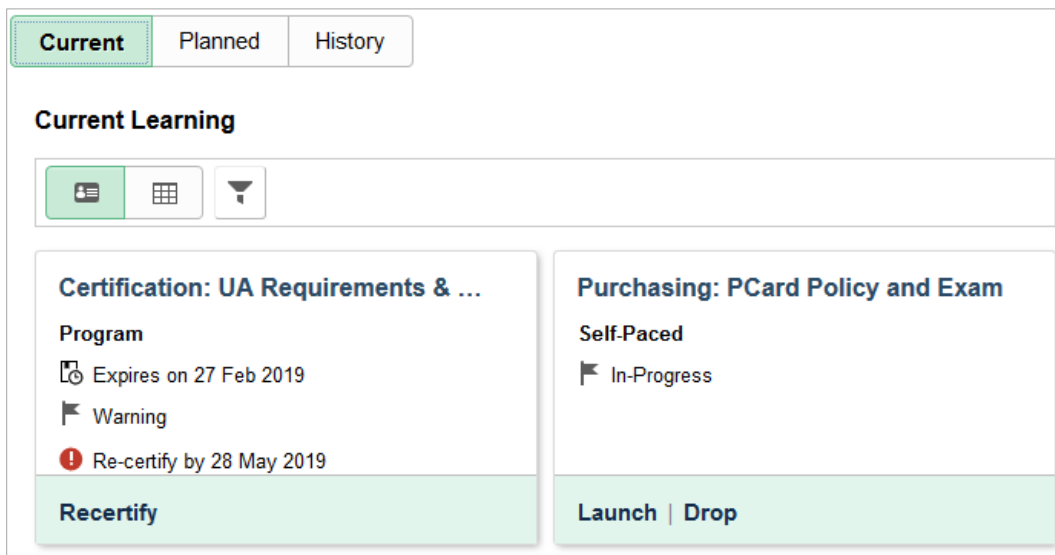


The screenshots below are for UA Requirements and Defensive Driving but **this process is the same for any Recertification.**

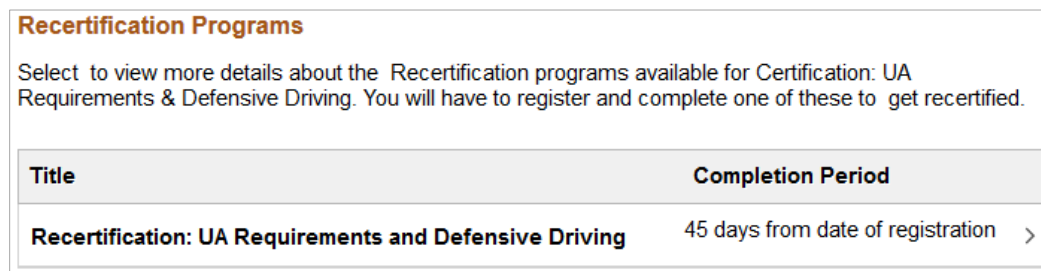
1. Click on the My Learning tile



2. The My Learning tile defaults to show Current Learning only.
 - The default is the tile view and users can switch to the list view by clicking the grid icon. Click the History tab to view older learning (anything not currently enrolled in).
3. Click Recertify
 - Only those in Warning status should see the Recertification link.



4. Click the forward arrow.





- 5. Click Register.

Recertification: UA Requirements and Defensive Driving Register

Program
Recertification for Certification: UA Requirements & Defensive Driving...

[Add to Learning Plan](#)

Program Details	Program Details
<ul style="list-style-type: none"> ▼ UA Requirements & Defensive Driving Courses <li style="padding-left: 20px;">Section Details <li style="padding-left: 20px;">* Driving: UA Requirements & Defensive Driving Not Enrolled Credit Alternatives 	<p>Description</p> <p>Covers UA driver responsibilities, key Fleet Safety policies, and reviews defensive driving techniques and select Arizona traffic laws. Offered by Risk Management Services.</p> <p>Abstract</p> <p>When you enroll in this re-certification you will be automatically enrolled in a single course, "Driving-UA Requirements and Defensive Driving." This class is accessed through the My Learning tile and must be completed before this certification will mark as Complete. You are only approved to drive on UA business once this Certification shows as COMPLETE. ===== For questions about this course or driving status, please contact Risk Management Services at 621-1790 or risktrn@email.arizona.edu.</p> <p>Completion Rules</p> <p>Must complete all of the following sections</p> <p>UA Requirements & Defensive Driving</p> <p>View additional details</p>

