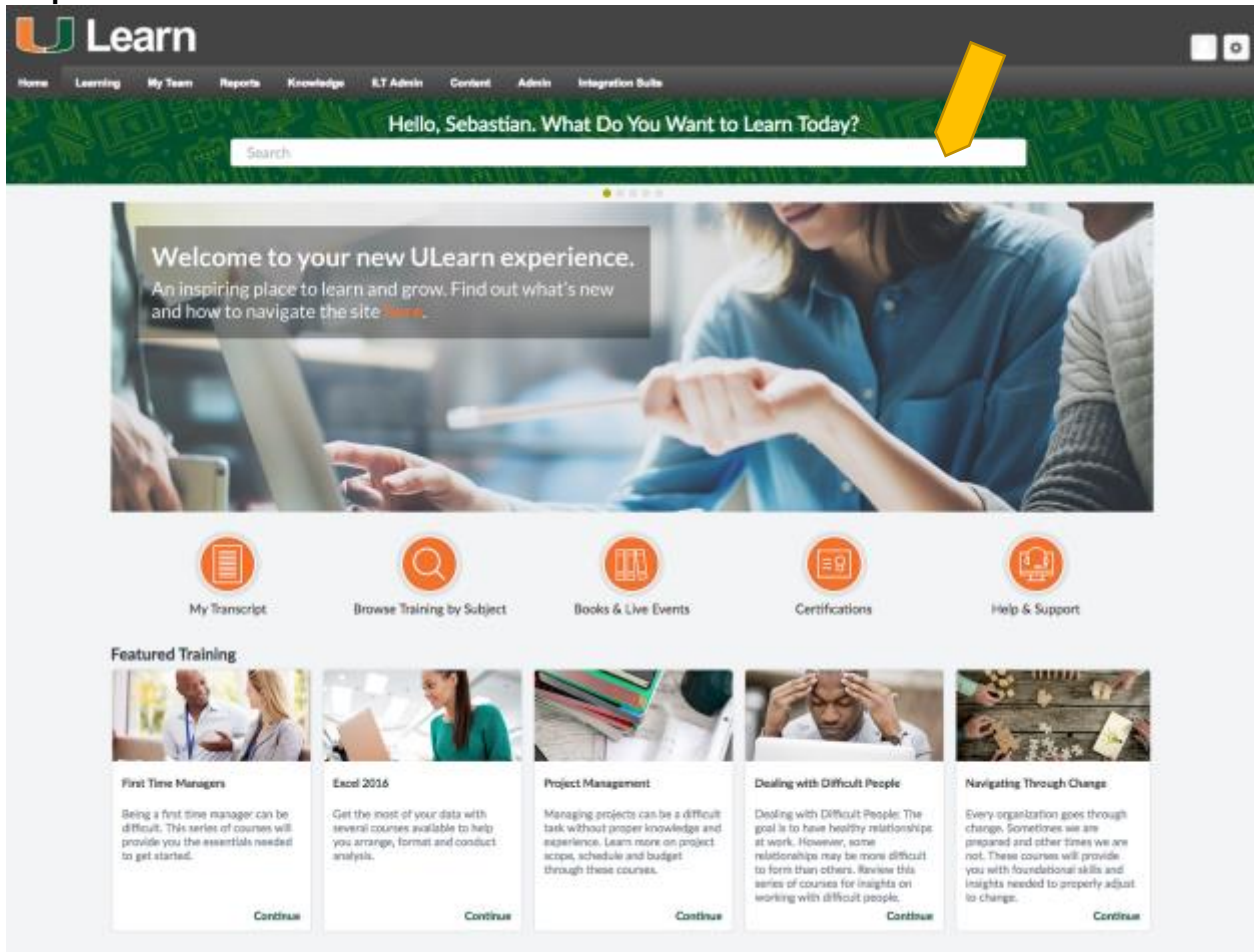


Welcome to Your ULearn Experience: How to Access Online Training – Option 1 Global Search Bar

Step 1: Click on the Search Bar.

