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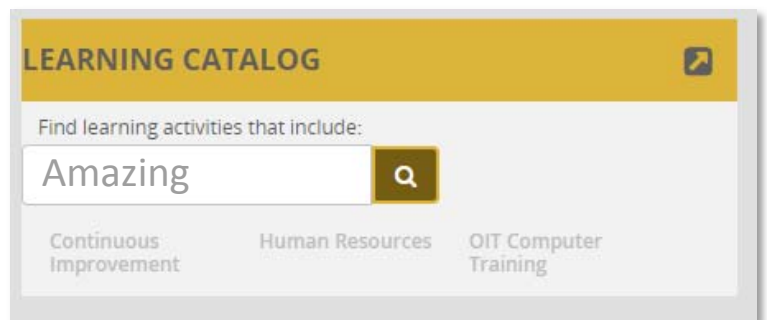
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Searching the Learning Catalog

The **Learning Catalog** is on your home dashboard.

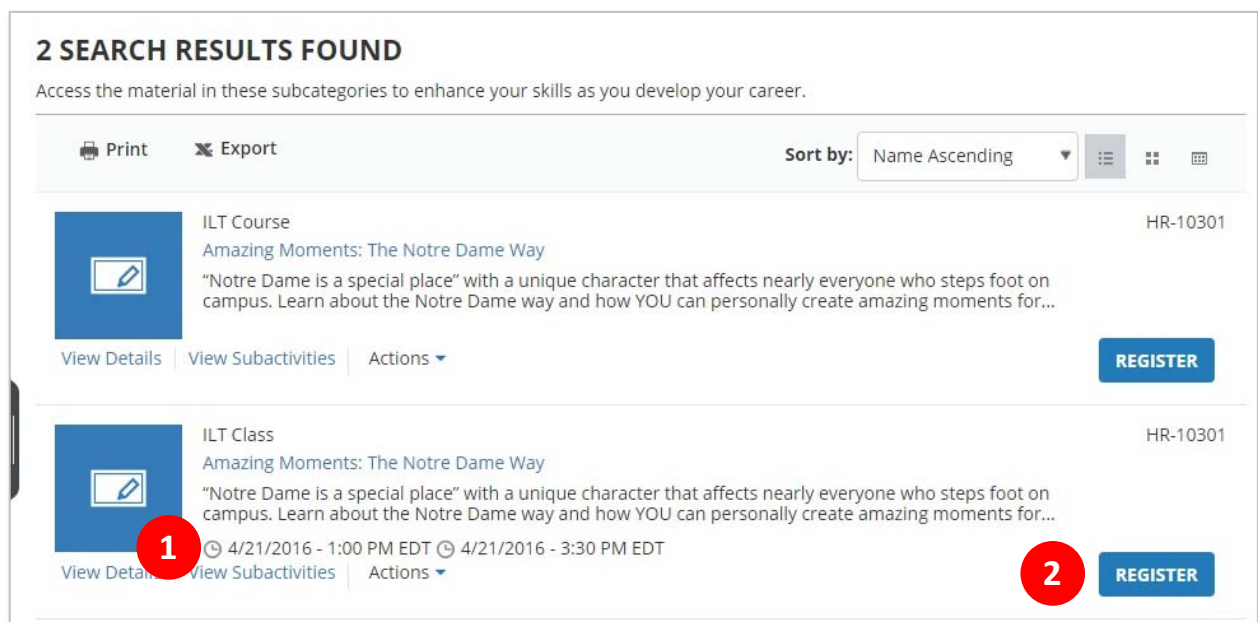
- To search for classes by name, enter any search term and click the magnifying glass.
- Or, to browse all of the courses offered by specific area, click one of the departments listed below the search field.



Registering for Classes

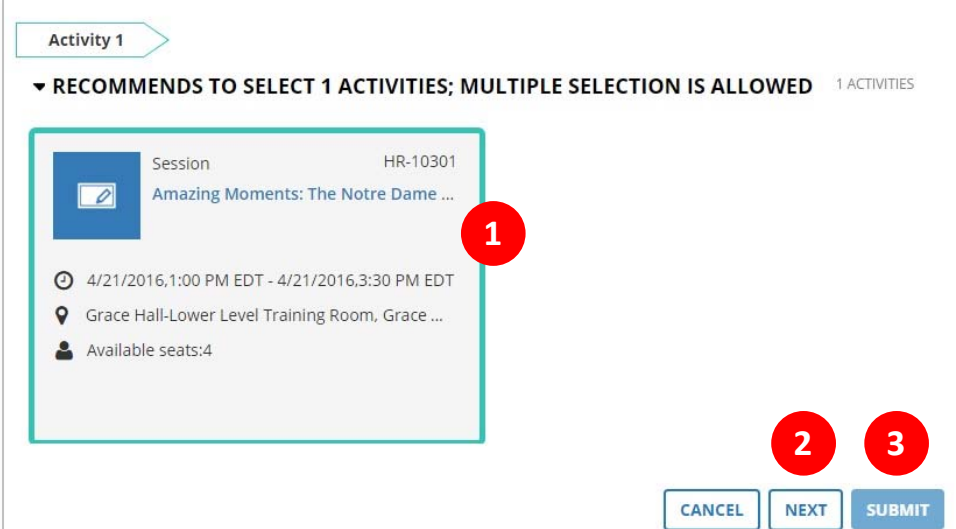
Browse the classes and their descriptions.

1. Individual class offerings will be listed with a date and time beneath the course description.
2. To register for a class, click **Register**.







After clicking **Register**, you will be prompted to select the class or activity you prefer.