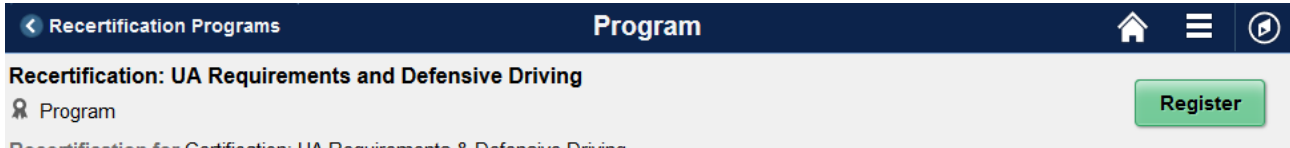
- If a user isn't paying attention, it will look as if nothing happened but looking at the next screenshot you'll see that instead of the Register button there's now a Drop button. This means the user successfully Registered in the Recertification.
- If the user needs to manually enroll in a class for your Recert they can click on the required class from the left column (Program Details) and it should show the enrollment options.

Recertification: UA Requirements and Defensive Driving Drop

Program
Status In-Progress

Program Details	Program Details
<ul style="list-style-type: none"> ▼ UA Requirements & Defensive Driving In-Progress <li style="padding-left: 20px;">Section Details <li style="padding-left: 20px;">* Driving: UA Requirements & Defensive Driving Enrolled Credit Alternatives 	<p>Description</p> <p>Covers UA driver responsibilities, key Fleet Safety policies, and reviews defensive driving techniques and select Arizona traffic laws. Offered by Risk Management Services.</p> <p>Abstract</p> <p>When you enroll in this re-certification you will be automatically enrolled in a single course, "Driving-UA Requirements and Defensive Driving." This class is accessed through the My Learning tile and must be completed before this certification will mark as Complete. You are only approved to drive on UA business once this Certification shows as COMPLETE. ===== For questions about this course or driving status, please contact Risk Management Services at 621-1790 or risktrn@email.arizona.edu.</p> <p>Completion Rules</p> <p>Must complete all of the following sections</p> <p>UA Requirements & Defensive Driving</p> <p>View additional details</p>

