OLM – Learner Self Service

Enroll & Unenroll from a Class

Version control

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<th>Version</th>
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<tr>
<td>0.1</td>
<td>29 August 2016</td>
<td>First Draft</td>
<td>Donna Carmichael</td>
</tr>
<tr>
<td>0.2</td>
<td>2 November 2016</td>
<td>Approval of SOP group</td>
<td>Donna Carmichael</td>
</tr>
<tr>
<td>1.0</td>
<td>16 December 2016</td>
<td>First Version REF903</td>
<td>Donna Carmichael</td>
</tr>
<tr>
<td>1.1</td>
<td>4 June 2018</td>
<td>eEESS brand refresh</td>
<td>Nikos Koulalis</td>
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Standard Operating Procedure

1. How to Enroll in a Class

Navigate to [NHSS Learner Self Service, Learning Learner Home]

1. Your Learner Home page displays

2. To search for a Catalog object, select the object type Class from the Search drop-down menu

3. Enter the name of the class you are looking for
   - Alternatively, you can enter the first few letters to see all the results that match the criteria
   - You can also enter a letter or name, followed by % to see all the results that contain that criteria somewhere in the class title

4. Click Go

5. The Classes page is displayed, listing your search results
   - For further details on any course or class listed, click on the link for its name

6. To enrol in a class, click Enroll icon next to the desired class
   - If the class status is Full, you will receive the message, The class is full. Should a place become available you will be notified, subject to any approvals.
   - Click No to enroll in the class and select an alternative date
   - If the class status is Planned, you will receive the message, This class is in the planning stage. You will be enrolled and notified, subject to any approvals or cancellation.
• Click Yes to enrol in the class and await further details

7. Otherwise, the Enroll page is displayed

8. If necessary, enter an Enrolment Justification. To view the list of options, click the magnifying glass icon and click Go
   • Click the Quick Select icon next to the required justification

9. If necessary, enter Special Instructions

10. Click Review – the Review page displays

11. Check all information is correct on the Review page
   • If necessary click Back to amend details

12. If necessary, enter Comments to Approver

13. If Approver is unavailable, add delegate’s name in Add Adhoc Approver (approver will still get notified once Adhoc Approver approves)

14. Click Submit

15. The Confirmation page is displayed

16. The Class will be visible on the Requested Learning tab on your Home tab

17. To view the Class details, click its name in the Course Name in the Enrollments section

18. Once the enrollment has been approved, the Class will show in the Enrollments section of your Current Learning page.

2. How to Un-enroll from a Class

1. Your Learner Home page displays

2. Identify the Class that you want to unenroll from in the Enrollments section of the page

3. Click Unenroll

4. Select an appropriate status from the New Status drop down menu, e.g. Cancelled by Learner

5. Select an appropriate reason from the Reason drop down menu, e.g. Work area too busy to release staff

6. Click Finish

7. The Confirmation page is displayed