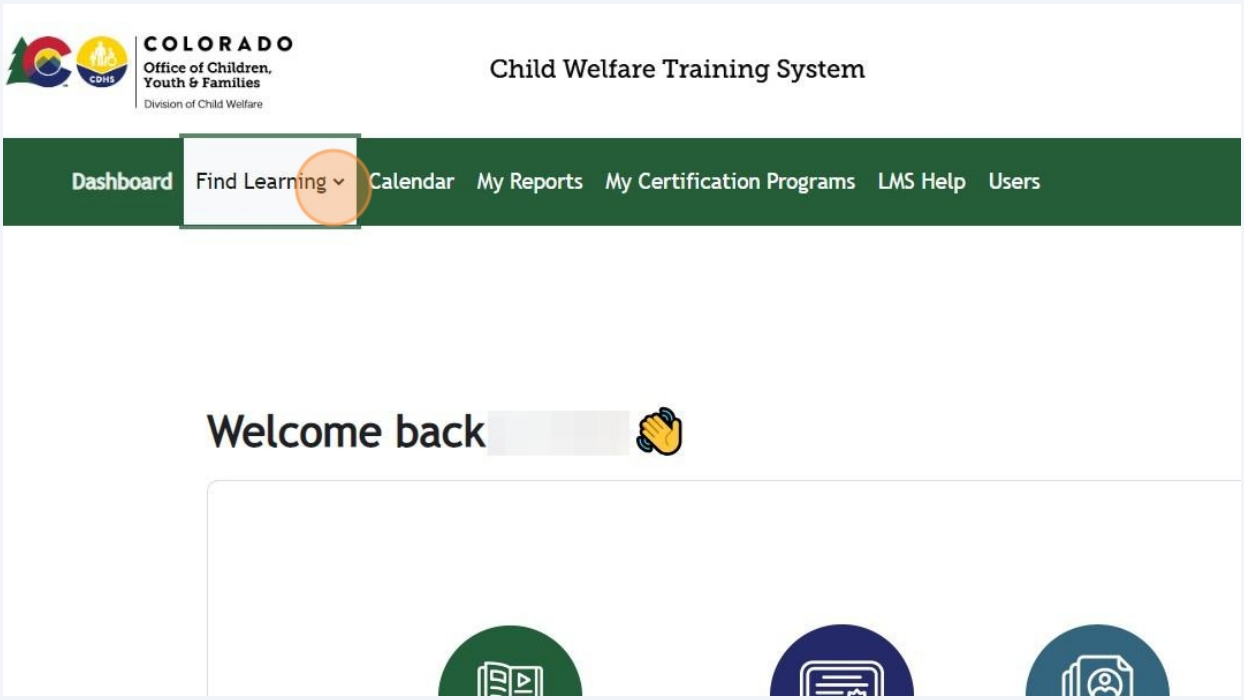
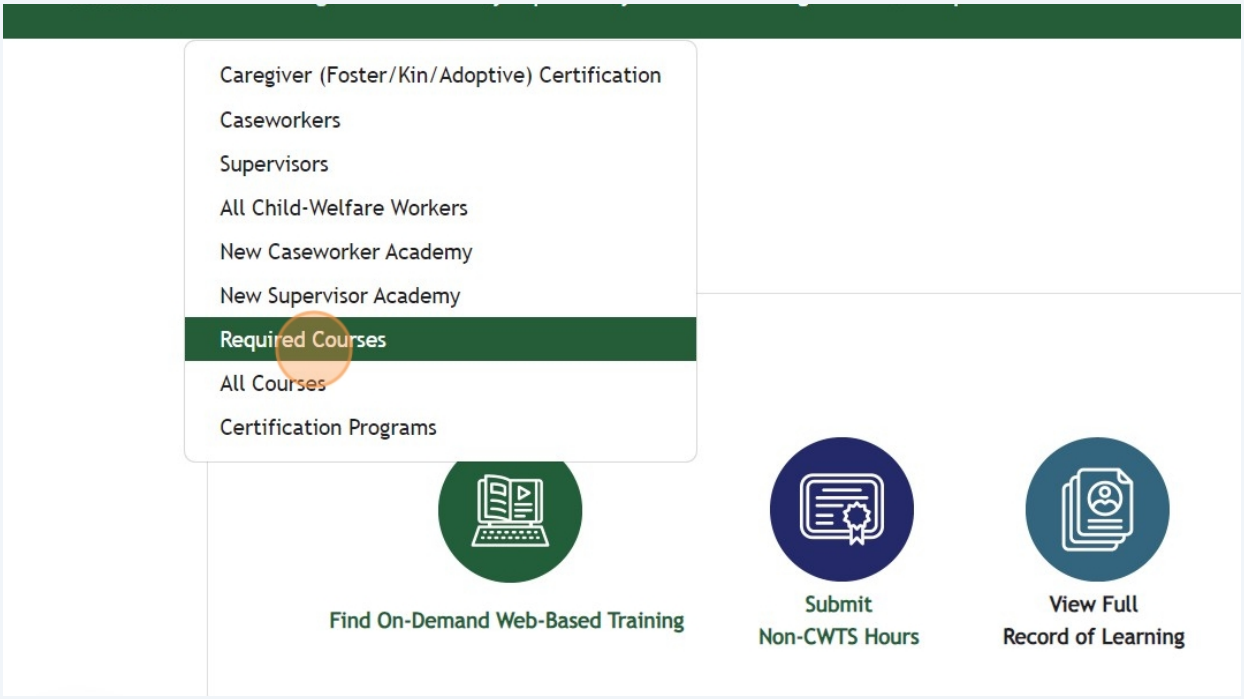
Enroll Staff (or Yourself) in a Course

COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

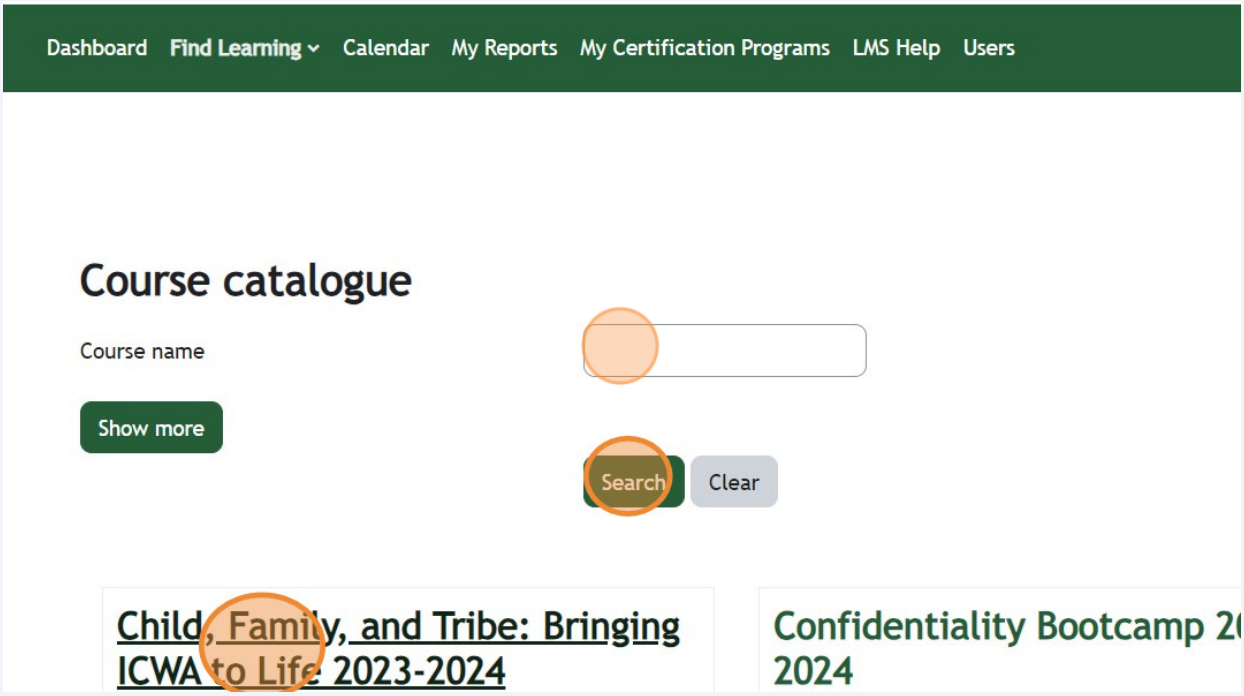
1 Click **Find Learning**.



