

Help Guide To Access Course Training

Designed and developed a user – facing training access guide to support learners navigating a municipal learning platform and online course enrollment process. This resource was created to improve onboarding clarity, reduce user confusion, and provide step- by- step instructional support for accessing training materials.

Certain branding elements and sensitive information have been redacted for confidentiality purposes.

Welcome To The New Portal

Explore On Demand Training

Click the tiles and start learning.



Explore Job Search Training



Explore Career Exploration Training



Explore Digital Skills Training



Explore Professional Skills Training

Click to
access
your
training

Start Training

[Click here](#) to go to My Courses

Register for Live Virtual Workshops

Click the Sessions button to select a date and register.

This will direct you to a page where you can access the Open Library and see all the available courses offered. Choose from the selection of professional development courses offered to begin training.

The screenshot shows a 'My Courses' dashboard with a search bar in the top right. There are five course tiles arranged horizontally. Each tile includes a header image, a title, a description, a progress bar, and a completion status.

Course Title	Description	Progress	Status
Health Technology & Administ...		0%	Not Attempted
Open Library	A collection of self-paced career- and professional development courses.	4%	4%
Skills Forward Course Tracks	Choose an industry-focused career track to build skills for the job you...	12%	12%
Vendor Trainings	Vendor Trainings - Training that is specifically geared towards helping...	0%	Not Started
Virtual Workshops		0%	Not Started

Click the tile to access the Open Library.



Open Library

Not Attempted

A collection of self-paced career- and professional development courses. [View More](#) ▾

Click to begin your course



Career Planning and Job Search Skills

[More Info](#) ▾



0 %

Not Attempted



Professional Skills

[More Info](#) ▾



0 %

Not Attempted



Digital Literacy and Academic Skills

[More Info](#) ▾



0 %

Not Attempted



Industry Exploration and Career Pathways

[More Info](#) ▾



0 %

Not Attempted



How To Register

[More Info](#) ▾



0 %

Not Attempted



Aprendizaje Online en Español

[More Info](#) ▾



0 %

Not Attempted



0 %

Not Attempted



