



## Member How-to Document

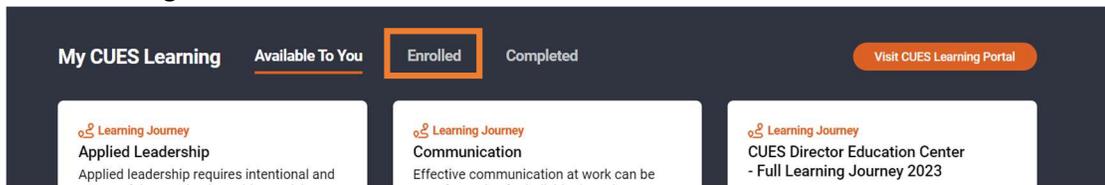
### Accessing an Enrolled Course/Learning Journey

**Purpose:** Your learning facilitator may enroll you in courses from CUES Learning Portal. You'll be able to access the courses you've been enrolled in via myCUES Dashboard and/or within CUES Learning Portal.

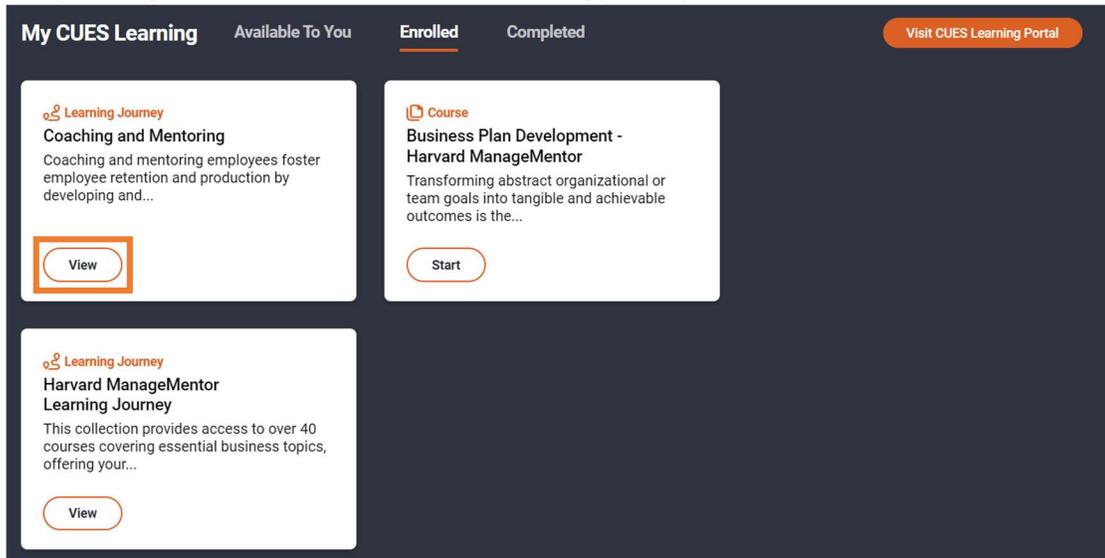
#### Accessing VIA myCUES Dashboard

**Process:**

1. After you've logged into cues.org and accessed the myCUES dashboard, scroll down to the "My CUES Learning" section and click on the "Enrolled" tab.



2. From here you will see Learning Journeys and/or courses you are currently enrolled in but have not yet completed. To Access a course or learning journey click "View."



Please see next page

- This will launch the course and/or learning journey in CUES Learning Portal, for you to begin.