2 Select the catalog you would like to search.

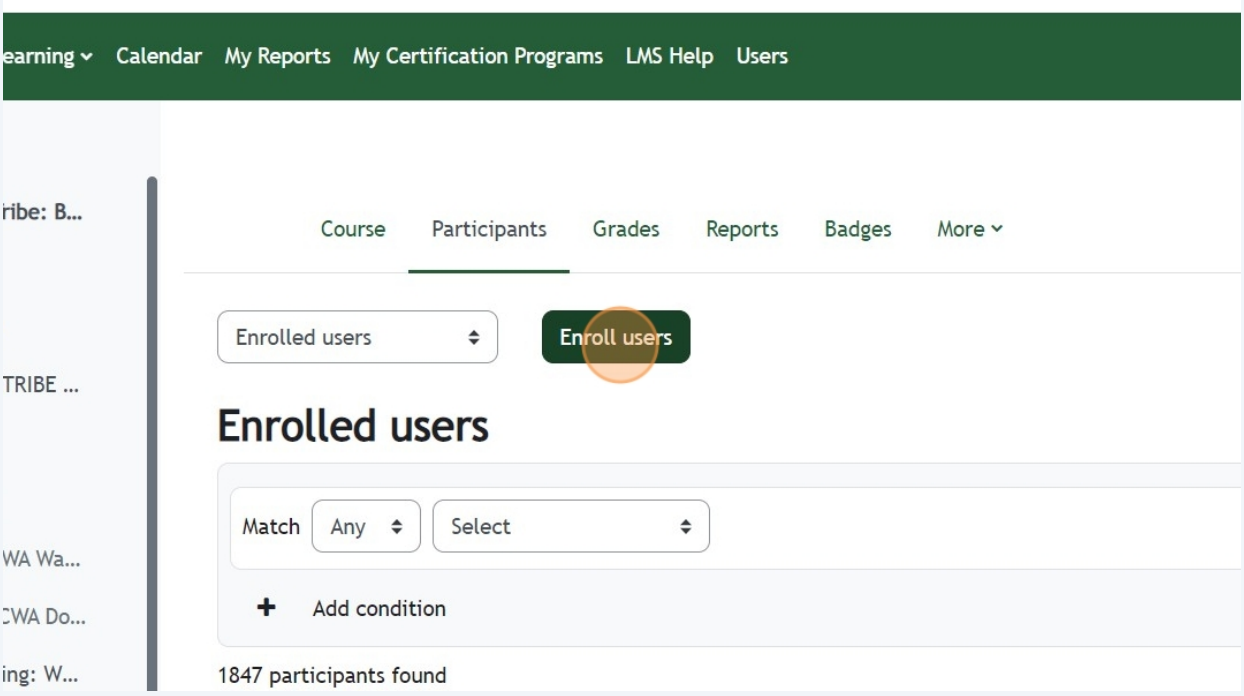


3 Search for the title of the course in the **Course name** field and click **Search**. Then