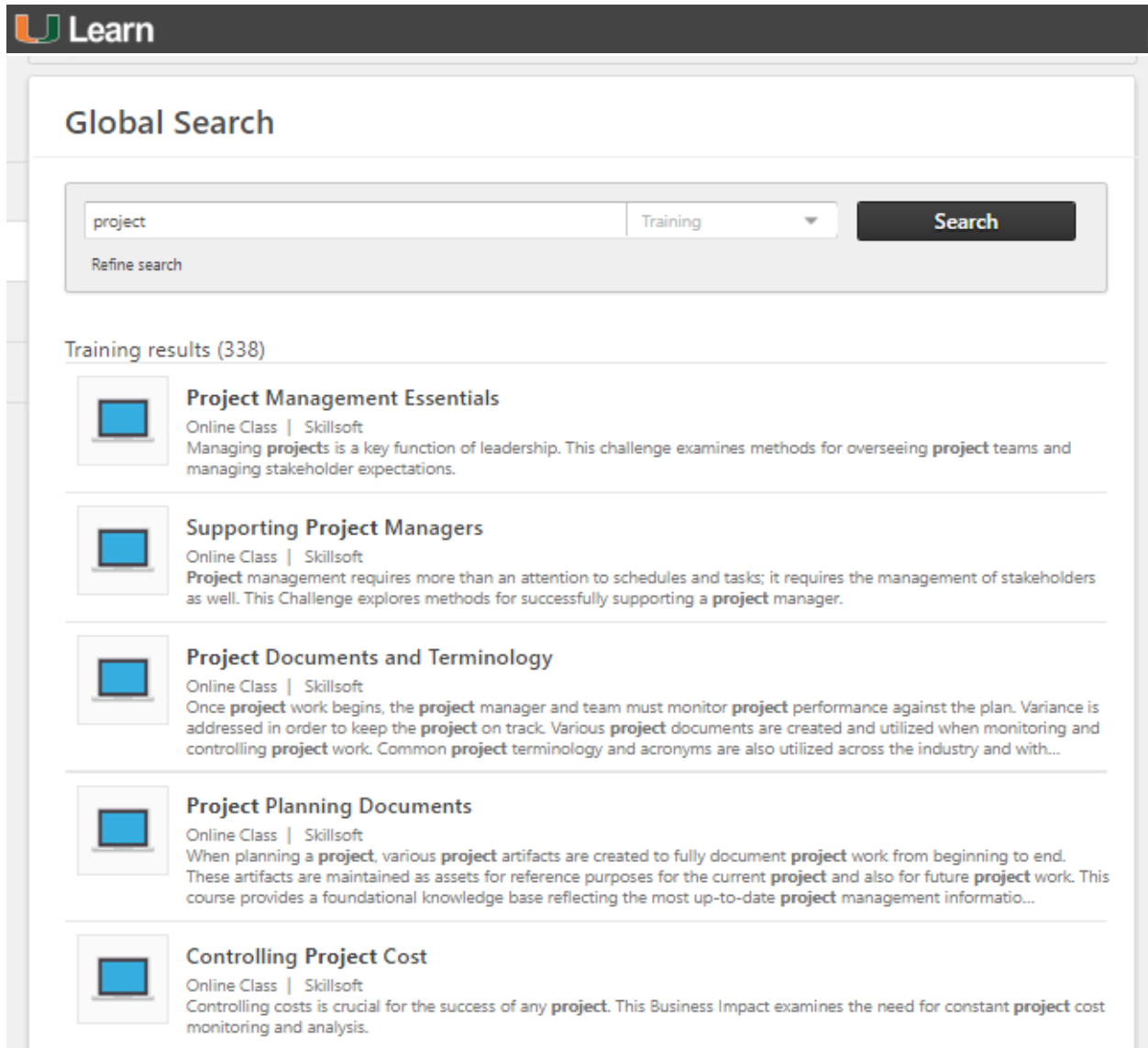


Step 2: Type the first word of the topic you are searching for, and press enter on your keyboard.



Any training materials/topics that match the search criteria will display (a few examples below).

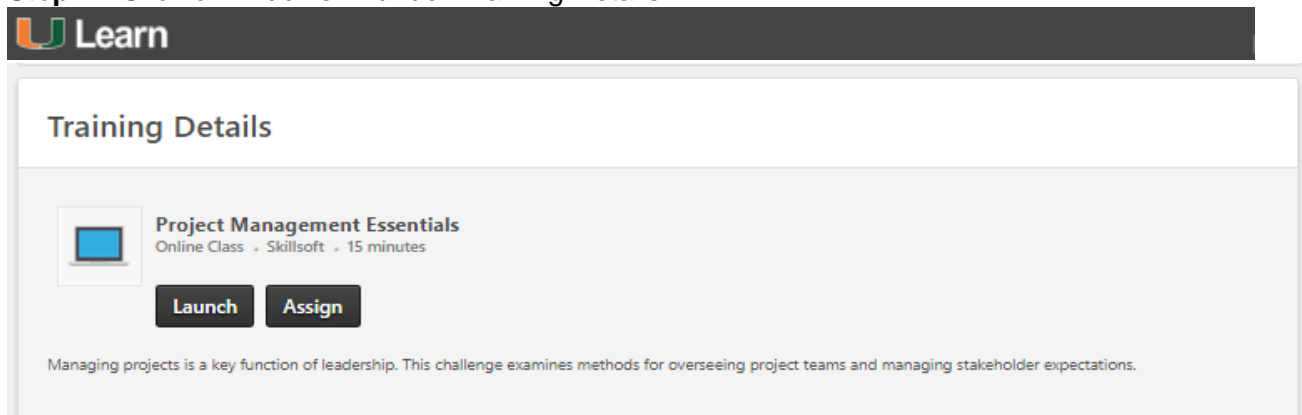
Step 3: Click on the course title of choice.



