

Procedure	eTraining LMS Course Registration	Effective Date:	January 2013
Procedure #	5.6		
Functional Area	Training and Org. Development	Revised Date(s)	01/14/2013

Purpose:

The purpose of this procedure to register for the online content located in the eTraining Learning Management System.

Course Registration and Launch Procedure:

Description: This procedure describes how to launch a course located in the Catalog.

1. Log in to eTraining at <http://etraining.emich.edu/> by following the eTraining Log in Procedure (Procedure 5.2).
2. Search for and locate a course to register for using the Course Search in eTraining LMS Procedure (Procedure 5.3).
3. Hold your mouse over the title of the course and click “Launch” to start the course. Click “Show Details” to view a detailed course description and additional options. Options include “Add to My Plan” “Download” (for offline use) “Share” and “Job Aids/SkillBriefs.”

After a course is launched the first time it will automatically be added to the “My Progress” tab on your eTraining homepage. All courses can be re-launched from the My Progress tab.

Course re-Launch Procedure, My Plan:

Description: Courses can be added to My Plan via the procedure above, and some courses may be assigned to by a manager. This procedure describes how to access courses through the My Plan tab on the eTraining homepage.

1. Log in to eTraining at etraining.emich.edu by following the eTraining Log in Procedure (Procedure 5.2).
2. Click on the tab labeled “My Plan.”
3. Select the appropriate folder (Assigned or Personal). Courses that require your completion will be listed in the Assigned folder and marked with a red asterisk. Courses you select for personal and professional development will be listed in the Personal folder.
4. Double click the title of the course you wish to launch. Your place will be automatically saved when you exit the course.