click on the course title.

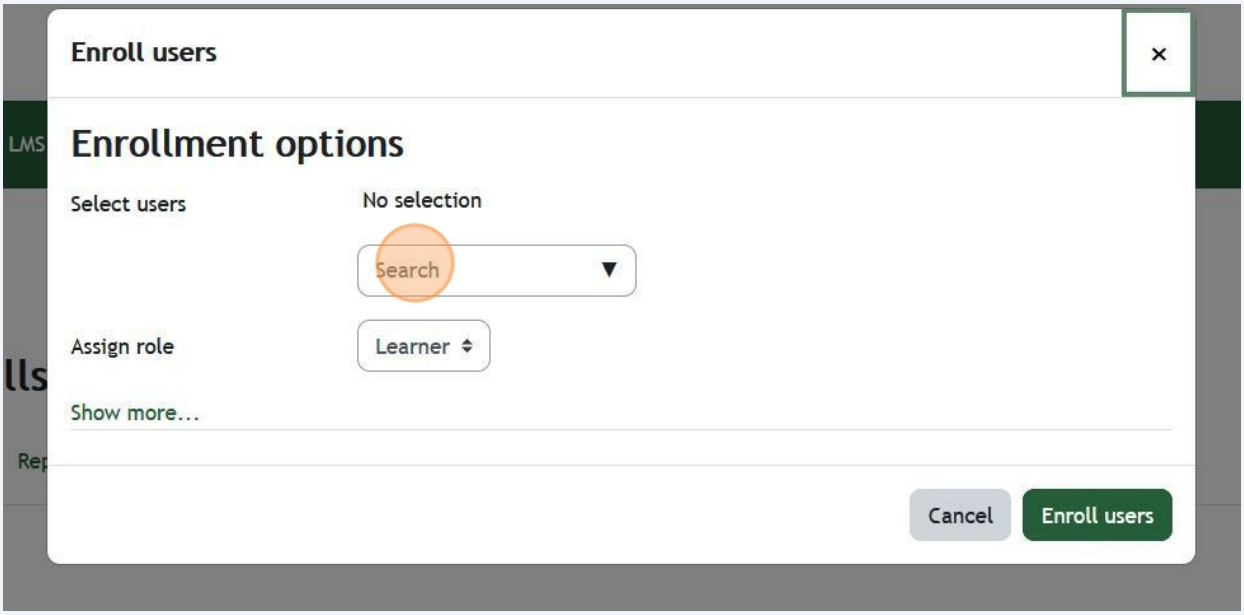


4 Click **Participants**.

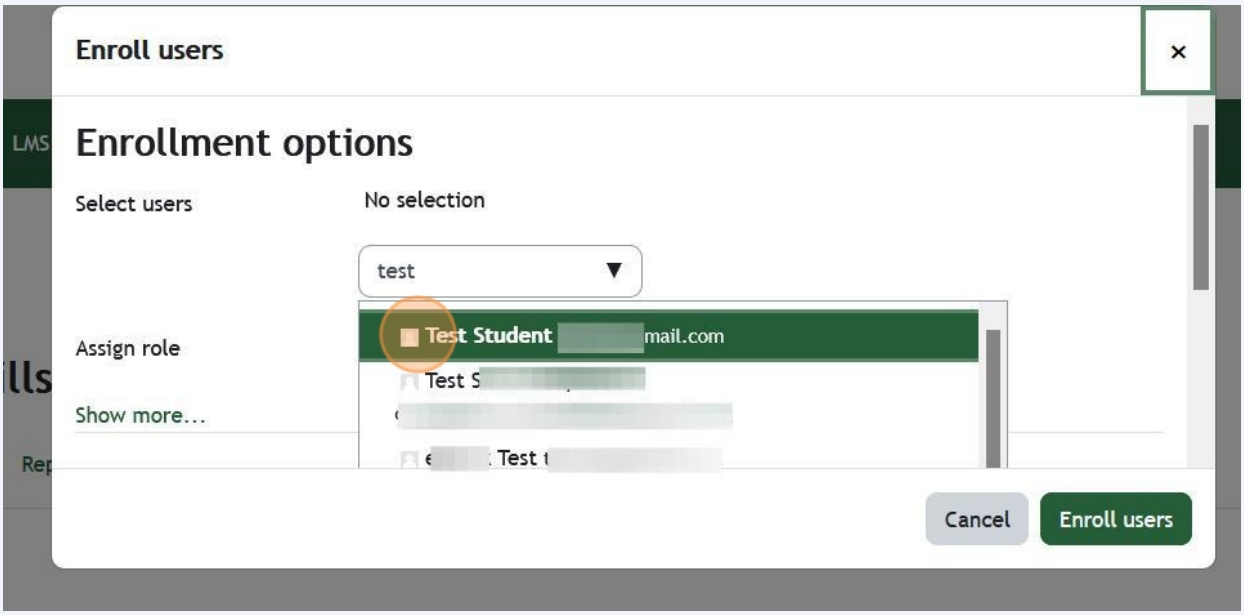
5 Click **Enroll users**.



