How To Self-Enroll in Halogen

Learning Assign

Task -

My Tasks Status

E Learning

Welcome

My E

Career Coach: -

1. To self-enroll in a Halogen course, sign into your Halogen account and click on Learning Catalog.

2. Type in the name or keyword for the course you are searching for in the search bar. Click "Search" when finished.

3. The search results will show under the Learning section. Click on the course you want to go to the enrollment page.

In this example, we will be self-enrolling in "Building 25 Orientation Module (Updated July 3, 2015)".



Edit Profile

Search for keywords in:			b25
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Keyword Ø Description	Cost: Statu	Description	Keyword

Learning		
4 4 Page 1 of 1 ▶ ▶ 🖨		
Title 🔺	Code	Competency
📄 🔞 Building 25 - Early Entry Tour Guide Orientation 0	B25A	
📄 🍈 Building 25 Orientation Module (Updated July 3, 2015) 🛛	B25	
📄 🍖 Building 25-Early Entry Tour Guide Orientation 0	B25B	
🗐 🍈 Building 25: Super User Training 🛛	_5VA2xQXe4jV_co	urse_id





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4. After selecting the course and you are sure that it is the course you want, click "Enroll".



 Next, on the pop-up screen you will select the Due Date by clicking on either the search bar or the calendar icon (1).

Click "OK" when you are finished.

Add to a Development Plan: Create a new plan	T
Description:	Competency:
The course will teach you about our new building, including: - Inev Features - Navigating the building - Parking and Access to the building - Parking and Access to the building - Parking and Access the second second second second second - Emergency Response	
Approvalis: No approvalis required Entered By: PATRICK K CHANG Results Entered By: PATRICK K CHANG * Due Date:	Cost: No cost Duration: 30.00 minutes
	Add Note:

6. You will be automatically taken to your Home page with the newly enrolled course.

		Welcome		
		Career Coach: -		
	Edit Profile			
		acks (You have tasks to do)	My Tasks (You b	
			117 10365 (1001)	
Due Date		s Task 🕶	Status	
		s Task •	Status	

