

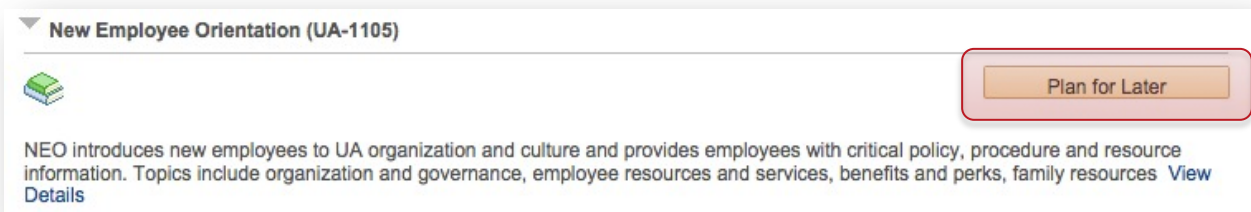
What is the Learning Plan?

A Learning Plan is a list of courses, curricula, and certifications that you—or someone else—has planned for you to take. Any time you see the **Learning Plans** link, click it to navigate to your Learning Plans.

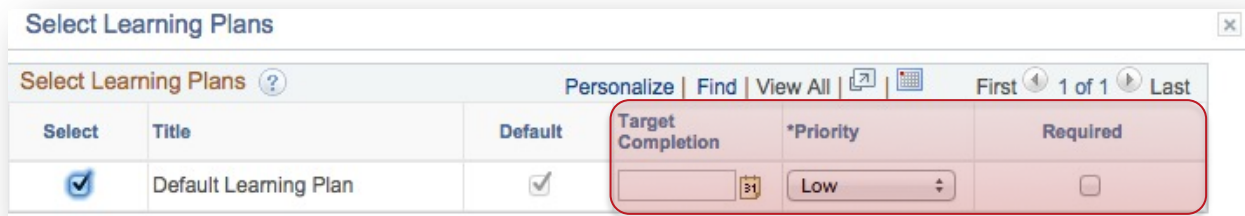


Adding Learning to Your Plan

Anywhere you see the **Plan for Later** button, you can click it to add the learning to your plan.



By default, everyone has one learning plan, though you can add additional ones. You can set a target completion date, a priority, and mark the learning as required or optional for the plan.



Accessing Your Learning Plan

To access your learning plans, simply click the Learning Plans link on the UAccess Learning homepage. Once you get to Learning Plans, you see that you have a default learning plan, which you cannot delete, but you can rename.

Click the **Create New Learning Plan** button to add a whole new plan for a specific purpose—such as job advancement. However, to access the classes that are already added to your plan, click the **Details** link.

This page lists your learning plans. Select the Learning Plan History hyperlink to view completed learning plans.

[Learning Plans](#) ?

*Title	Status	Default	Date	Details
My Learning Plan	Active	<input checked="" type="checkbox"/>	08/26/2014	Details

[Create New Learning Plan](#)

You can see a variety of details about the items on your plan. Note that you can see who added the learning to your plan. If you are not the one who added the learning to your plan, you cannot delete it.

You can also enroll or register for learning directly from your plan.

[Learning Plan Details](#) ?

Title	Type	Status	Priority	Required	Target Completion	Assigned By	Action	Delete
Financial Management: Property Management: Managing Movable Assets	Course	Planned	Low	<input type="checkbox"/>		Melanie Cooley	Enroll	

[Add New Learning to Plan](#)

And you can launch the catalog (Find Learning) directly from your plan in order to search for additional learning that you would like to add to the plan.

[Learning Plan Details](#) ?

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[Add New Learning to Plan](#)