SuccessFactors Learning – How to register for Instructor-Led (ILT) or Virtual (VT) Training

Purpose:

1. Use this process guide as a Learner to register for any Instructor-Led (ILT) or Virtual (VT) Training class once you have been assigned a curriculum. Depending on the course, you may need to request approval from your manager to register for a class.

   Press **CTRL + click** the option below to navigate to the applicable instructions:

   - Registering for an ILT or VT Class (No Manager approval required)
   - Registering for an ILT or VT Class Requiring Manager Approval
   - Registering for an ILT or VT and Online Content Course Requiring Manager Approval

   To withdraw from a class you can no longer attend, please refer to the **How to Withdraw from a Class guide**.

Important Note: Before registering for a class, you **must** assign yourself or be assigned the curriculum by your manager/admin or system first. Refer to the **How to Find and Self-Assign Learning guide** for steps on how to self-assign a curriculum.

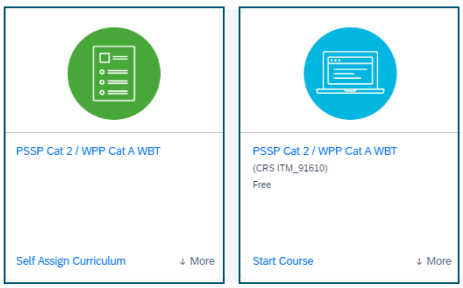
Tips

- Use this process guide as a Contractor to access SuccessFactors Learning via a browser. Suggested browser for desktop is Microsoft Edge. If you are using your mobile to access SuccessFactors Learning, we recommend using Safari browser instead of the SuccessFactors Mobile Application to access all the functionalities.
- When your computer enters sleep mode, it will lose internet connection. If you lose internet connection, your progress in a WBT will not be saved. If you're leaving your computer inactive for more than 30 minutes, **close the training to save your progress** and you can relaunch the course when you have time to complete it.

What is a class?

It is a Library item identified by a blue icon; when you select the blue icon you will find available class details.

Curriculum: **Item (course):**



Registering for an Instructor-Led or Virtual Training Class

Once you have been assigned or self-assigned a Curriculum, the course item will appear in the My Learning Assignments tile. If it's an

Instructor Led or Virtual Training course, you will need to register for a class. Follow the instructions below if the class does not require manager approval.

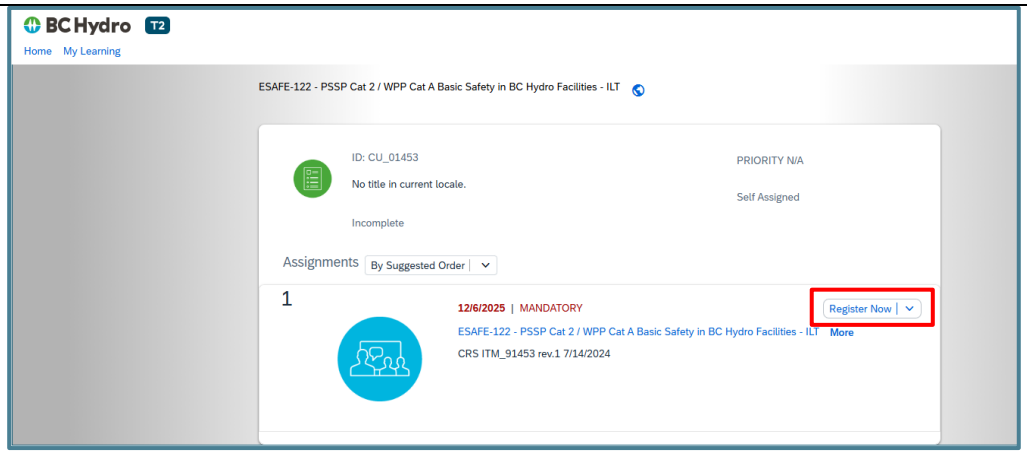
There are two main options to register for a class:

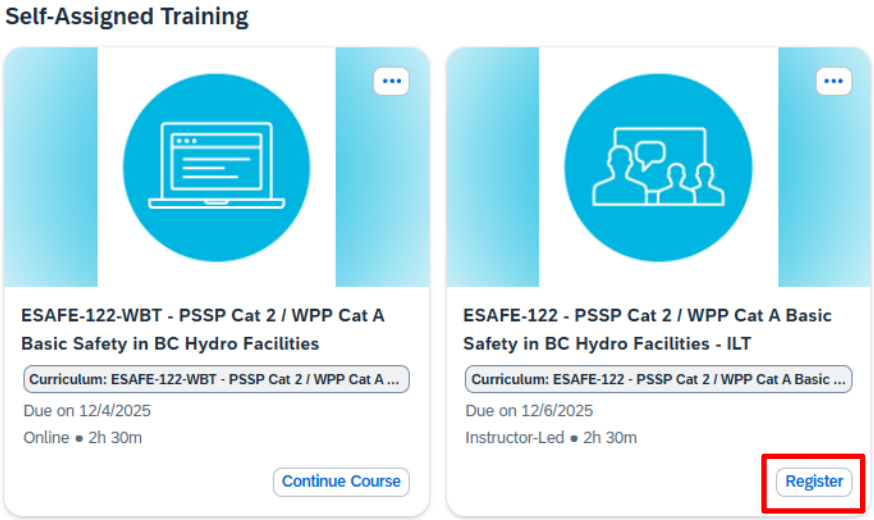
1. From the Curriculum Details page after self-assigning the curriculum, select Register Now beside the course you would like to register in a class for.

OR

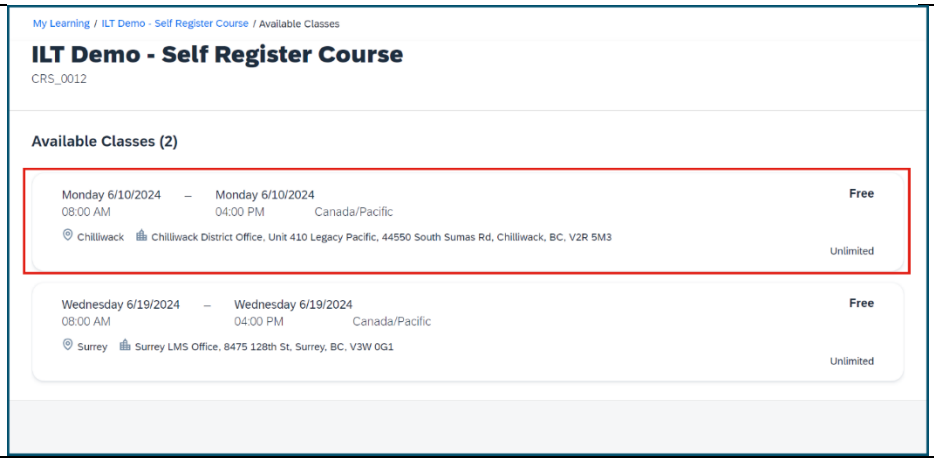
2. In SuccessFactors Learning, from the My Learning page, look for the ILT or VT course you would like to register in a class for.

