Enroll and Complete Web-Based Training (WBT)

Users can search and select Web-Based Training (WBT) through the Find Learning tile.

1. Log in to myUK Learning using your linkblue ID and Password.
2. Click on Learning.
3. The My Learning Assignments tile displays all of your self-registered courses as well as courses assigned to you by your supervisor or someone else.

   **Note:** If a WBT is assigned to you, click on the WBT name to begin the course.

4. In the Find Learning tile:
   - Click in the “Find Learning” text box and type the name of the course. If there is a match, it will display in a dropdown as you type. Select the course and click Go.
   - If you are unsure of the course name, click on “Browse all courses” to see a list of all available courses within the Course Catalog.

   **Note:** You can select additional search parameters under “Refine By” that will assist you in finding a specific course.
5. Once you locate the desired WBT, click “Start Course”.

6. Be sure to read the information fully when the “Online Content Structure” screen appears.
7. The WBT will launch. Follow the directions within the WBT for completion.

8. Once you complete the WBT, the “Online Content Structure” page will reappear and give you several options:
   - Launch Again: You may complete the WBT again
   - Learning Home: Returns to your Learning Home page
   - Completed Work: See a list of completed courses and/or WBTs