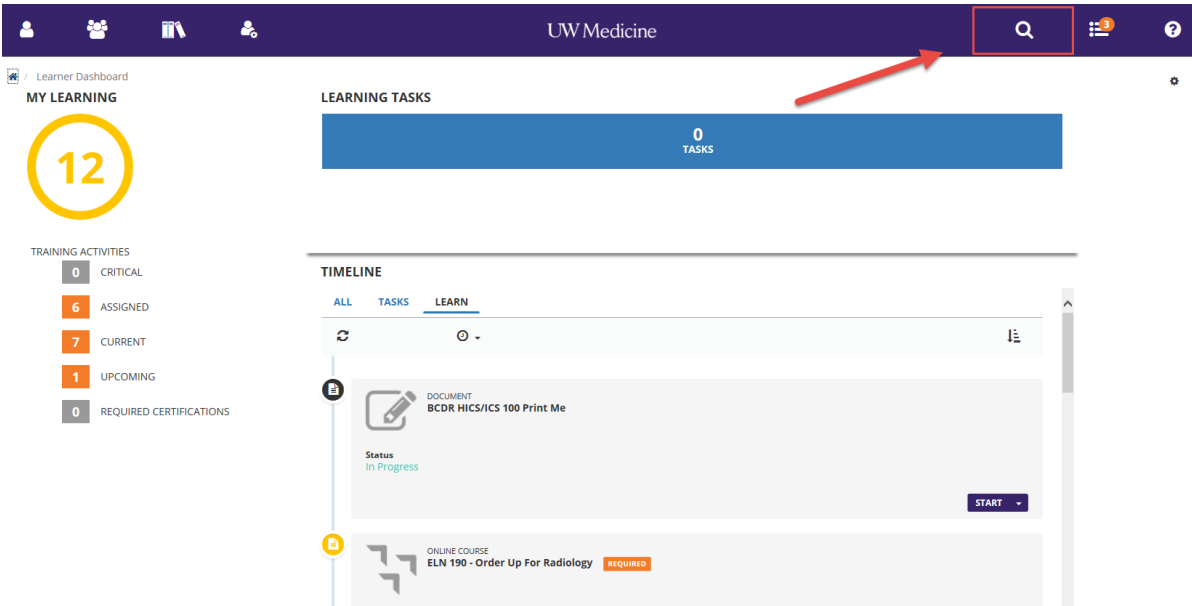
1. Login to the Learning Hub.
2. Click on **My Learner Dashboard** on the home page



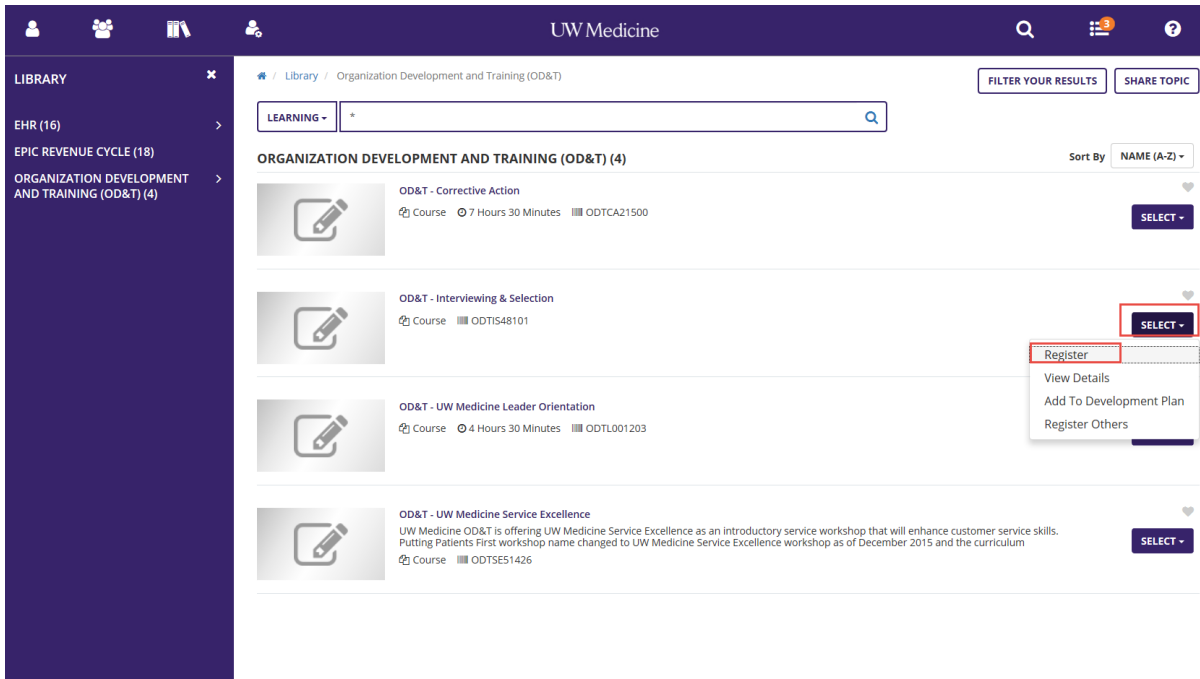
3. The library is the books icon at the top of the page, and will open with available training.



4. If not, use the search icon to search for a class by name.



5. Once there find the line for the course you want to self-register for and click select and register.



6. Once there you simply click the radio button next to the class time that works for you then click Submit.

OFFERINGS

Filter: **AVAILABLE** **ALL** Start End

Course	Date/Time	Location	City	Seats
OD&T - UW Medicine Service Excellence	3/29/2019 8:30 AM PDT - 12:30 PM PDT	PSB Room 2097, Patricia Steel Building	Seattle, WA	23
OD&T - UW Medicine Service Excellence REGISTRATION ALLOWED	4/30/2019 12:30 PM PDT - 4:30 PM PDT	UW Tower T-22 Magnolia Room, University of Washington Tower	Seattle, WA	22
OD&T - UW Medicine Service Excellence	5/29/2019 12:30 PM PDT - 4:30 PM PDT	PSB Room 2097, Patricia Steel Building	Seattle, WA	23
OD&T - UW Medicine Service Excellence	6/27/2019 8:30 AM PDT - 12:30 PM PDT	UW Tower T-22 Magnolia Room, University of Washington Tower	Seattle, WA	23

CANCEL REGISTER LATER EXPRESS INTEREST SUBMIT

7. You will see a Congratulations screen once complete.

Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.
[Click here to view invoice details](#)

Course
OD&T - UW MEDICINE SERVICE EXCELLENCE **REGISTERED** **50%** **COMPLETION STATUS**
[Attempt History](#) **OPTIONS -**

OD&T - UW Medicine Service Excellence

1. OD&T - Putting Patients First

2. OD&T - UW Medicine Service Excellen...

DETAILS ACTIVITIES

Class
OD&T - Putting Patients First **ATTENDED** **5/25/2012 8:30 AM PDT - 12:30 PM PDT** [View in my time zone](#) **OPTIONS -**
[Attempt History](#)

Class
OD&T - UW Medicine Service Excellence **REGISTERED** **4/30/2019 12:30 PM PDT - 4:30 PM PDT** [View in my time zone](#) **OPTIONS -**

DONE