**CUES**  
POTENTIAL, REALIZED.™

## Coaching and Mentoring

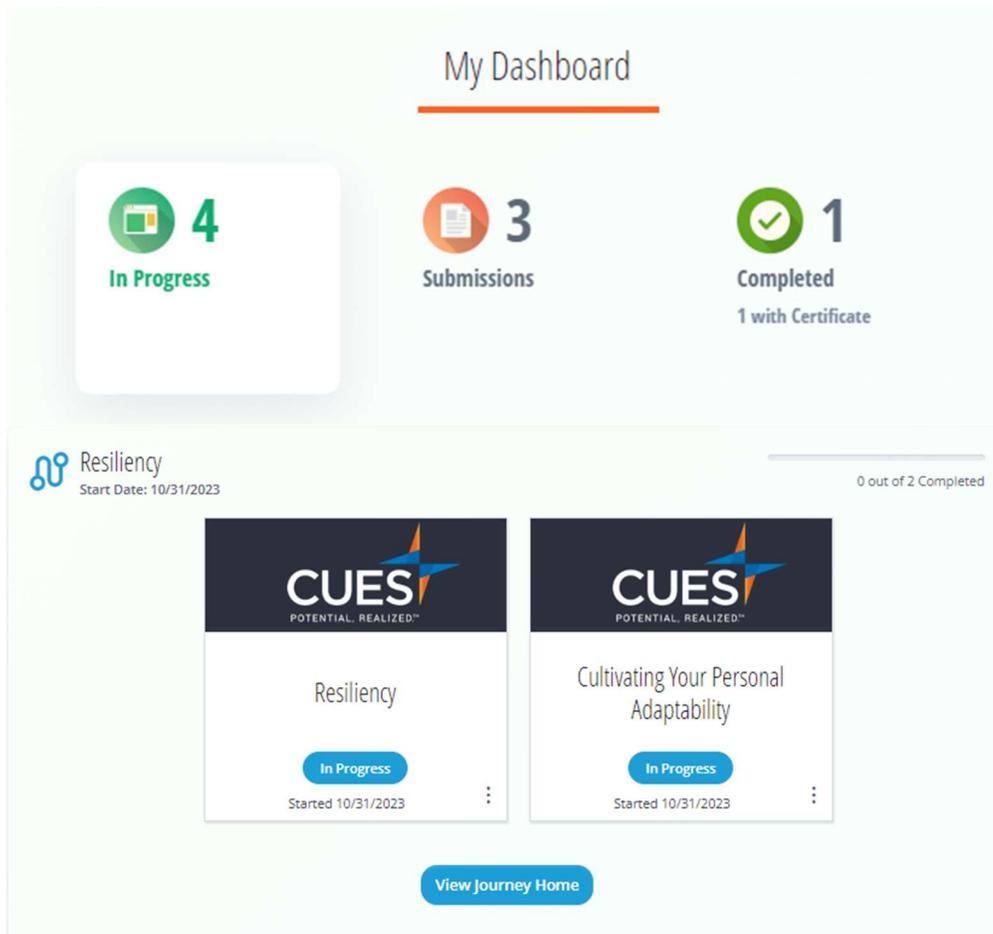
Your Progress Towards Completion  
**1 out of 2 complete**

Coaching and mentoring employees foster employee retention and production by developing and enhancing their skills. Successful managers leverage both skills simultaneously to actively listen, monitor progress, and help employees accomplish their personal goals while executing the organization's mission. Complete this collection to improve your delivery in both areas.

### Accessing VIA CUES Learning Portal

**Process:**

- After you've accessed CUES Learning Portal you will be at the "My Dashboard" page. From here, in the In Progress section, you can get a quick glance at content you're currently enrolled in.



### My Dashboard

**4**  
In Progress

**3**  
Submissions

**1**  
Completed  
1 with Certificate

Resiliency  
Start Date: 10/31/2023

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Resiliency  
In Progress  
Started 10/31/2023

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Cultivating Your Personal Adaptability  
In Progress  
Started 10/31/2023

0 out of 2 Completed

[View Journey Home](#)

2. Additionally, you can also click on “My Learning” on the left-hand side of the page to see all Learning Journeys and courses you’re currently enrolled in.

The screenshot displays a user interface for 'My Learning'. On the left is a dark sidebar with a user profile for 'Mark Johnson' (MJ) and navigation options: Dashboards, My Learning (highlighted in blue), Bookmarks, and Search. The main content area is titled 'My Learning' and shows two courses from CUES: 'Coaching and Mentoring: Develop Your Mentoring Skills' and 'Harvard ManageMentor Learning: Business Plan Development - Harvard Business School'. The text 'All Loaded' is visible below the course list.

