Instructions for Completing a Learning Path  rev 8_2016 jj

1. Log into Employee/Manager Self-Service from the Integrated System home page.

2. Navigate to your Learner Home.

3. Use the search bar to select Learning Path. Enter all or part of the learning path name, then click Go.

   As needed, consult the systems training toolkits for the name of the learning path and the training requirements.

4. Click the named learning path link.

5. Begin by clicking the Subscribe button.
6. To complete the course enrollment process, make sure that the radio buttons to the left are selected for each course. If any of the courses are instructor-led, you will need to select the date of the course that you wish to attend. Then click the **Enroll** button (far right).
7. Complete each online course in the Learning Path.
   a. As needed, click the radio button in the section’s Select column to display the desired course(s).

   b. Click the Play icon to launch the course and (secondary) content windows.

8. When you finish the course, close the content window (upper right corner).

9. **IMPORTANT**: For the course to register as “Completed” you MUST exit the course window by clicking the Learner Home icon (upper right corner).

10. You must also complete (and pass) any online learning assessment(s) in the Learning Path. Your score displays as “Your Score (%).” Most courses require you to pass with at least an 80%.

    **IMPORTANT**: For the assessment to register as “Completed” you MUST exit the course window by clicking the Learner Home icon (upper right corner).

    a. If “Your Score (%)” is less than the required passing percentage, access the Learning Path again and retake the assessment (as many times as needed).

11. When you’ve completed all mandatory courses and scored a passing percentage on the assessment(s), the training path is completed and the system is notified. System will verify completion and approve the training step in ESHARP. ESHARP will send you an email prompting you to accept the responsibility. After that step, responsibility is typically granted within 1-3 business days.

    Email systeam@virginia.edu with questions concerning completion of learning paths.