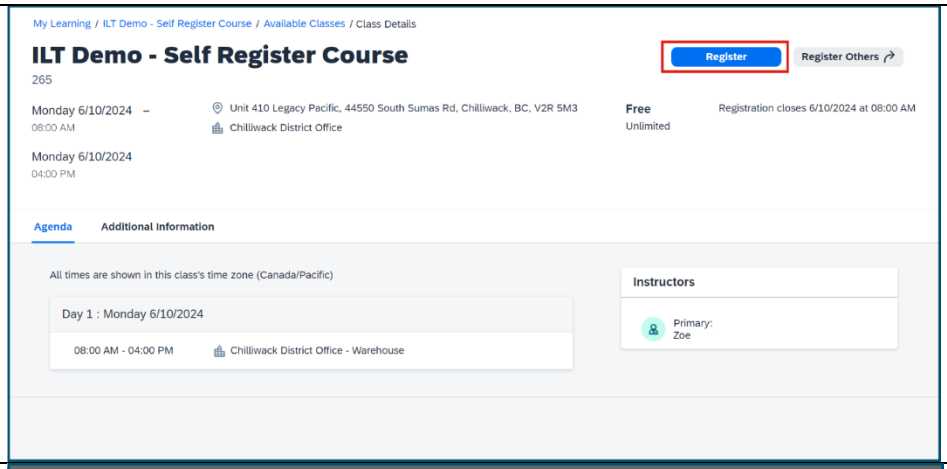
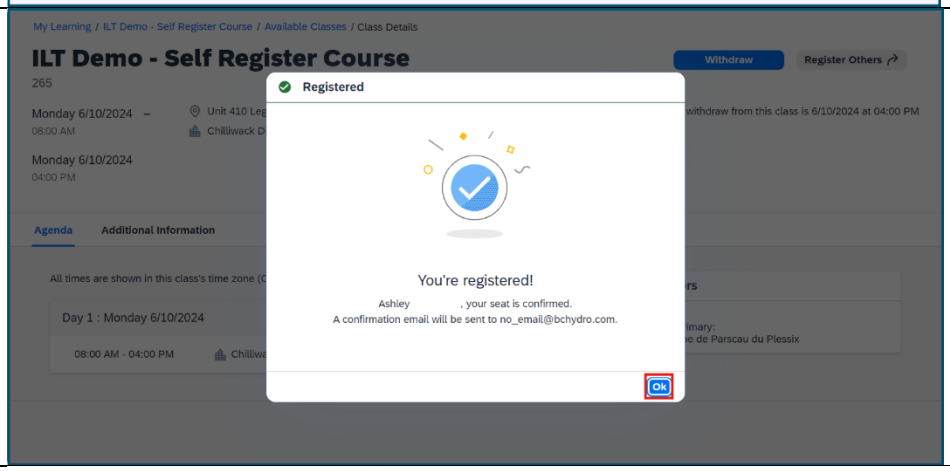
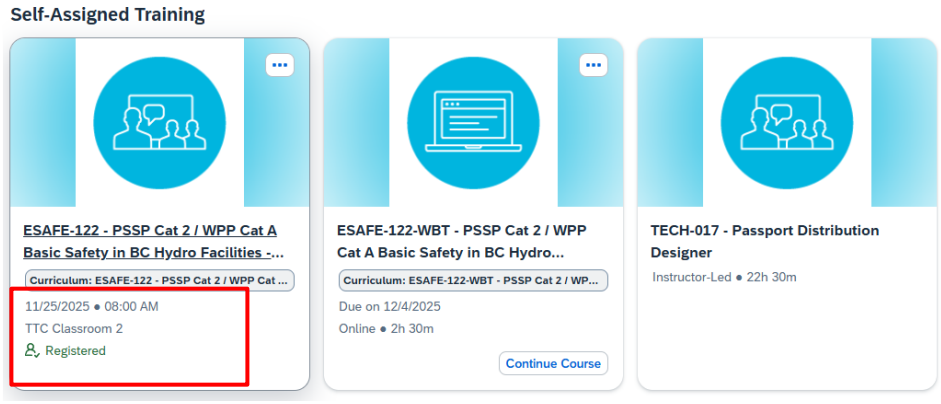
Select Register





3. You will be brought to the Available Classes page. From the list of available classes, select the class that you would like to register for.



