#### Log in at <u>http://learn.unt.edu</u>.

(Your password should be your EUID the first time you log in, but you should change it once you log in. Click this link to see how to <u>change your password</u>.)

## Click on Organizations tab.

| UNIVERSITY OF<br>NORTH*TEXAS<br>Discover the power of ideas. |         |               |          |             |  |  |
|--|---------|---------------|----------|-------------|--|--|
| My Institution   | Courses | Organizations | Helpdesk | UNT Library |  |  |
| My Institution Notifications Dashboard                       |         |               |          |             |  |  |
| Add Module   |         |               |          |             |  |  |

# Click on UNT System in the Organization Catalog box.

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|--|--|
| Add Module   | Personalize Page   |
| Organization Catalog   | My Organizations 🔅 🖻   |
| UNT System Browse Organization Cat. log                      | BSC Purchasing, Travel and Payments Organizations where you are: Participant |
|  | BSC Video Archived Sessions Purchasing Card Refresher - FY12                 |
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## **Click on BSC under Browse Categories.**

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| NORTH·TEXAS  |   |
| Discover the power of ideas.   |   |
| to my institution Courses Organizations Helpdesk ONT Library   |   |
| Organization Catalog UNT System  |   |
| Browse Organization Catalog  |   |
| Search Catalog Organization Name Contains Contains AND Creation Date Before Contains |   |
| Browse Categories<br>Select a category to see only courses belonging to that category<br>BSC (5)   |   |
| Browse Terms<br>Select a term to see only courses belonging to that are<br>unspecified term I Go   |   |
| No Organizations found in this category.   |   |

# Click the double arrow icon mext to the correct Organization ID link. (BSC Purchasing, Timekeeper Training or Archived Training Sessions)

| Organization Catalog UNT System                      | > BSC  |  |
|--|--|--|
| Browse Organia                                       | zation Catalog   |  |
| Search Catalog Organizatio<br>AND Creati<br>c Search | n Name Contains Contains Contains Gon Date Before Contains Contain | 0  |
| Browse Terms   |  |  |
| Select a term to see only course                     | s belonging to that term   |  |
| unspecified term 🔽 Go                                |  |  |
| Organization ID                                      | Orgenzation Name   | Leader Names   |
| 3SC_19_Compliance 😵                                  | I-9 Compliance Training  | Shaureece Park, Lisa Arrington, Debbie Reynolds                              |
| BSC_PCard_Refresher_F112                             | Purchasing Card Refresher - FY12   | Lisa Arrington, Shaureece Park, Joe Sprague                                  |
| BSC_Purchasing 😵 🥌                                   | BSC Purchasing, Travel and Payments  | Lisa Arrington, Shaureece Park, Debbie Reynolds, Chris Faulkner, Matthew You |
| BSC_Timekeeper_Training 😻                            | Timekeeper Training  | Shaureece Park, Lisa Arrington, Joe Sprague, Chris Faulkner, Debbie Reynolds |
|  |  |  |

## Select Enroll.

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| Organization ID   |          |  |  |  |
|-------------------|----------|--|--|--|
| BSC Purchasing    | 8        |  |  |  |
| BSC Purchasing    | ×        |  |  |  |
| BSC Timekeeper    | > Enroll |  |  |  |
| BSC video archive | es 😻     |  |  |  |

#### **Click Submit.**

| l               |  |                |                     |          |             |  |  |    |
|-----------------|--|----------------|---------------------|----------|-------------|--|--|----|
| ŧ               | My Institution   | Courses        | Organizations       | Helpdesk | UNT Library |  |  |    |
| l               | BSC Purchasing, T  | ravel and Paym | ents 🔯 Self Enrollr | nent     |             |  |  |    |
| Self Enrollment |  |                |                     |          |             |  |  |    |
|                 | Action Successful:Success: Enrollment in BSC Purchasing, Travel and Payments (BSC_Purchasing) as mjy0004 processed. Click OK to<br>continue.<br>Wednesday, September 12, 2012 2:46:47 PM CDT |                |                     |          |             |  |  |    |
|                 |  |                |                     |          |             |  |  |    |
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|                 |  |                |                     |          |             |  |  |    |

Find your desired role in the matrix of Course Modules and complete all courses with the green check mark. \*Note: Purchasing 101 is a fundamental course required in addition to the specific module relevant to your desired role, <u>excluding Travel</u>.