The screenshot shows the U Learn Global Search interface. At the top, the U Learn logo is visible. Below it, the heading "Global Search" is displayed. A search bar contains the text "project", and a dropdown menu is set to "Training". A "Search" button is located to the right of the search bar. Below the search bar, there is a "Refine search" link. The search results are titled "Training results (338)". Five course cards are listed, each with a laptop icon, a title, and a brief description:

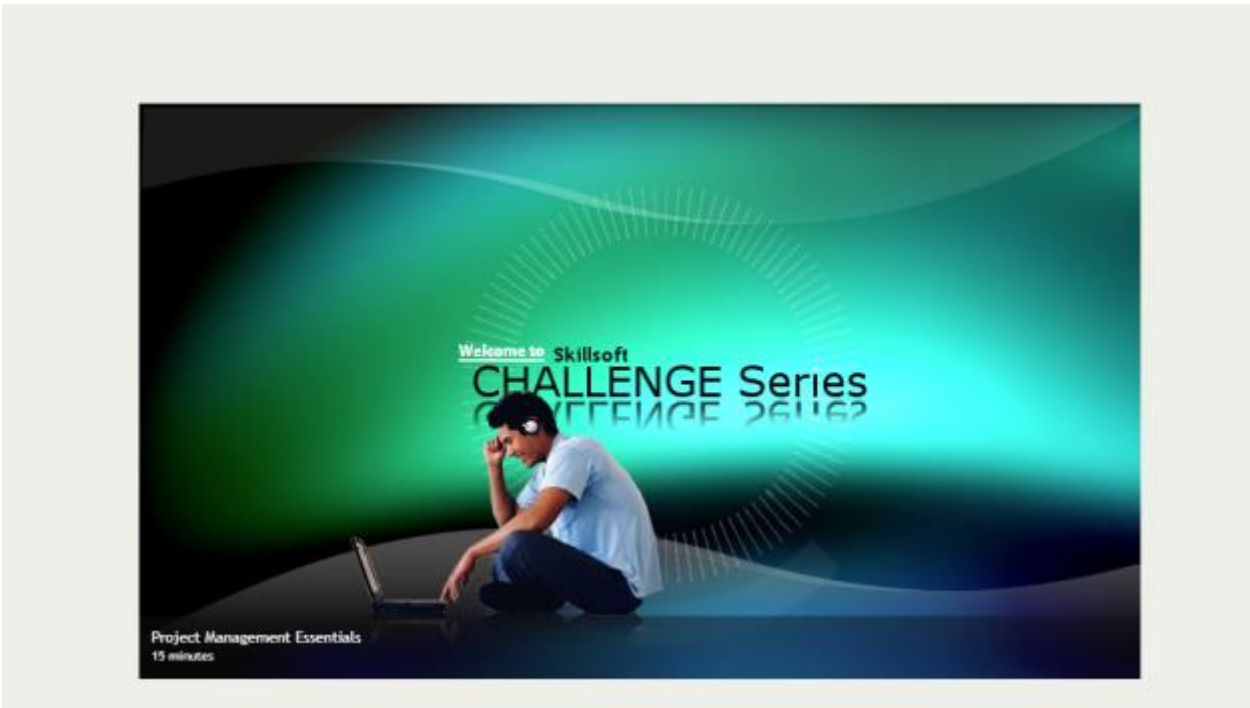
- Project Management Essentials**
Online Class | Skillsoft
Managing **projects** is a key function of leadership. This challenge examines methods for overseeing **project** teams and managing stakeholder expectations.
- Supporting Project Managers**
Online Class | Skillsoft
Project management requires more than an attention to schedules and tasks; it requires the management of stakeholders as well. This Challenge explores methods for successfully supporting a **project** manager.
- Project Documents and Terminology**
Online Class | Skillsoft
Once **project** work begins, the **project** manager and team must monitor **project** performance against the plan. Variance is addressed in order to keep the **project** on track. Various **project** documents are created and utilized when monitoring and controlling **project** work. Common **project** terminology and acronyms are also utilized across the industry and with...
- Project Planning Documents**
Online Class | Skillsoft
When planning a **project**, various **project** artifacts are created to fully document **project** work from beginning to end. These artifacts are maintained as assets for reference purposes for the current **project** and also for future **project** work. This course provides a foundational knowledge base reflecting the most up-to-date **project** management informatio...
- Controlling Project Cost**
Online Class | Skillsoft
Controlling costs is crucial for the success of any **project**. This Business Impact examines the need for constant **project** cost monitoring and analysis.

Step 4: Click on “Launch” under Training Details.



The screenshot shows the U Learn Training Details page for the course "Project Management Essentials". The U Learn logo is at the top. The heading "Training Details" is displayed. Below it, there is a course card with a laptop icon, the title "Project Management Essentials", and the text "Online Class · Skillsoft · 15 minutes". Below the course card, there are two buttons: "Launch" and "Assign". Below the buttons, there is a brief description of the course: "Managing projects is a key function of leadership. This challenge examines methods for overseeing project teams and managing stakeholder expectations."

Step 5: Next, ULearn will direct you to Skillsoft to begin the training.



Step 6: Once completed, you will receive the notification below. This screen will notify you of your status in the course (i.e., “completed” or “not completed”). Select “**Print Report**” if you would like to print a completion status report, or select “**Exit Course**” to exit course and return to your ULearn transcript.