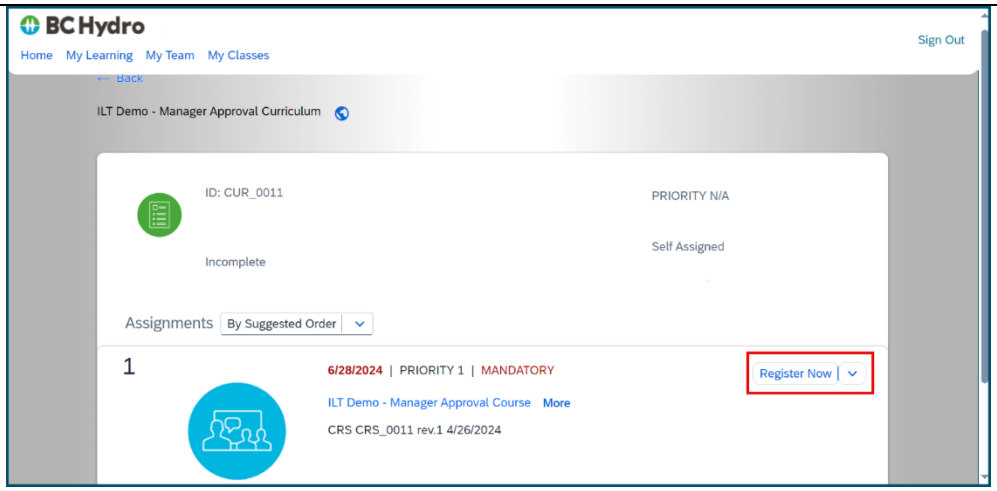
4. Review the class information and select **Register** Note: if the class is full you can choose Join Waitlist and if seat becomes available you will receive notification with details.	
5. A confirmation message appears. Select **Ok** to close the pop-up.	
6. You have now registered for the class. If you return to My Learning Assignments, the course will be updated to Enrolled and you can see the date and location for the class.	

Registering for an Instructor-Led or Virtual Training Class Requiring Manager Approval

Once you have been assigned or self-assigned a Curriculum, the course item will appear in the My Learning Assignments tile. If it's an Instructor Led or Virtual Training course, you may need to request approval from your manager to register for a class. Follow the instructions below if the class requires manager approval.

There are two main options to register for a class:

1. From the Curriculum Details page after self-assigning the curriculum, select Register Now beside the course you would like to register in a class for.



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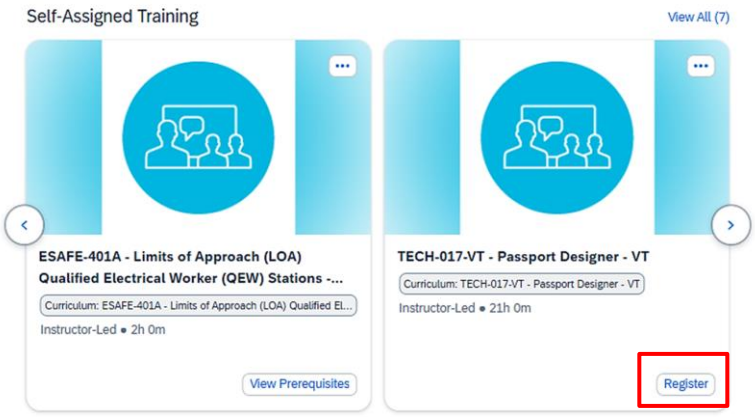
2. In SuccessFactors Learning, from the My Learning page, look for the ILT or VT course you would like to register in a class for.

