

## Member How-to Document

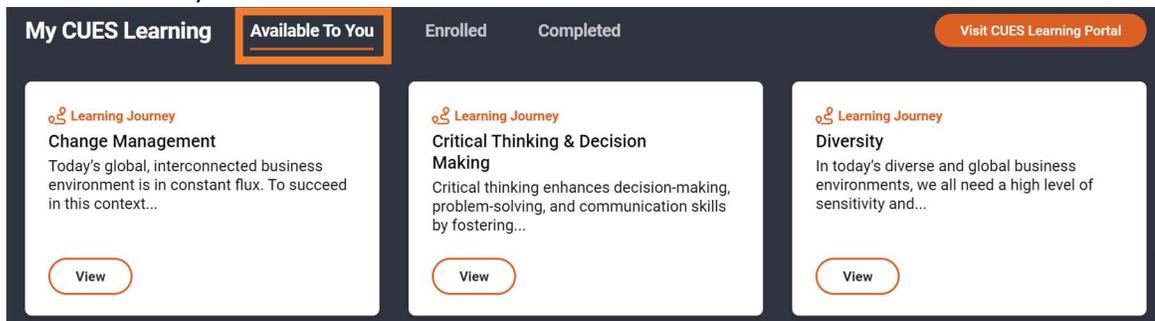
# Enrolling in a Course or Learning Journey

**Purpose:** To self-enroll in a learning journey or course.

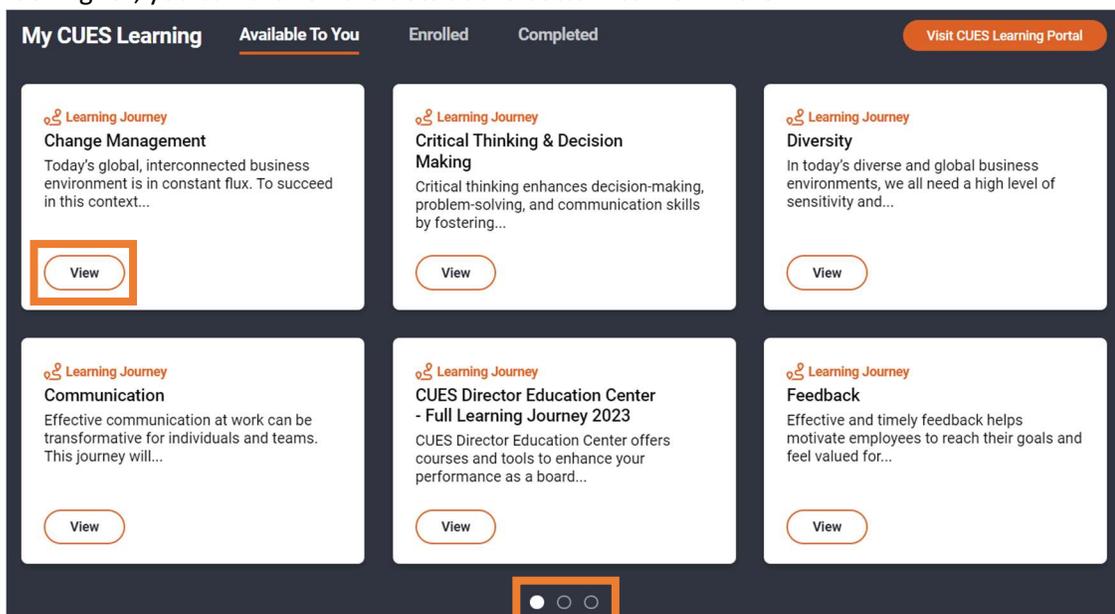
### Process:

#### Finding & Enrolling in a Learning Journey and a Course Within the Learning Journey

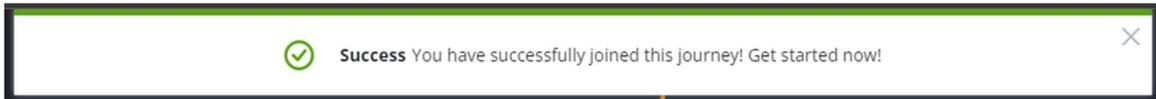
1. After you've logged into cues.org and have accessed myCUES dashboard. Scroll to the "My CUES Learning" section in the "Available To You" tab. This tab will show you all Learning Journeys you are not currently enrolled in.



2. If you see a Learning Journey you'd like to enroll in, click "View". If you don't see what you're looking for, you can click on the dots at the bottom to view more.



