LEARNING AT DU

LMS USER GUIDE

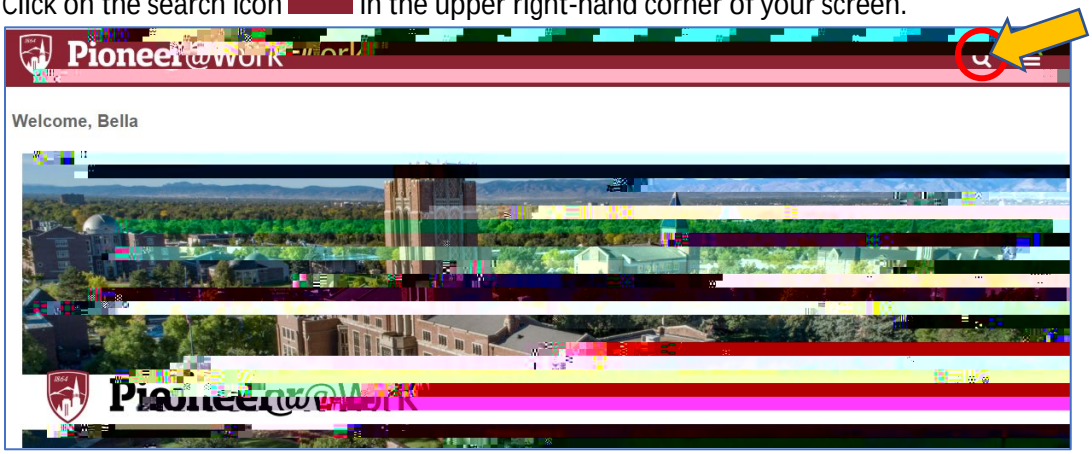
How to Search for and Launch Training

METHOD 1 – From “View Available Courses & Trainings” Box

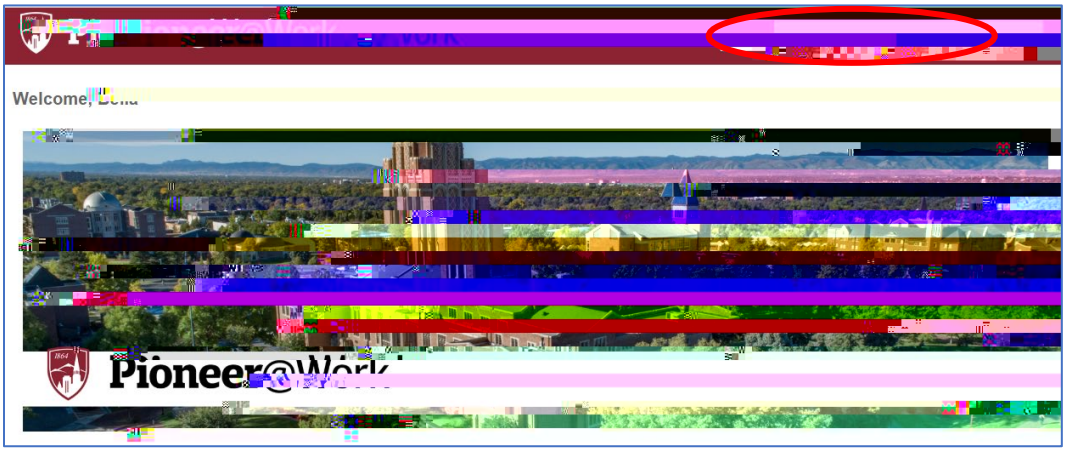
1. Locate the **View Available Courses & Trainings** box 1.421 0 Tdb3n”(o)2L (e)2L 2Lh2L 2LhTdb3n0.2 (1oT0w 1.gL)-23v

METHOD 2 – Using the Search Bar

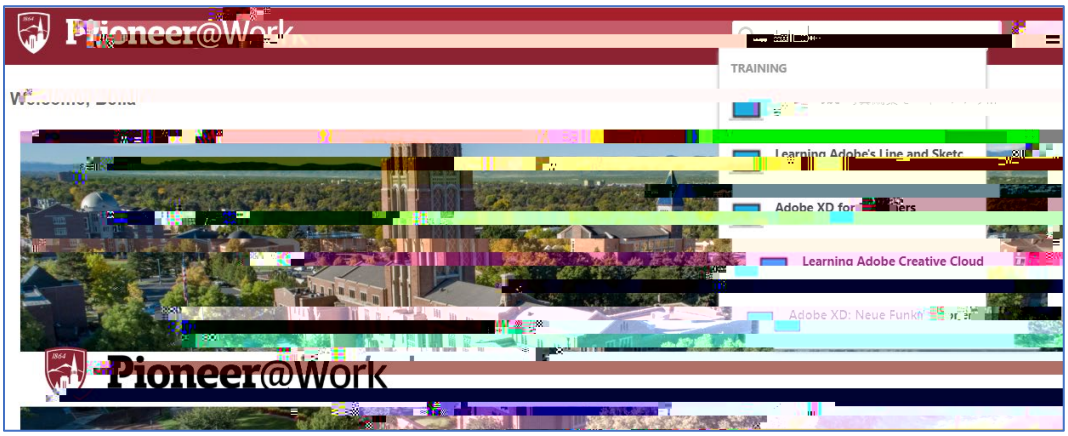
1. Click on the search icon in the upper right-hand corner of your screen.



2. Type a word in the search bar. In this example, “Adobe” is the search term.



3. The top five search results will appear. Choose the training you would like to take or hit Enter on your keyboard to view all search results.



4. If you hit Enter, all search results containing “Adobe” will appear.

5. Click on a training title to view the training details.

6.