1. Navigate to learn.iastate.edu and log in with your Net-ID

**Note:** You may be asked to authenticate using Okta

2. After logging in, locate the “Course Catalog” tab near the top of the page

**Note:** You can also use the prefix “WKC-TRN” in the Keyword field

Note: The catalog folders may be open revealing the courses within, and you will need to scroll to the bottom to find the WorkCyte Training catalogs.

4. Open the appropriate catalog folder to view the available courses. General courses such as “Introduction to Workday” appears in all three catalogs.
5. View the course details, including the course description, by selecting the blue link in the catalogue. Courses are either Computer-Based (CBT) or Instructor-Led (ILT) offerings.

**Note:** Instructor-Led courses will have an LMS delivery method of “Instructor-Led” and Computer-Based courses will have an LMS delivery method of “On-Line courses”
To register for an instructor-led (ILT) training offering:

1. To enroll in an instructor-led course, select the “List Events” link

2. Select “Enroll” for the instructor-led course with the date and time that works best for you

   **Note:** You must enable pop-ups. For directions on how to do this, please review the last page of this job aid

3. Select “Register” once the pop-up window appears

   **Note:** ILT course offerings are intended for specific audiences. Please read the course description to see if it applies to you before registering. The WorkCyte Training Team will confirm that appropriate users have registered.
To register for an computer-based (CBT) training offering:

1. After choosing a computer-based course, select “Launch.” A pop-up window confirms your enrollment, and lets you know when the course will become available, along with the WorkCyte Training team contact information.

   **Note:** If you launch the course after April 29th, the computer-based course is immediately available.

2. The course then appears as “Finished – Pass” under your “Completed Training” until the content becomes available on 4/29. No further action is required from you.

3. After enrolling in a computer-based course, when you log in and return to Learn@ISU on 4/29, the CBT course is listed under “My Current Enrollments” on the home page as “In Progress”. Selecting “Launch” allows you to view the course content.
1. Select the pop-up blocker in the top-left corner of your web browser

2. Select the “Always allow pop-ups” radio button

3. Select “Done”