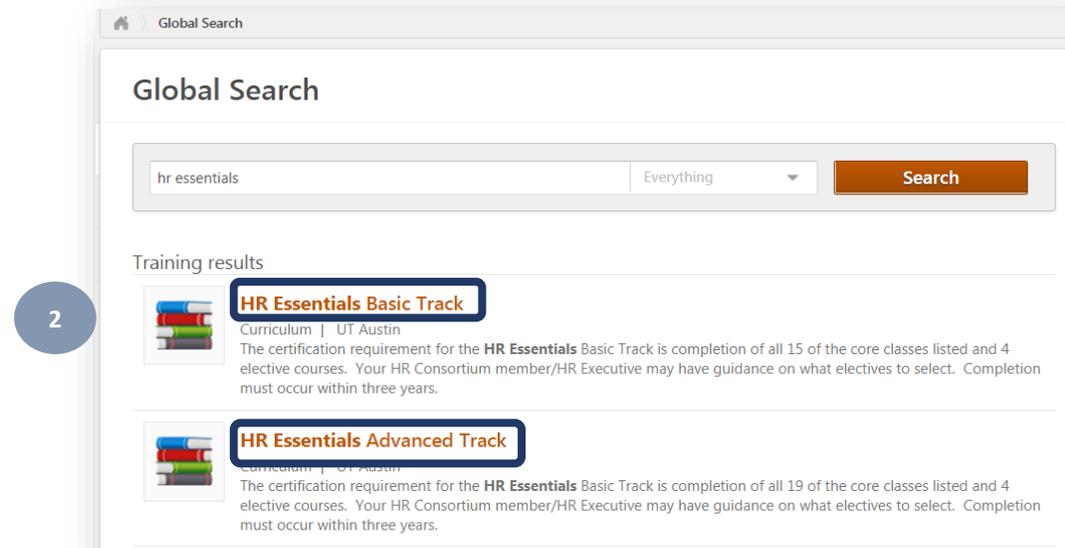
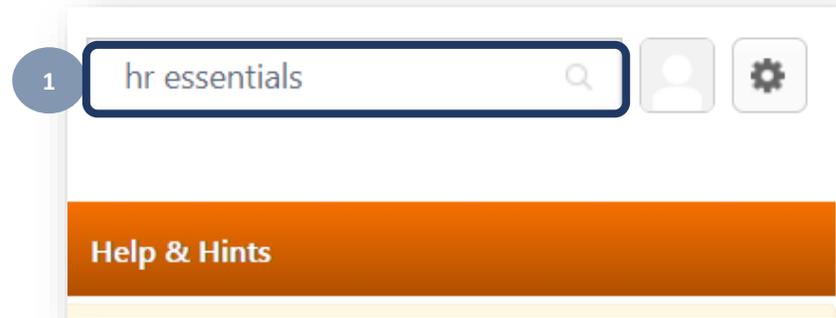




A curriculum is made up of modules or courses. It can include in-person courses and/or online courses. Generally, users must complete all of the items in the list to get credit for the curriculum.

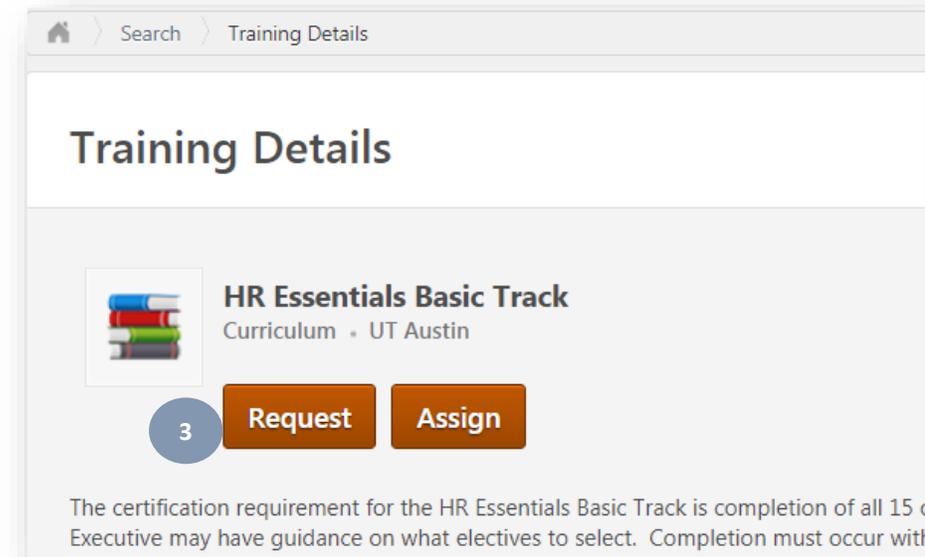
To register:

1. Type in the curriculum title in the global search box and hit enter.
2. Select the appropriate track by clicking on the curriculum title.

