

# HOW TO ENROLL IN ILEARN

## SEARCH AND SELF-ENROLL FOR COURSES

updated - 10/24/19

### Overview

Access over 100 courses along with 250+ documents and resources in iLearn Advancement. You can self-enroll in online courses, curricula, or available instructor led courses.\* New courses are regularly added to iLearn, so watch the billboard on the home page of iLearn for these new learning opportunities.

\*Consult with your supervisor for appropriate courses for your role before enrolling.

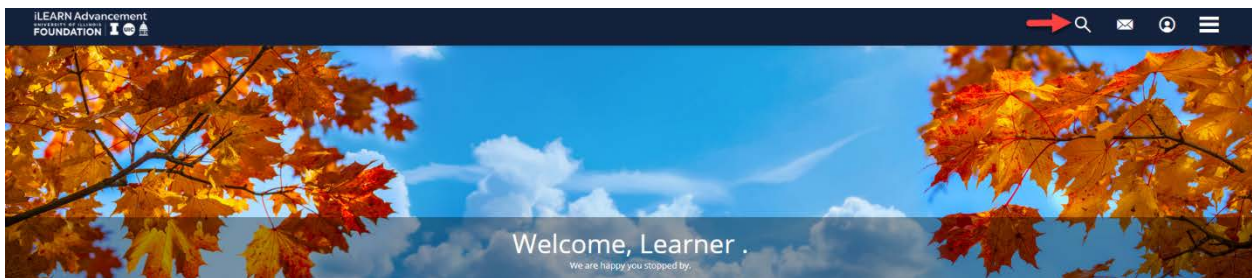
### iLearn Access

Log into iLearn here - <https://ilearn.uif.uillinois.edu> using your net id and password. If you have problems logging in, contact us at [ilearnadvancement@uif.uillinois.edu](mailto:ilearnadvancement@uif.uillinois.edu).

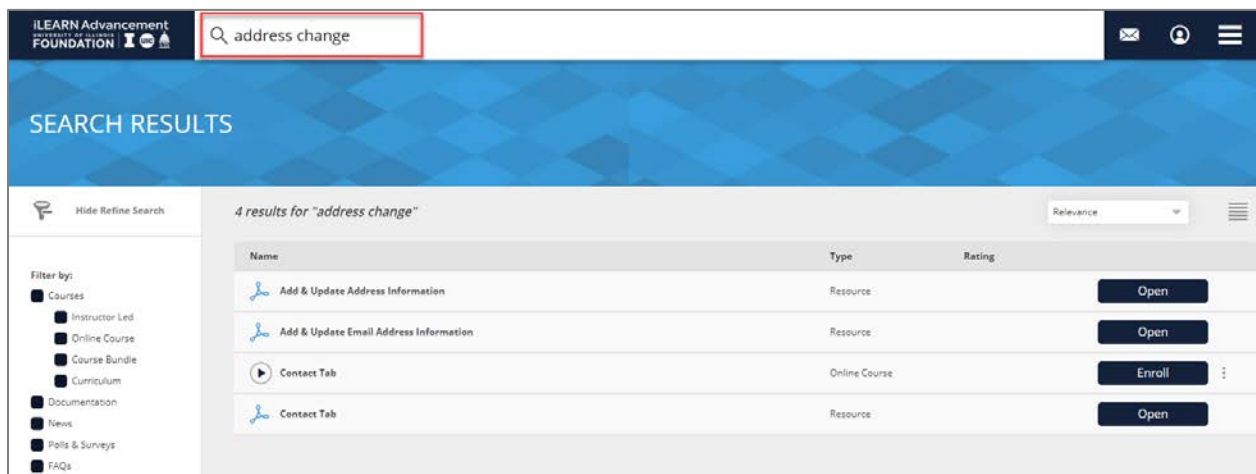
Follow these easy steps to locate and enroll in courses.

### Search for Training and Resources

The magnifying glass in the top left opens a search field allowing you to type a term and begin your search.



Your results will include any training with the term in the title or description (based on your access) and can be further refined by the type of training.



## Self-Enroll in Curricula or Online Courses

Click **enroll** next to the course, or click the name of the course to view a full course description.

The screenshot shows the ILEARN Advancement Foundation search interface. The search term is 'address change'. The results are displayed in a table with columns for Name, Type, and Rating. A red arrow points to the 'Enroll' button for the 'Contact Tab' course.

Name	Type	Rating	Action
Add & Update Address Information	Resource		Open
Add & Update Email Address Information	Resource		Open
Contact Tab	Online Course		Enroll
Contact Tab	Resource		Open

## Self-Enroll in Instructor Led Courses/Sessions

Enrolling in an Instructor Led Course is a 2-step process.

1. After clicking **Enroll** for an Instructor Led Course, click **Choose Session**.

The screenshot shows the course selection interface for 'Foundation Accounting FY2020'. The course is identified as an 'Instructor Led Course'. A red arrow points to the 'Choose Session' button.

2. Click **Enroll** to choose a convenient session date and time, paying attention to the training location. Some sessions are also offered by Skype (webinar).

The screenshot shows the session selection interface for 'Foundation Accounting FY2020'. The session is scheduled for November 19, 2019, at 10:00 AM - 11:30 AM (CST) in Urbana-Champaign. A red arrow points to the 'Enroll' button.

Session(s)

NOVEMBER 2019 2019/11/19 at Urbana-Champaign  
19 10:00 AM - 11:30 AM (CST)  
Instructor: Kelly Reznicek  
Location: UIUC - 6th Floor Calling Room, Urban Outfitters Building - 507 E Green St, Champaign Champaign Illinois United States 61820

Enroll

Class Size: 75  
Seats Remaining: 51  
Starts: November 19, 2019 10:00 AM CST  
Ends: November 19, 2019 11:30 AM CST