

My Learning Registration Guide



My Learning, a learning portal powered by the Bridge Learning Management System (LMS) software, is CSU's employee dashboard for eLearning and for registration and tracking of supervisory, professional development, and compliance training. Register for trainings on My Learning through your [My Learning dashboard](#), or visit the [My Learning website](#) for additional references and documentation, and answer to frequently asked questions.

The My Learning Website: Resources for Learners, Administrators, and Supervisors

Go to the [My Learning website](#) for resources, announcements, and FAQs. The [New and Noteworthy page](#) includes announcements by department and is accessible via the [Employee Access and Resources tab](#). CSU's community of Bridge administrators can quickly access information at the [Administrator tab](#). Supervisors can find instructions to pull Bridge reporting data at the [Supervisor tab](#).

How to Set Your My Learning Viewing Preference

List (words) or Grid (visual tiles)

Log in to your [My Learning dashboard](#).

You can now set your dashboard viewing preference.

On the right side, you can click your List View icon



or toggle to a grid view instead.



If you scroll all the way down to the bottom of your dashboard, you will see the Categories CSU is using to organize employee trainings. You'll also see these Category headings in your Learning Library.

How to Enroll in Live Trainings, Courses and Programs by Category, or from a List, in the Learning Library

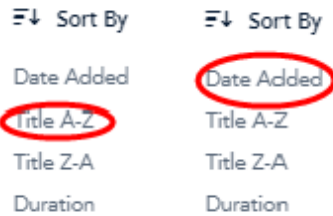
Log in to your [My Learning Dashboard](#). Click and enter the Learning Library.

MY LEARNING **LEARNING LIBRARY** TRAINING CALENDAR

You will see learning items represented as training cards, or tiles, in a variety of category headings as you scroll up and down. Here is an example category. Within a category, you can scroll the available cards and/or click VIEW ALL:



In the “Sort By” drop-down, select “Title A – Z” for the most sensible training order within the categories. If you are looking for a training that was just added recently, try sorting by “Date Added.”



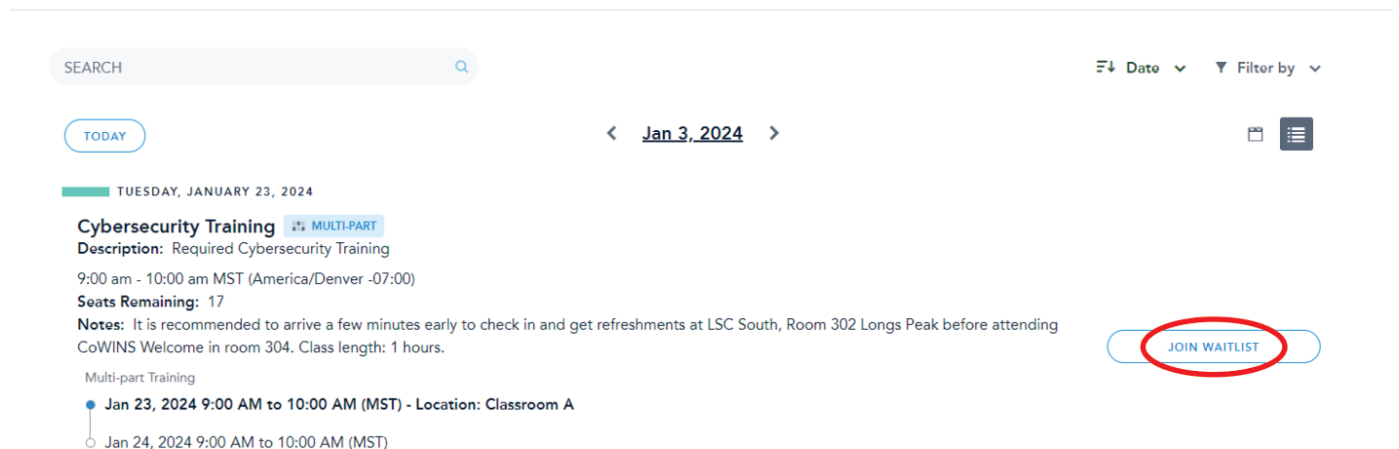
Training cards, or tiles, display the learning item titles. You may enroll for Live Trainings, Courses and Programs by hovering on the training card, clicking ENROLL (Course, Programs) or VIEW SESSIONS (Live Trainings), and following the prompts. For Live Trainings, you will then REGISTER for a specific session.