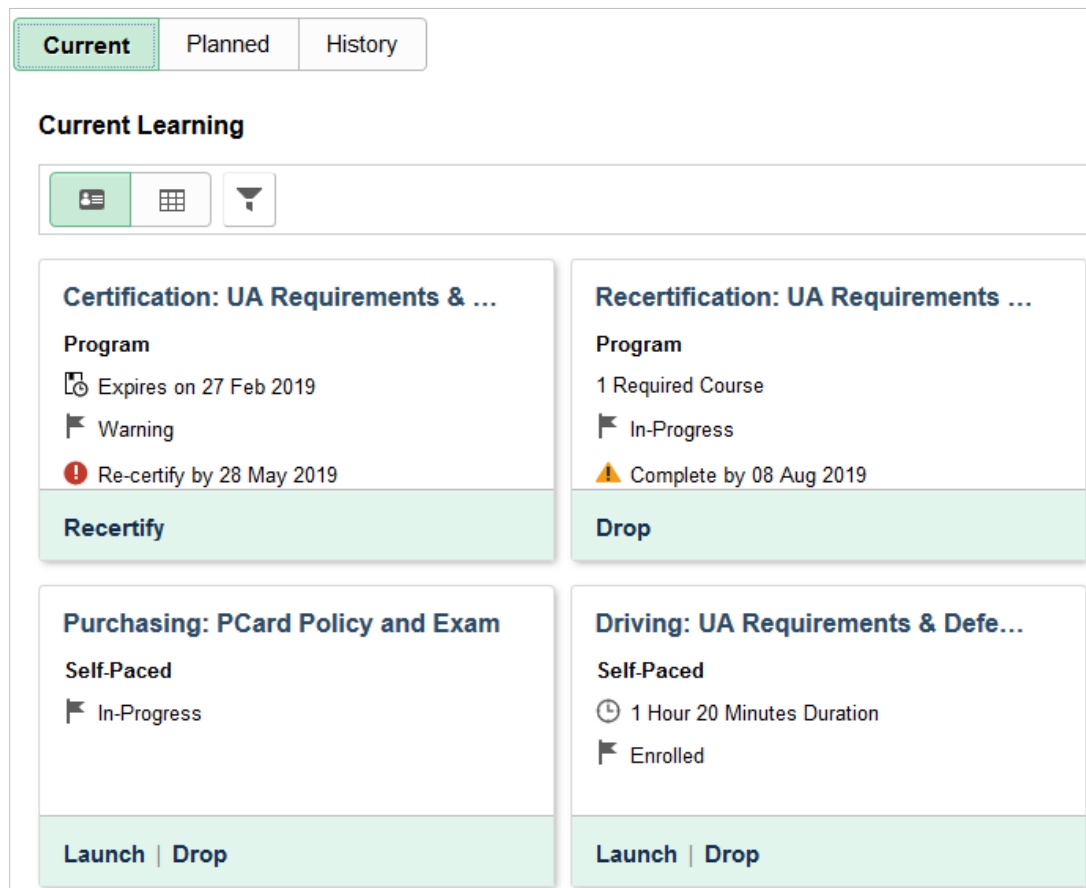
Once enrolled the users does NOT want to use the back arrows in the browser or the back navigation in the top left. If they click Recertification Progr... they are taken back to the previous page (from step 4) and then will go back to a page with the Register button again. If they try to click the Register button again they will receive an error because the system will think the user is trying to Register for the recertification again.



6. Click the Home icon (to go back to UA Learning Home)
7. Click My Learning



8. Now the user sees the Recertification and if they were auto-enrolled in an associated class they'll see that as well and can launch directly from the tile.

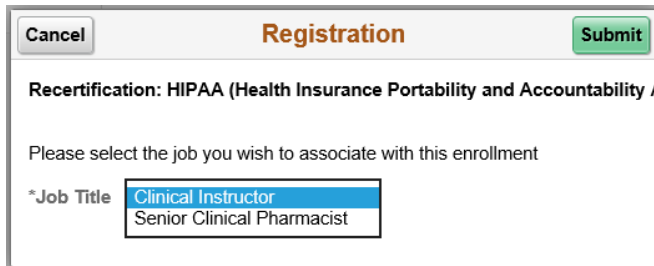


Current	Planned	History
Current Learning		
<div style="display: flex; justify-content: space-between;"> ☰ 📅 ⌵ </div>		
<p>Certification: UA Requirements & ...</p> <p>Program</p> <p>🕒 Expires on 27 Feb 2019</p> <p>⚠ Warning</p> <p>🔴 Re-certify by 28 May 2019</p> <p>Recertify</p>	<p>Recertification: UA Requirements ...</p> <p>Program</p> <p>1 Required Course</p> <p>🚩 In-Progress</p> <p>⚠ Complete by 08 Aug 2019</p> <p>Drop</p>	
<p>Purchasing: PCard Policy and Exam</p> <p>Self-Paced</p> <p>🚩 In-Progress</p> <p>Launch Drop</p>	<p>Driving: UA Requirements & Defe...</p> <p>Self-Paced</p> <p>🕒 1 Hour 20 Minutes Duration</p> <p>🚩 Enrolled</p> <p>Launch Drop</p>	

Users with Multiple Job Titles

If the user has multiple job positions in the Learning system, the enrollment behaves slightly different. Steps 1-5 are the same but then there are the steps below.

1. Choose correct position
2. Click Submit



3. Once the user Submits, they are taken directly to their My Learning (which doesn't happen for users with only one job title).

Current Learning