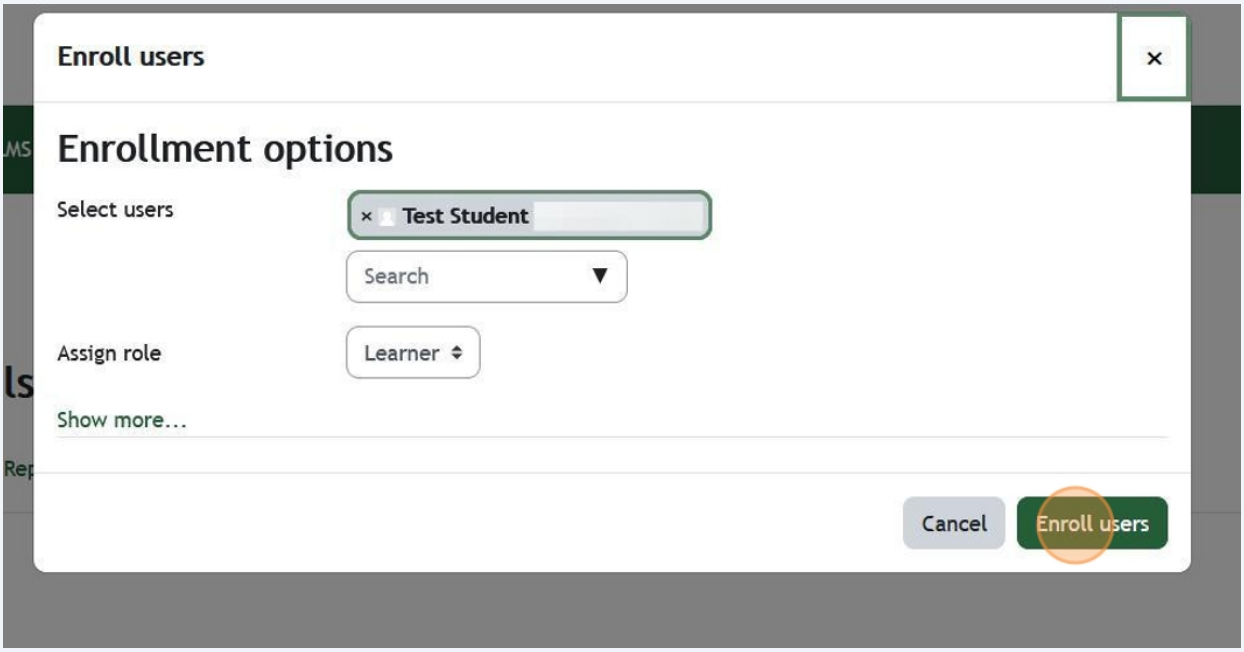
6 Type the name of the user in the **Search** field.