- After you've clicked on the "View" button, you will be redirected to the Learning Journey page in CUES Learning Portal. From here, click "Start My Journey" to enroll. You will now see a pop-up confirming it worked.



- Scroll to view the courses offered within the Learning Journey. Click "Learn More" on any course to launch it.

Today's global, interconnected business environment is in constant flux. To succeed in this context of continuous change, everyone in an organization needs to be skilled in responding and adapting to change. However, leaders are required to do more. Through this collection of courses, leaders at all levels will develop the ability to initiate and implement change initiatives successfully.

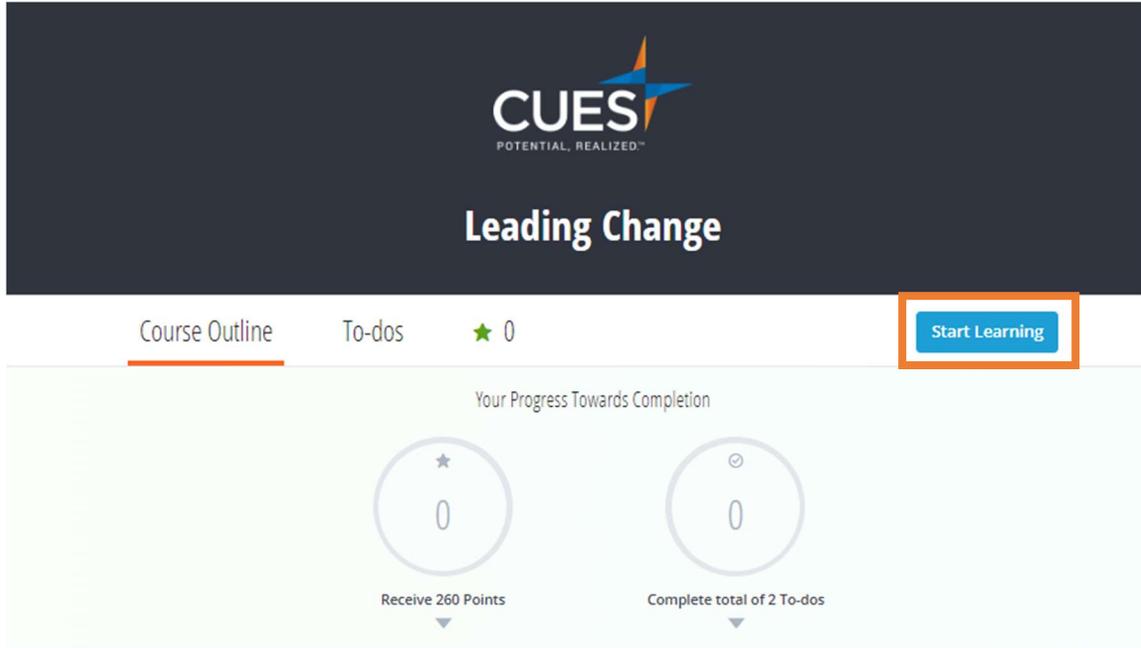
**Complete All in Any Order**

Course Number	Course Title	Status	Start Date	Enrollment
1	Change Agility	Not Started	Started 10/31/2023	
2	Cultivating Your Personal Adaptability	In Progress	Started 10/31/2023	
3	Leading Change	Learn More		21 learners enrolled
4	Resiliency	In Progress	Started 10/31/2023	

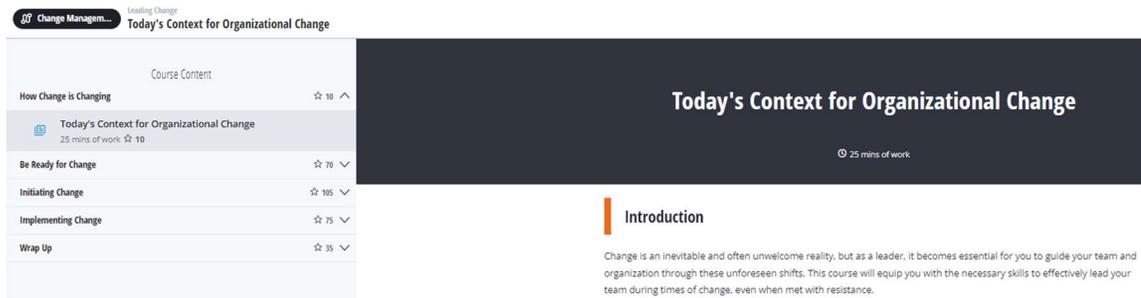
5. Next, click “Enroll”.



