What is My Learning?

My Learning is a record of all classes, curricula, and certifications that you have signed up for, been waitlisted for, started, dropped, completed, not completed, or planned through UAccess Learning.

Some historical information is also available through My Learning, but only if it has been loaded into UAccess Learning by the department that offered the training.

Accessing My Learning

Any time you see the My Learning link, click it to navigate to My Learning.

Once you are in My Learning, use the filters at the top of the screen to look at different types of learning in different statuses. Simply choose the filter you want to apply and click the Go button.

Note: Once you complete a class, certification, or curriculum, it will move from the All Currently Active Learning page to the Completed & Waived Learning page, so you need to switch your view in order to locate it again.
Accessing Learning Details
Once you are in My Learning, you can access the details for the class, curriculum, or certification by clicking on the title.

IMPORTANT: The Date here is the last date on which your Status was updated. It is not the date of the class. To access the date of the class, you need to click the Title.

Viewing Class Details
From the Class Details view, click Schedule to see where and when an Instructor-Led class is meeting. You can also view and access web-based assignments, completion details (under Grades and Attendance), and class notes (under Notes and Attachments).
Accessing Curriculum and Certification Details

Curricula and certifications are, essentially, just lists that group together related classes. So you must navigate to the details of any curricula or certifications that you register for. Then you need to enroll in the classes required to complete the curriculum or certification.

Each section of the curriculum or certification contains one or more courses you need to finish. There may be required courses and optional courses. Click on the View Enrollment Options link to see the class offerings that fulfill the requirement and choose one to enroll in.
Some curricula and certifications include both required and optional sections in addition to required and optional courses within the sections. To see which sections are required and which ones are optional, click the **Completion Rules** link.

![Completion Rules Image]