Quick Reference Card - Training Registering and Taking a WBT Course



Process: This QRC explains how to register (or book) and take a course that is delivered via the web, i.e. Web-Based Training (WBT).

Role: Anyone

Frequency: When Needed

Beginning

PLEASE NOTE: For best results, we recommend that you use Internet Explorer as your browser when taking a WBT course. We also recommend that you **clear your cache** before beginning the course. If you are not sure how to clear your cache, please check with the IT support person in your area.

Type your Active Directory User ID in the User ID field. Do not include the ad\ or mc\. Type your password and press Enter .	Weicome to myUK See blue. Weicome to myUK Use your (m blue D to Sign On to this portal. User HD Baseword Baseword Sagn On William T Young Library		
Click on the Employee Self Services Tab then click on Training.	myReports Employee Self-Service myUK anciarAid View of Student Ente formation Training Working T		
Select a Course you want to book (register) that is shown either in the Web-Based Training section or listed under Delivery Method as WBT .	Web-Based Training (11) Course Blood Administration Course Code Blue - Package File Test Course Diabetes Delivery Method Diabetes DEX_300 EEx. Web Reporting Classroom Parenteral Nutrition for Adults BEX_300 BEx. Web Reporting SLCM Classroom Sedation - Part 5 BW_ LD_200 Ledger Only Classroom UKHealthcare test - Propofol FL 200 Finance Overview WBT WBT_101 WBT without Test FL EXEC_200 FI Executive Briefing Classroom		
Select book this course to register or scroll down the page to the Book section and click on the Book this course button. See the Feedback Section below for other messages.	Web-Based Training : UKHealthcare test - Propofol : Course Catalog > Learning Solution > UKHealthcare test - Propofol The results of the prerequisites check indicate that you can book this course. For more information on the prerequisites check and on booking, see the section entitled 'Book' on this page. Book The results of the prerequisites check indicate that you can book this course. Book The results of the prerequisites check indicate that you can book this course.		
Click OK to confirm the booking.	Windows Internet Explorer		

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You will receive a confirmation message that the booking was successful. Select Start Course Now to begin.	Web-Based Training : UKHealthcare test - Propofol : Course Catalog. > Learning Solution > UKHealthcare test - Propofol Participation was successfully booked. Start Course Now			
Completing a WBT Course				
Once you are on the very last slide, in the lower corner, click on the Log off button.	Log off			
You will be returned to the main <i>my</i> Training page for this course. The main page will refresh (usually within 20 seconds, depending on	"Your Participation in this course has been completed."			
Nithin 30 seconds, depending on network traffic). You should receive a green system message similar to this:	(Note: This message should appear if you have gone through all the slides AND you have successfully passed the Assessment or Check for Understanding.)			
Prerequisite Feedback Messages				
If there is a <i>soft</i> prerequisite for the course, you will be able to register even though the prerequisite has not been completed.	Book You may book this course. However, the results of the prerequisites check indicate the following: ▲ The participant has not participated in the prerequisite courses Book this course			
If there is a <i>hard</i> prerequisite for the course, you cannot register until the prerequisite is completed.	Book You cannot book this course currently for the following reasons: The participant has not participated in the prerequisite courses			
To Cancel a Booked Class				
Click Training Activities in My Learner Account in the left side Navigation panel.	My Learner Account Training Activities Course Prebookings Favorites Settings			
In the My Training Activities section click on the Course you want to cancel.	My Training Activities All (2) WebBased Training (2) Your current training activities in summarized format. Course I* Delivery Method I* Schedule I* Room E.200 Emance Overview WBT Released until Unlimited Refessh Print			
Scroll down to the bottom of the page and click Cancel booking for this course .	Cancel Cancel booking for this course. Refresh			

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Click **OK** to confirm the cancellation.

ſ	The page at http://esdev.iris.uky.edu:9110 says:	
	Do you want to cancel course participation?	
l	OK Cancel	