6. Click “Start Learning”.



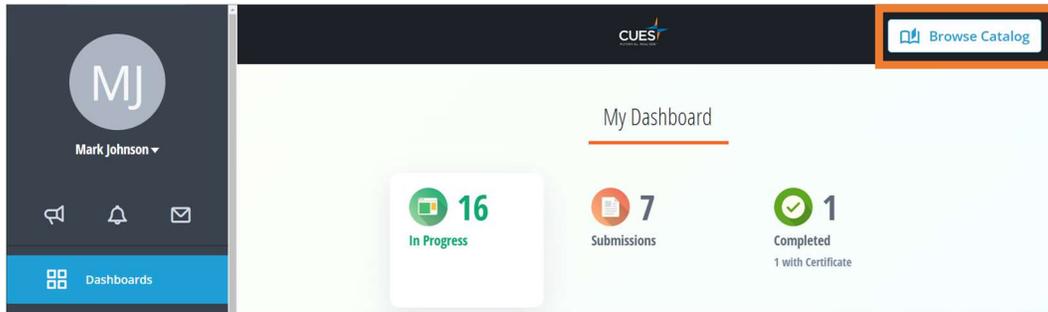
7. Now you can start taking the course.



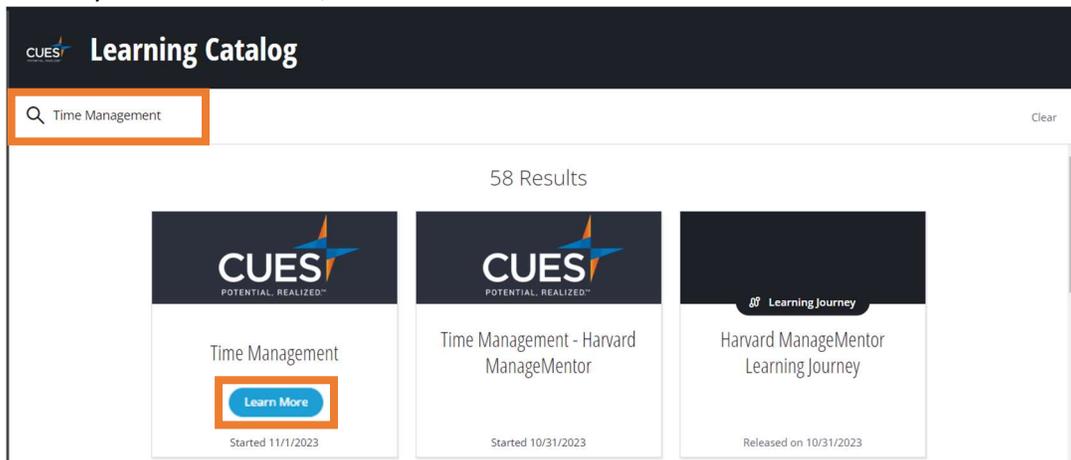
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## Finding and Enrolling in a Course

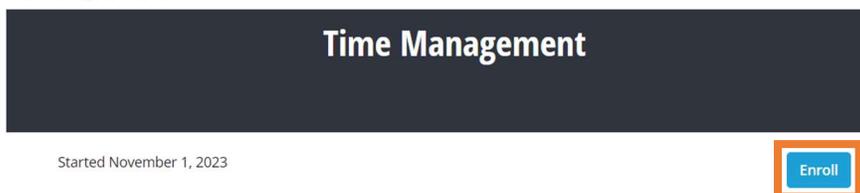
1. Once you've access CUES Learning Portal, click on "Browse Catalog" at the top right corner of the page.



2. This will open the Learning Catalog and show all the content you are NOT currently enrolled in. From here, you can search for any course title or topic in the search bar. After you've found the course you'd like to access, click "Learn More".



3. Click "Enroll".



*Note: The "Started" text is the date the course was last updated and does not mean you have started the course.*

*Please see next page*

4. Click “Start learning”

CUES  
POTENTIAL. REALIZED.™

## Time Management

Course Outline To-dos ★ 0 **Start Learning**

Your Progress Towards Completion

0 Receive 180 Points

0 Complete total of 1 To-do

5. Now you can start taking the course.

Time Management  
What is Time Management

Course Content	
Introduction: Time Management	☆ 50 ^
What is Time Management 19 mins of work ☆ 5	
Time Management Skills to Increase Productivity and Organizational Effectiveness 43 mins of work ☆ 45	
Increase Your Personal Productivity and Effectiveness	☆ 115 v
Wrap Up	☆ 35 v

## What is Time Management

19 mins of work

### Watch

Mastering time management can be challenging, but by grasping these ten crucial tips, you can elevate your productivity and efficiency.