Select Register

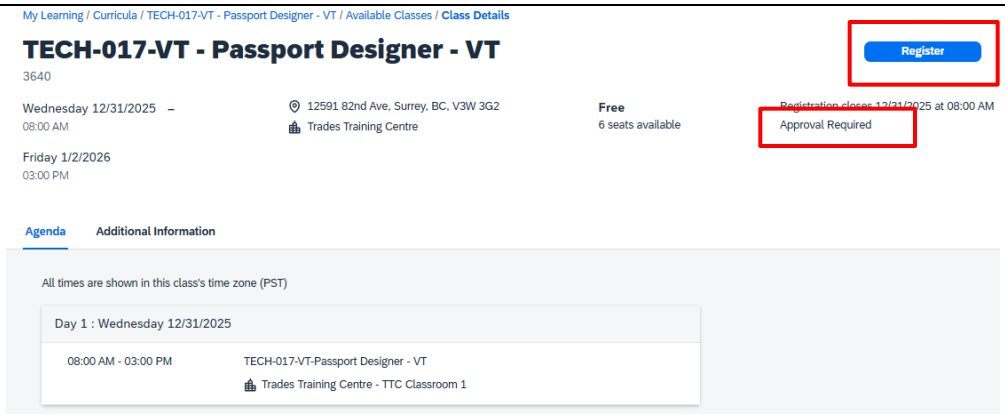


3. The Available Classes page will appear. From the list of available classes, select the class that you would like to register for.

4. The Class Details page will appear.

Review the class information and select **Register**

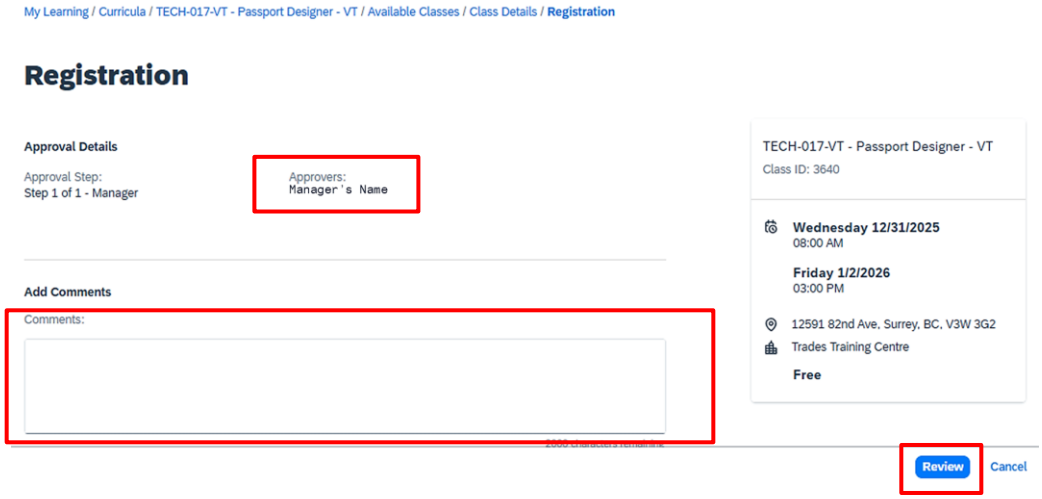
Important Note: If Manager approval is required to register for the class, “Approval Required” will be displayed.



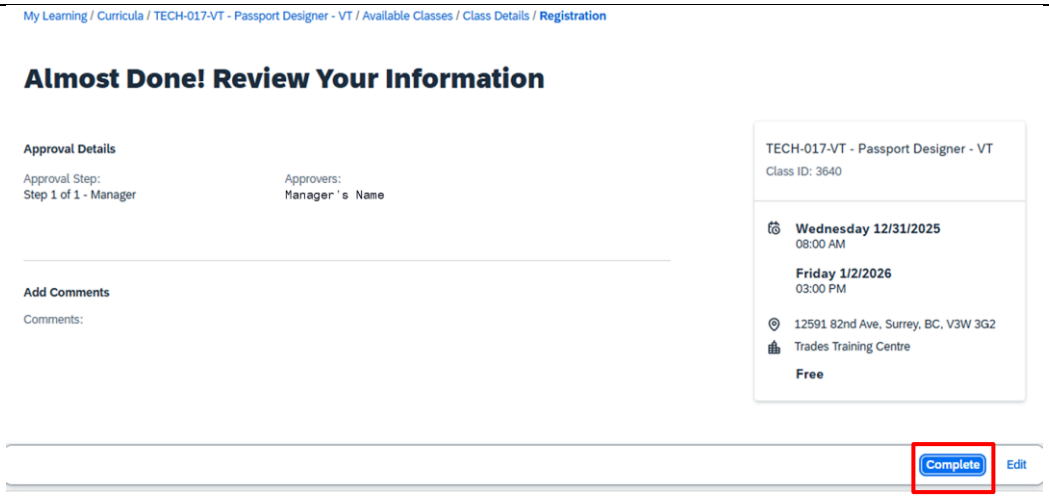
5. The Registration page will appear. Your manager will be listed under Approvers.