Programs also offer a “Preview” option so you can look over the Program carefully before enrolling.

Regardless of what you choose, you will receive a Registration/Enrollment Confirmation email. **If your session is Live Training, the email will include an .ics calendar attachment—please set your Outlook calendar reminder from this email! (see further instructions below)**

How to Join a Waitlist from the Learning Library

If you are enrolling in a Live Training, and you click VIEW SESSIONS, full sessions will display JOIN WAITLIST instead of the REGISTER button. Click JOIN WAITLIST to be added to an automatic queue for that session.



The screenshot shows the Learning Library interface. At the top, there is a search bar and filters for 'Date' and 'Filter by'. Below this, a navigation bar shows 'TODAY' and 'Jan 3, 2024'. The main content area displays a training card for 'Cybersecurity Training' with a 'MULTI-PART' tag. The card includes a description, time (9:00 am - 10:00 am MST), and 'Seats Remaining: 17'. A 'Notes' section provides additional details. At the bottom, a timeline shows sessions for 'Jan 23, 2024' and 'Jan 24, 2024'. A 'JOIN WAITLIST' button is circled in red on the right side of the card.

NOTE: You will not be able to register for a waitlist on one date and a main session on a different date if they fall under the same training title. For a full My Learning waitlist tutorial, please click [here](#) or find it at the bottom of [this web page](#).

How to Register for a Live Training Session from Training Calendar

Log in to your [My Learning Dashboard](#). Click and enter the Training Calendar.

MY LEARNING LEARNING LIBRARY **TRAINING CALENDAR**

Search by date you are free to take training, or date of a specific offering. Click on the oval with your desired class session. This pops up information about the session. You can register here for this session.

Open enrollment for
Gardening is Good!
Tuesday, January 09, 2024
1:00 PM MST (America/Denver -07:00)
WCNR - Natural Resources 113
Instructors **2 instructors**

PDI/HYBRID/Personal & Professional
Enrichment. Description: Learn about why
being with plants is good for your soul, and
the research that backs it up. Find out why
being in your garden supports emotional,
physical, and cognitive health. Learn valuable
tips to make your Colorado garden and
landscape successful. Instructors: Alison
O'Connor, Amy Lentz. Class length: 80 min.
Seats Remaining: 110

REGISTER

09	▼	10
	Gardening is Good!	

How to Join a Waitlist from the Training Calendar

If the session is FULL, the REGISTER button will instead say JOIN WAITLIST. Click JOIN WAITLIST to be added to an automatic queue for that session.

Open enrollment for
Cybersecurity Training ■■■
Part 1 of 2

Tuesday, January 23, 2024
9:00 AM MST (America/Denver -07:00)
Classroom A

Required Cybersecurity Training
Capacity: 2
Waitlist: 1

JOIN WAITLIST

23 24

■■■ Cybersecurity Train... ■■■ Cyber

For a full My Learning waitlist tutorial, please click [here](#) or find it at the bottom of [this web page](#).

How to Set Calendar Reminders from Live Training Registration Confirmation Emails



When you receive your Live Training confirmation email, you'll see an attachment called session.ics

Click on that and open it to make your desired Outlook calendar adjustments to this appointment and click Save & Close

The class should now appear on your Outlook calendar, and will remind you of class date/time/location

How to Unregister for Live Trainings, Courses, and Programs

Live Trainings

Go to your [My Learning dashboard](#).

IN THE LIST VIEW: Next to the training you want to unregister from, click RESCHEDULE. Then click the UNREGISTER button. No email confirmation is sent for unregistering.

IN THE GRID VIEW: Hover over the training you want to unregister from and click RESCHEDULE. Then click the UNREGISTER button. No email confirmation is sent for unregistering.

IN THE TRAINING CALENDAR VIEW: Click the list icon, search your class, then click UNREGISTER.



Courses and Programs

If you mistakenly registered for a My Learning Course or Program, please email the [My Learning support email](#) and request to be removed.

How to Contact My Learning Support

Please visit the [My Learning website](#) which has a list of Frequently Asked Questions and Answers about My Learning. If you cannot find an answer, please email [the My Learning support email](#) with the knowledge that it is not a 24-hour help desk. You will receive an email response within 48 hours.