

Learning Management System
Fitness and Wellness Division
Instructions, Tips & Resources

Action	Instructions	Notes
<p><u>EMPLOYEE</u> Logging In</p>	<ul style="list-style-type: none"> • Access HRMS/STEP via myhenrico.org • Log in using the same User Name and password for time entry and timesheet approval • Click once on the “Employee Direct Access” responsibility • Click once on “Learner Home” at the bottom of the screen 	<p>Prior to logging in, make sure you have gone to the HR webpage at (www.co.henrico.va.us/hr) and have reviewed either the ED&T online catalog or paper catalog or Fitness & Wellness monthly class offerings and STEP classes.</p>
<p><u>EMPLOYEE</u> Overview of Learner Home</p>	<p>Browse Catalog:</p> <ul style="list-style-type: none"> • Click on Human Resources to see all classes offered by ED&T and STEP. • Click on Fitness Program to see all classes offered by Fitness & Wellness. • Specialized Training is for work group classes only. <p>Announcements: Click on Fitness and Wellness to see:</p> <ul style="list-style-type: none"> • Class Registration Instructions • Training Center Location • Monthly Classes <p>Enrollment Status:</p> <ul style="list-style-type: none"> • Enrollments include all current enrollments, including those in classes that are part of a learning certification. <p>ENROLLMENT STATUS</p> <ul style="list-style-type: none"> • Requested = You have expressed an interest in a class. • Waiting For Selections = Your registration has been received by the training coordinator. • Confirmed = You are scheduled to attend the class. • Waitlisted = You have been waitlisted for the class. Check Learner home for any updates to this status. • Cancelled = Your class registration is cancelled by you or by your supervisor or by the training coordinator. <p>Searching for Classes:</p> <ul style="list-style-type: none"> • This is where you can go and search for course titles for classes that you can register for. 	

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<p><u>EMPLOYEE</u></p> <p>How to Register for Classes</p> <p>Option One</p>	<p>There are 2 ways to navigate to register for classes:</p> <ol style="list-style-type: none"> 1. Click on the catalog in the Browse Catalog section for which category you want to register for. 2. Click on the subcategory for the type of class you are looking for. 3. Based on the division you choose, new subcategories will appear. Click on the relevant category for the class you wish to register for. 4. All the course offerings will appear. 5. Click on the Course title that you are interested in. 6. Under "Offerings", click on the course title. 7. All the "Classes" that are scheduled will appear here. 8. Click on the "Class" in which you are interested in registering for. 9. Review all the class information. 10. Click on "Enroll" in top right corner. 11. Class Summary & Enrollment Details will appear. 12. Enter "%" sign in Enrollment Details box and click the flashlight. 13. Choose why you are enrolling into this class. 14. Click "Review" in top right corner. 15. A screen will appear that provides enrollment details and opportunity to provide comments to your supervisor on why registering for this class. Comments are optional. 16. Click "Apply" 17. Your registration request will then be forwarded to the Fitness/Wellness Division Training Coordinator. 18. Training coordinator acknowledges receipts of class registration in a waiting for selection status that will be sent to employee email and learner home. 	<ul style="list-style-type: none"> • You will see 3 training catalogs in Browse Catalogo: Dept. of Human Resources; Fitness Program; Specialized Training. Each of these catalogs have subcategories that contain all classes that are offered by each division. • You must review the full course dates, times, and prerequisites before registering for the class. • All Classes will appear with the first date of the class in parenthesis. Please review the course description for all dates for that class. • One of the Enrollment Details must be entered in order to register for the class. (Class time preference, development in class content/competency, hours needed for certification programs, Instructor Preference, Level of Fitness class, Location Preference, Type of Fitness Class • Supervisors will not receive any notification. Employee participation in any scheduled Fitness/Wellness class is voluntary
<p><u>EMPLOYEE</u></p> <p>How to Register for Classes</p>	<ol style="list-style-type: none"> 1. At top of page under the "Search" feature, you can go directly to a course if you know the full course name. 2. Type Course Name into box and click "GO" 3. Course should appear in the Course Name. 4. Click on the course you wish to register for. 	<ul style="list-style-type: none"> • You must review the full course dates, times, and prerequisites before registering for the class. • All Classes will appear with the first date of the

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<p>Option Two</p>	<ol style="list-style-type: none"> 5. Under “Offerings”, click on the course title. 6. All the “Classes” that are scheduled will appear here. 7. Click on the “Class” in which you are interested in registering for. 8. Review all the class information. 9. Click on “Enroll” in top right corner. 10. Class Summary & Enrollment Details will appear. 11. Enter “%” sign in Enrollment Details box and click the flashlight. 12. Choose why you are enrolling into this class. 13. Click “Review” in top right corner. 19. A screen will appear that provides enrollment details and opportunity to provide comments to your supervisor on why registering for this class. Comments are optional. 20. Click “Apply” 21. Your registration request will then be forwarded to the Fitness/Wellness Division Training Coordinator. 22. Training coordinator acknowledges receipts of class registration in a waiting for selection status that will be sent to employee email and learner home. 	<p>class in parenthesis. Please review the course description for all dates for that class.</p> <ul style="list-style-type: none"> • One of the Enrollment Details must be entered in order to register for the class. (Class time preference, development in class content/competency, hours needed for certification programs, Instructor Preference, Level of Fitness class, Location Preference, Type of Fitness Class • Supervisors will not receive any notification. Employee participation in any scheduled Fitness/Wellness class is voluntary.
<p>EMPLOYEE Registration Confirmation and Enrollment Statuses</p>	<ul style="list-style-type: none"> • Once registration has been received by training coordinator, employee will receive a notification that they are in a “Waiting For Selections” status in their Outlook. • Prior to the class, enrollment process will be done and employee will receive one of the following notifications: <p style="text-align: center;">ENROLLMENT STATUS</p> <ul style="list-style-type: none"> • Requested = You have expressed an interest in a class. • Waiting For Selections = Your registration has been received by the training coordinator. • Confirmed = You are scheduled to attend the class. • Waitlisted = You have been waitlisted for the class. Check Learner home for any updates to this status. • Cancelled = Your class registration is cancelled by you or by your supervisor or by the training coordinator. 	

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<p>EMPLOYEE</p> <p>How to cancel from a class</p>	<ul style="list-style-type: none">• Go to Learner Home• Under Enrollments you will see the classes you are confirmed for.• Click “Unenroll” for the class you wish to cancel• Click on “New Status” drop down arrow and choose “Cancelled• Click on “Reason” drop down arrow and choose your reason for needing to cancel out of the class• Click “Finish”• In your worklist you will receive notification of your cancellation	<ul style="list-style-type: none">• If you cancel out of a class and then decide that you can now take it, you must go through the entire registration process again.
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