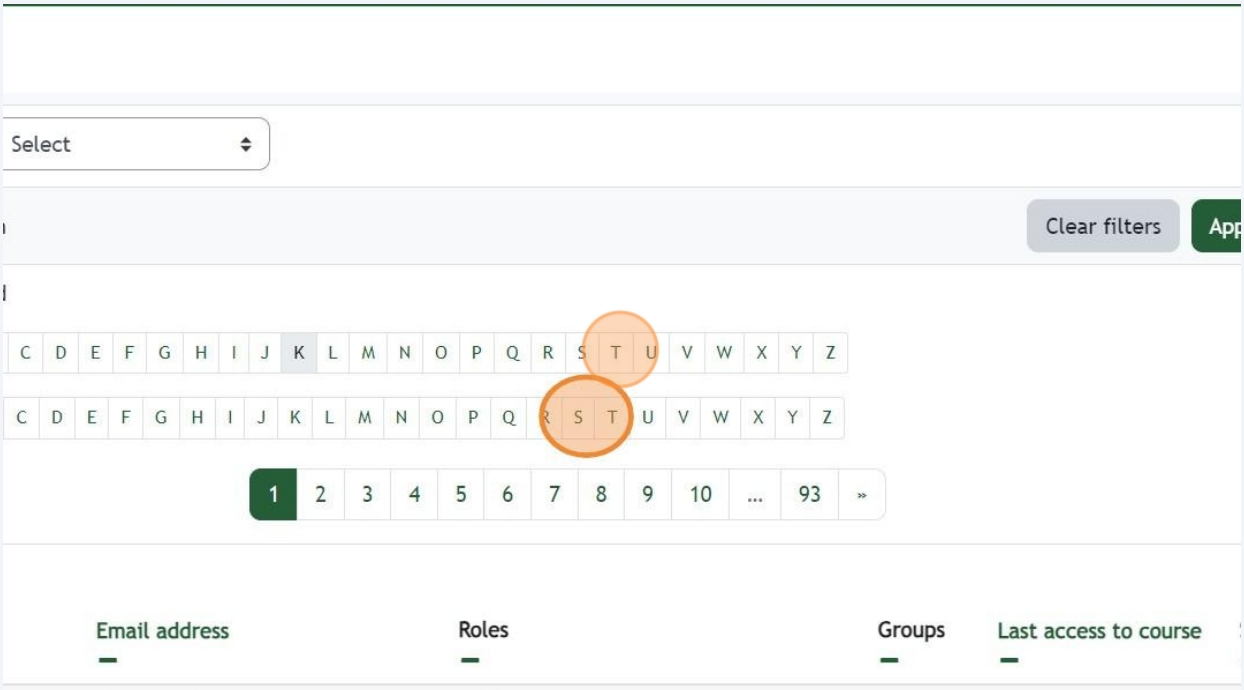
7 In the dropdown, click the name of the user you are enrolling.



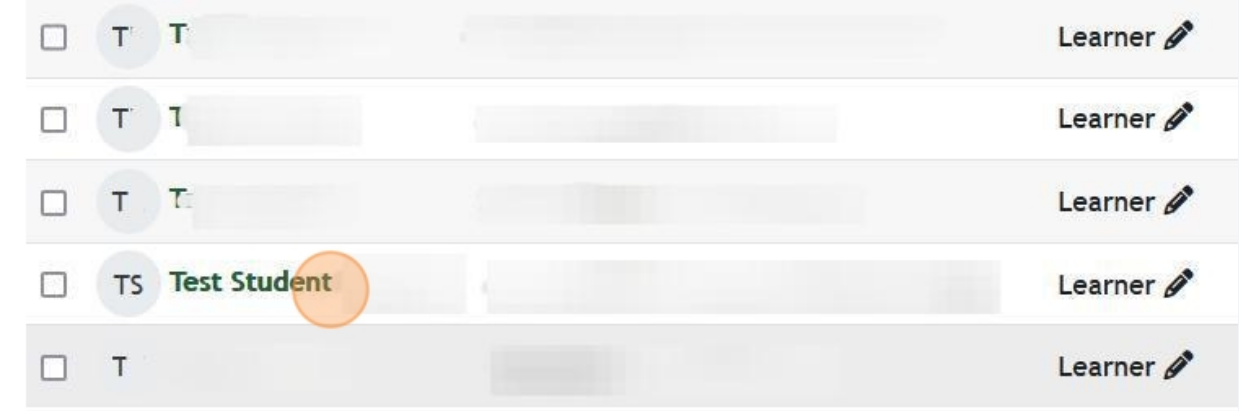
8 Click **Enroll users**.



9 Confirm their enrollment by selecting their first and last initials.



10 Scroll down and look for the user you added.



11 Make sure their status say **Active**.

NOTE: Although the learner is enrolled in the class, they are not registered for a seminar session. They will need to register for the session that fits their schedule, as supervisors do not have access to sign others up for sessions.