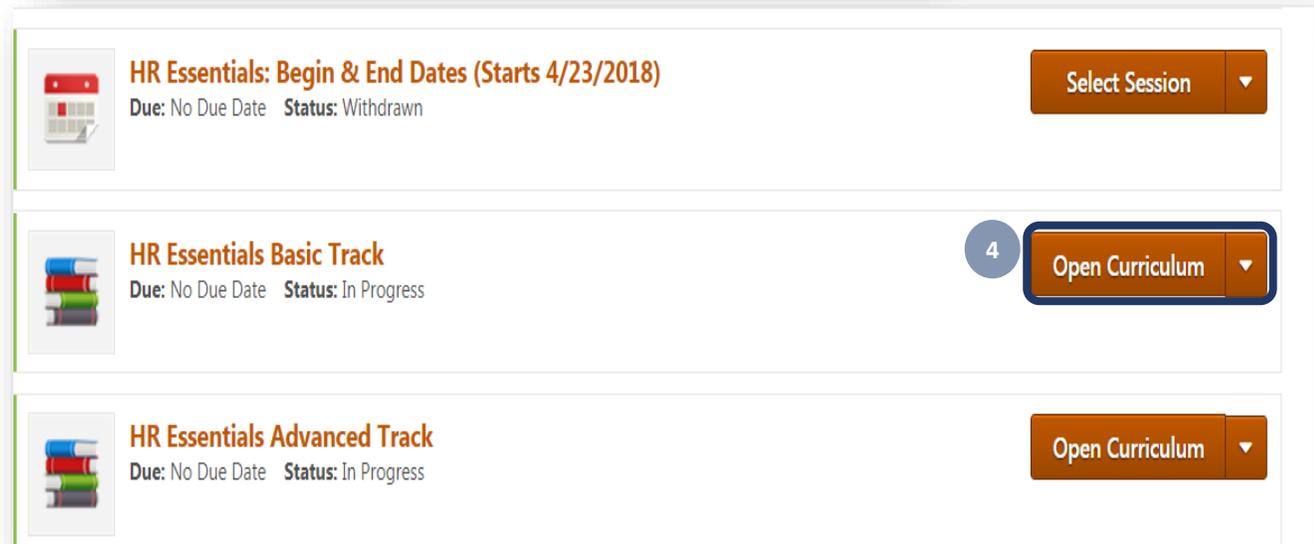


3. The Training Details page shows the selected curriculum. Click **Request** to register for the curriculum.

4. Once enrolled, from the **View Your Transcript** page, locate the curriculum and click **Open Curriculum**.



The screenshot shows the 'Training Details' page for 'HR Essentials Basic Track' at UT Austin. The page includes a search bar, a home icon, and a breadcrumb trail. Below the title, there is an icon of books and the text 'Curriculum • UT Austin'. Two buttons, 'Request' and 'Assign', are visible. A blue circle with the number '3' is positioned to the left of the 'Request' button. Below the buttons, a paragraph of text states: 'The certification requirement for the HR Essentials Basic Track is completion of all 15 of... Executive may have guidance on what electives to select. Completion must occur with...



The screenshot shows a list of three curriculum items. The first item is 'HR Essentials: Begin & End Dates (Starts 4/23/2018)' with a calendar icon, 'Due: No Due Date', 'Status: Withdrawn', and a 'Select Session' button. The second item is 'HR Essentials Basic Track' with a book icon, 'Due: No Due Date', 'Status: In Progress', and an 'Open Curriculum' button. A blue circle with the number '4' is positioned to the left of the 'Open Curriculum' button. The third item is 'HR Essentials Advanced Track' with a book icon, 'Due: No Due Date', 'Status: In Progress', and an 'Open Curriculum' button.



