Find a Course or Collection in MySCLearning
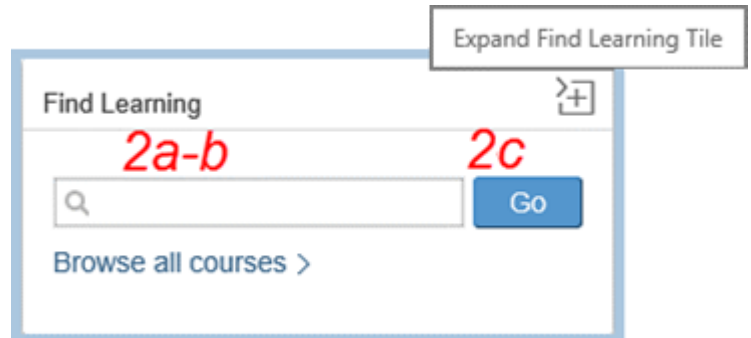
1 **Log in to MySCLearning**

See "Log in to MySCLearning."

Expand Find Learning Tile

Find Learning

2a-b   2c

Go

Browse all courses >

2 **Use the *Find Learning* tile**

Find Learning searches IDs, titles and descriptions of both courses and collections.

a) Type in the **Course ID** to find all related courses.
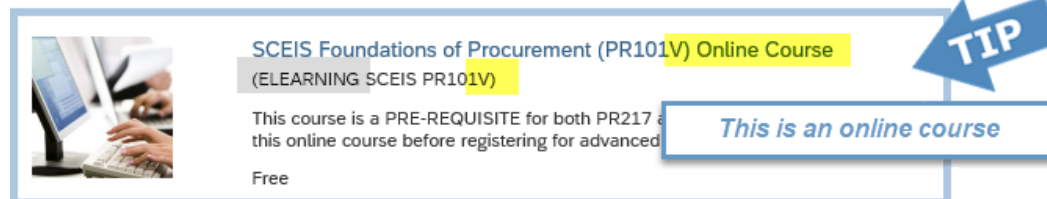   *Example:* Search for PR217. Results include PR217 and its prerequisite course, PR101V.

b) Or type in a **key word** to see courses or collections with that word in its title or description.

c) Click *Go*.

TIP *An online SCEIS course has "Online Course" in its title and a letter V at the end of its ID. The "elearning" tag is not meaningful.*
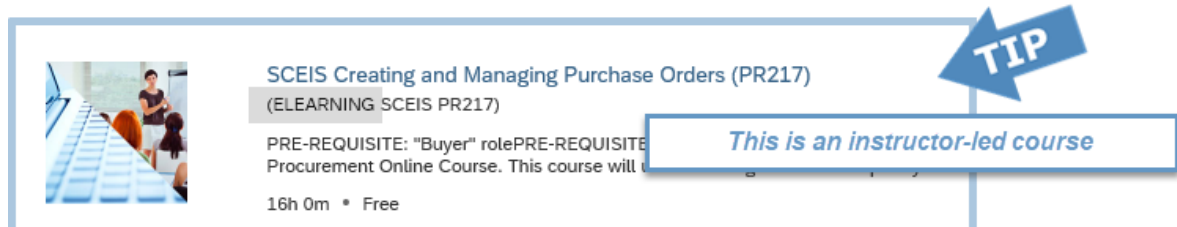

SCEIS Foundations of Procurement (PR101V) Online Course
(ELEARNING SCEIS PR101V)
This course is a PRE-REQUISITE for both PR217 and this online course before registering for advanced
Free

TIP *This is an online course*

SCEIS Creating and Managing Purchase Orders (PR217)
(ELEARNING SCEIS PR217)
PRE-REQUISITE: "Buyer" rolePRE-REQUISITE Procurement Online Course. This course will
16h 0m • Free

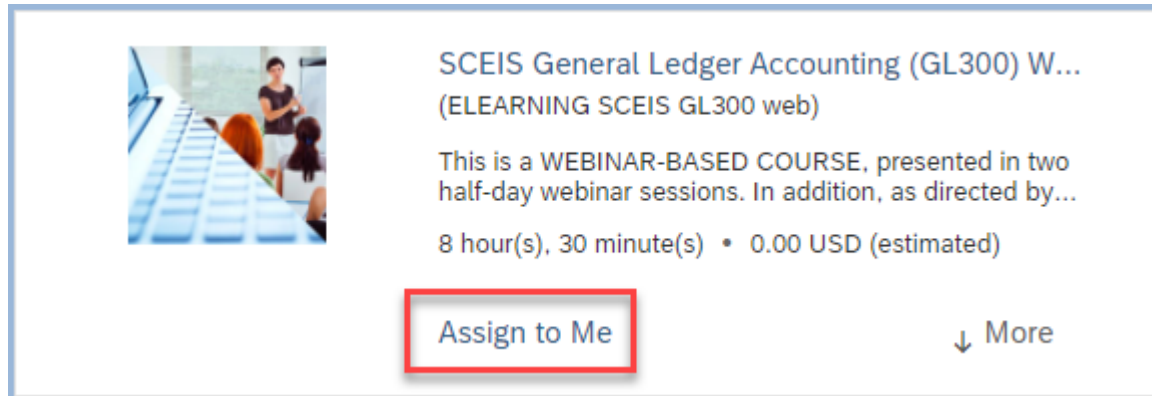**TIP** *This is an instructor-led course*

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3 Assign a course to yourself

In the search results, click *Assign to Me* to add any course to your *My Learning Assignments* tile.

TIP ▶ Assign to Me *does not register you. To reserve a seat in an instructor-led class, you* must **Register**. *See* "Register for an Instructor-Led Class."

TIP ▶ *If it's an online course, you can start taking it immediately by clicking* **Start Course**. *See* "Take an Online Course."

4 Open a collection

In the search results, click the title of a collection to open it and to access the materials in it.

See "Use a Collection in MySCLearning" *to learn more about collections.*

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