



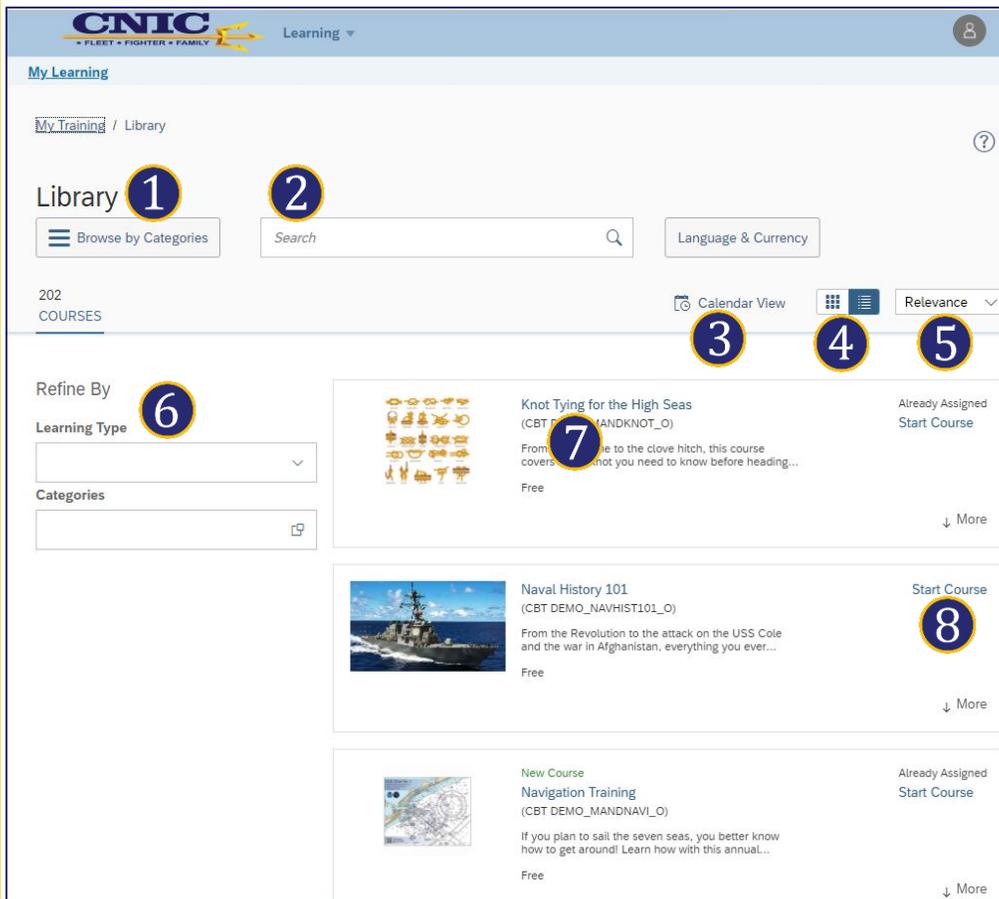
CNIC University LMS: Find Training & Professional Development

Find Training

In the **Find Training** tile on your **My Learning** home page, use the search box to perform a keyword search of all available training. You can also select **Browse all courses** at the bottom of the tile to browse, perform an advanced search, launch a course, or enroll in training from the catalog.



Browse all courses



1 Browse by Categories allows you to narrow your search by topic category.

2 Enter keywords related to the course in the **Search** field. Enter whole words, partial words will not return results.

3 Select **Calendar View** to view opportunities in a calendar style format.

4 You also have the option to view courses in a tile or list view.

5 Select the display options drop-down to sort the list by **Relevance, Title, etc.**

6 Refine By allows you to add filters to your search criteria.

7 Click the course title to view a detailed description of the course.

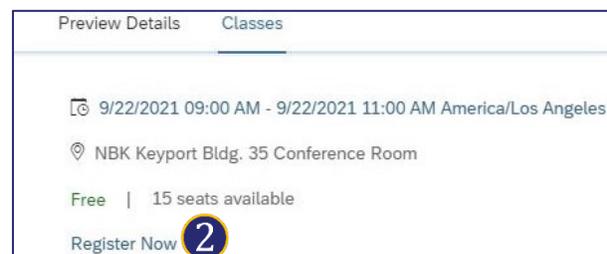
8 Available assignment actions may include: **Start Course; Assign to Me; Recommend; Request**

Register for a Course (If Required)

Registrations are required to enroll in specific scheduled offerings.

1 From the library, select **See All Classes** to view available scheduled offerings.

2 Click **Register Now** next to an available session to display the registration screen.



Register for a Course (Cont.)

3 From the **Registration** screen, select the **Register** button. If a space is available, and no approval required, you will be registered for the class. If approval is required, an approval request will be routed automatically. If the class is full and wait-list available, you will be given the option to join the wait-list.

NOTE: Courses that do not require approval or scheduling may be launched directly without registration. Self-paced eCourses (CBTs) will never have registration, only instructor led (ILT or vILT).

NAA (Navy Acronyms Anonymous)

15 seats available

Start	Primary Location	Price
Wednesday, 9/22/2021 09:00 AM	NBK Keyport Bldg. 35 Conference Room	Free

End
Wednesday, 9/22/2021
11:00 AM

Approval Required
3 Register
Registration closes 9/21/2021 at 09:30 PM

Other Common Registration Tasks

The American Vacation
VILT DEMO_AMERVAC_V
Self-Assigned

Request a Class
Remove

How to Request a Class

If a scheduled session is not available, you may be able to request a class (not available for all items).

- 1 In the **Actions** area of **My Training Assignments**, select the drop-down and click **Request a Class**.
- 2 On the next screen, under **Request a Class**, enter the **need by date** and **reason** (optional).
- 3 Click **Request**.

REQUEST A CLASS

Need By Date: (MM/DD/YYYY)

Preferred Region: CNIC

Preferred Location:

Reason to Highlight:

Comments:

Request

How to View or Withdraw Registration

To view your registration status for a course:

- 1 In the **Actions** area of **My Training Assignments**, select the drop-down
- 2 To withdraw, select **Withdraw** from the drop-down. Supervisor approval may be required for withdraw and will be routed automatically.
- 3 Click **View Registration** to view additional details regarding your registration status.

The American Vacation
VILT DEMO_AMERVAC_V
Begins 9/30/2021

ENROLLED

Withdraw
View Registration
Request a Class