Withdrawing from a curriculum is not currently available. If a user is registered in error for a curriculum, submit a ticket to the UT Service Desk.

The curriculum page will list all the courses required to receive credit.

5. The system keeps track of completed modules by updating the **Curriculum Progress** chart in the upper left of the curriculum page.

6. The system also places a checkmark next to the courses that have been completed.

7. Some curriculum are divided into sections. Click the section title to view the courses.

8. Each section has a summary header that keeps track of the user's progress.

9. To enroll for a course, click **Select Session** from the drop down menu.

The screenshot displays the 'HR Essentials Advanced Track' curriculum page. On the left, a 'CURRICULUM PROGRESS' chart shows 58% completion. Below it, the 'HR Essentials Advanced Track' header includes a 'CORE' section with a checkmark and an 'ELECTIVES' section. The main content area lists four courses:

- HR Essentials: HR at UT** (Status: Completed, Duration: 2 hrs) with a 'View Training D...' button.
- HR Essentials: Classification** (Status: Completed, Duration: 2 hrs) with a 'View Training D...' button.
- HR Essentials: Classification** (Status: Approved, Training Hours: 2 hrs) with a 'Select Session' button.
- HR Essentials: Compensation** (Status: Completed, Duration: 2 hrs) with a 'View Training D...' button.

Numbered callouts (5-9) highlight the progress chart, track header, completed course checkmarks, and the 'Select Session' button.

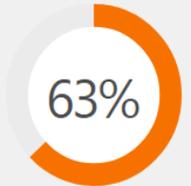


In some cases, users may have registered for the courses **before** registering for the curriculum.

As a result, the course is listed on both the active transcript page and on the curriculum page. Once the course is completed, it will also be listed on both the completed transcript page and on the curriculum page.

The duplicate entries will not impact your completion for the curriculum.

	<b>HR Essentials: Understanding &amp; Using Workforce Data (Starts 9/13/2018)</b> Due: No Due Date Status: Registered	Select Session ▾
	<b>HR Essentials Basic Track</b> Due: No Due Date Status: In Progress	Open Curriculum ▾
	<b>HR Essentials Advanced Track</b> Due: No Due Date Status: In Progress	Open Curriculum ▾

 <b>HR Essentials Advanced Track</b> CORE ELECTIVES		<b>HR Essentials: Conflict and Communication</b> Status: Withdrawn Due: No Due Date Duration: 3 hrs 30 min Basic Track: ElectiveAdvanced Track: ElectiveFor series description, click here. Note: Attendance in any HR Essentials Course must be approved by portfolio's...	View Training D... ▾
		<b>HR Essentials: Managing Student Employees</b> Status: Registered Due: No Due Date Duration: 1 hrs 30 min Basic Track: ElectiveAdvanced Track: ElectiveFor series description, click here. Note: Attendance in any HR Essentials Course must be approved by portfolio's...	View Training D... ▾
		<b>HR Essentials: Understanding &amp; Using Workforce Data</b> Status: Withdrawn Due: No Due Date Duration: 2 hrs Knowledge is power. This is why data literacy is so important. In this course, you will learn about how to use data and technology available at UT to support...	View Training D... ▾
		<b>HR Essentials: Understanding &amp; Using Workforce Data</b> Status: Registered Due: No Due Date Duration: 2 hrs Knowledge is power. This is why data literacy is so important. In this course, you will learn about how to use data and technology available at UT to support...	View Training D... ▾