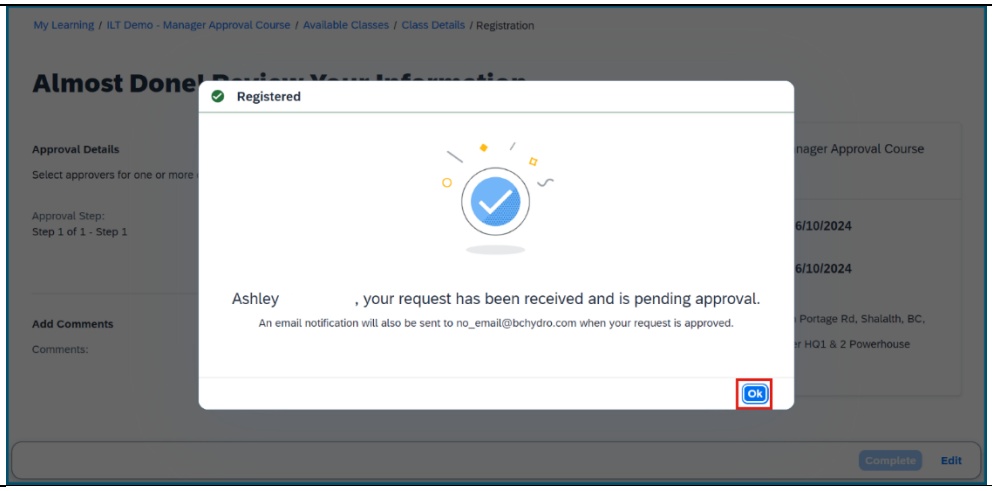
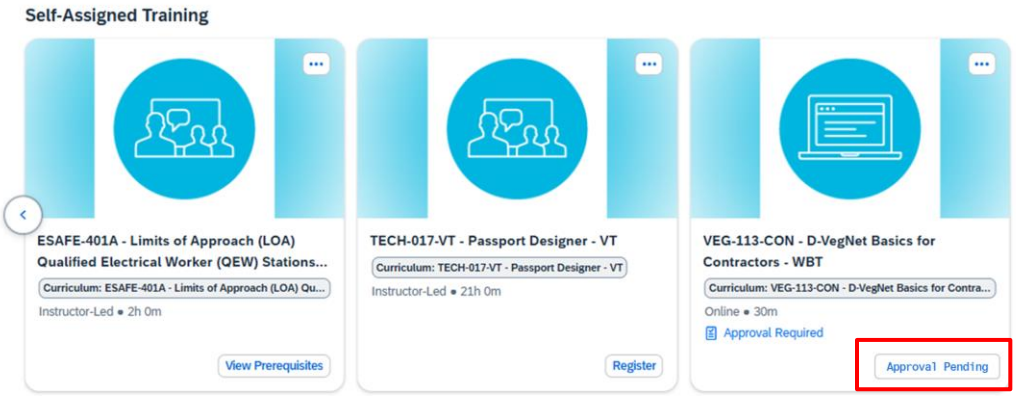
You can also enter comments in the Add Comments field, if required.

Select **Review**



6. Review the approver details and comments and then select **Complete**



7. A confirmation message appears. Select Ok to close the pop-up.	
8. Returning to My Learning Assignments, the course will be updated to Approval Pending until your Manager approves the request. **Note:** a seat is not held while waiting for your manager to approve. Once approved you will receive confirmation of registration or in some cases you may be placed on a waitlist.