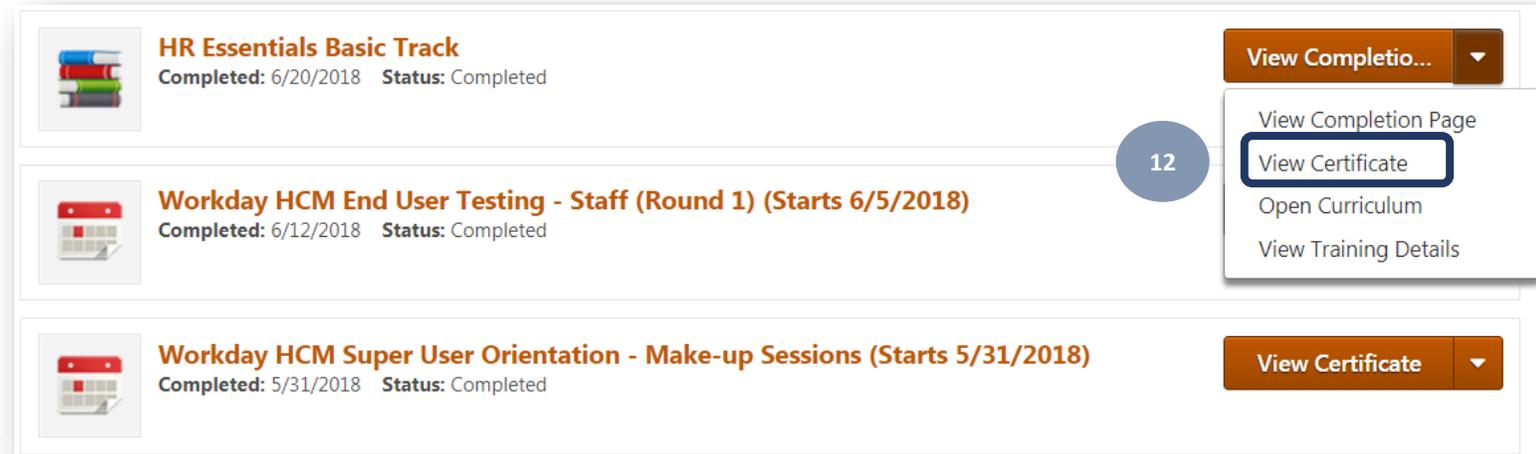
10. Once you have completed all the required courses, the curriculum progress chart is updated.

11. To retrieve your certificate, from the transcript page, select **Completed** from the drop-down menu.

The screenshot shows a curriculum progress chart for the HR Essentials Basic Track. On the left, a circular progress indicator shows 100% completion, with the number 10 in a blue circle above it. Below the progress indicator, the text 'CURRICULUM PROGRESS' is displayed. A dark grey header bar contains the text 'HR Essentials Basic Track'. Below this, two categories are listed: 'CORE' and 'ELECTIVES', each with a checkmark icon. On the right, the title 'HR Essentials Basic Track' is followed by an 'Options' dropdown menu. Below the title, a paragraph explains the certification requirements: 'The certification requirement for the HR Essentials Basic Track is completion of all 15 of the core classes listed and 4 elective courses. Your HR Consortium member/HR Executive may have guidance on what electives to select. Completion must occur within three years.' Two summary rows are shown: 'Core' with 100% completion, 15 completed items, 15 minimum required, and 15 total items; and 'Electives' with 100% completion, 5 completed items, 4 minimum required, and 10 total items. Each row has a 'View Details' button.

The screenshot shows a list of training courses. At the top, there are filter buttons for 'Active', 'By Due Date', and 'All Types', along with a search bar labeled 'Search for training'. A dropdown menu is open over the 'Active' filter, showing options: 'Active' (checked), 'Completed' (highlighted with a blue border), and 'Archived'. Below the dropdown, two course entries are visible. The first entry is 'Misconduct Prevention' with a due date of 2018 and status 'Registered', and a 'Launch' button. The second entry is 'Introduction to the Compliance & Ethics Program' with a due date of 8/30/2018 and status 'Registered', and a 'Launch' button.

12. Search for the curriculum, select **View Certificate** from the drop-down menu. This opens the certificate page in a separate window.



The screenshot shows a list of three completed courses. The first course, "HR Essentials Basic Track", is highlighted. A dropdown menu is open for this course, showing options: "View Completion Page", "View Certificate" (highlighted with a blue border), "Open Curriculum", and "View Training Details". A blue circle with the number "12" is overlaid on the "View Certificate" option. The other two courses, "Workday HCM End User Testing - Staff (Round 1)" and "Workday HCM Super User Orientation - Make-up Sessions", have "View Certificate" buttons next to them.

Course Title	Completed	Status	Action
HR Essentials Basic Track	6/20/2018	Completed	View Completion... View Completion Page <b>View Certificate</b> Open Curriculum View Training Details
Workday HCM End User Testing - Staff (Round 1) (Starts 6/5/2018)	6/12/2018	Completed	
Workday HCM Super User Orientation - Make-up Sessions (Starts 5/31/2018)	5/31/2018	Completed	View Certificate