1. Click the shaded area to select your class / activity. It will appear outlined in green.
2. Click **Next**.
3. Click **Submit**.



Activity 1

▼ RECOMMENDS TO SELECT 1 ACTIVITIES; MULTIPLE SELECTION IS ALLOWED 1 ACTIVITIES

	Session Amazing Moments: The Notre Dame ...	HR-10301
	4/21/2016, 1:00 PM EDT - 4/21/2016, 3:30 PM EDT	
	Grace Hall-Lower Level Training Room, Grace ...	
	Available seats: 4	

CANCEL NEXT SUBMIT

When you are registered for the class, you will see the class listed in your **Upcoming Training** section of your home dashboard.



Activity Name	Start Date	Status
Amazing Moments: The Notre Dame Way - Amazing Moments: The Notre Dame Way	4/21/2016	Registered

Tip

Class or Course? The term “class” (or “activity”) describes a single training offering. Endeavor uses the term “course” to describe a program that may contain multiple class offerings or activities. In the image on the previous page, there is a single “class” offering listed for the Amazing Moments “course.”

It is helpful to remember this distinction as you navigate Endeavor. Specifically:

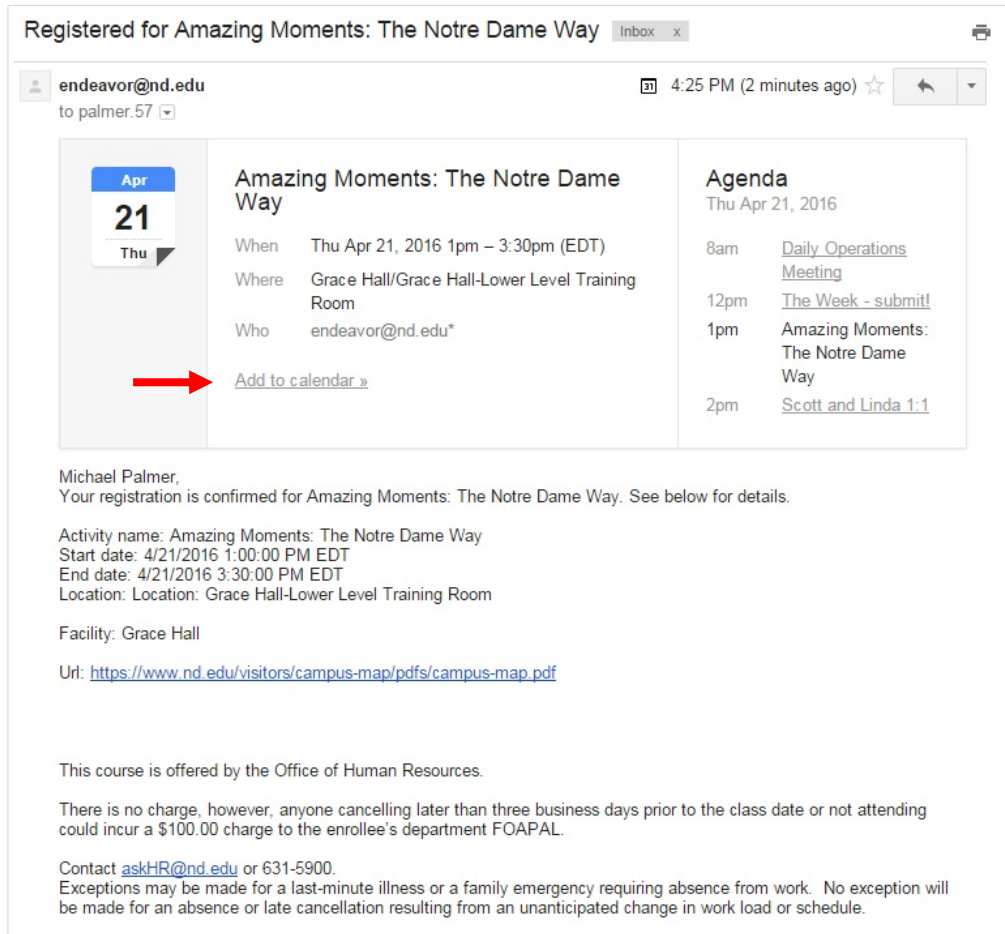
- When registering for some programs, you may be asked to choose among multiple class offerings or activities within a course.
- It’s possible for a training program to require registration for multiple activities. For example, Multicultural Competencies is a multi-day program requiring registration for classes or activities on two different days.

In these circumstances, the registration process may look slightly different than what is on these pages. Please contact *askHR* if you need assistance.

Adding a Registration to your Calendar

A few minutes after you register, you should receive an email confirmation. To add the registration to your Gmail calendar, click **Add to calendar**.

Note: if you cancel a registration in Endeavor, don't forget to remove the calendar entry from your calendar.



The screenshot shows an email interface for a registration confirmation. At the top, the subject is "Registered for Amazing Moments: The Notre Dame Way". The sender is "endeavor@nd.edu" and the recipient is "palmer.57". The email is dated "4:25 PM (2 minutes ago)".

The main content area is divided into three sections:

- Calendar Integration:** On the left, a calendar view shows "Apr 21 Thu". A red arrow points to the "Add to calendar" link.
- Event Details:**
 - Amazing Moments: The Notre Dame Way**
 - When:** Thu Apr 21, 2016 1pm – 3:30pm (EDT)
 - Where:** Grace Hall/Grace Hall-Lower Level Training Room
 - Who:** endeavor@nd.edu*
- Agenda:** Thu Apr 21, 2016
 - 8am [Daily Operations Meeting](#)
 - 12pm [The Week - submit!](#)
 - 1pm Amazing Moments: The Notre Dame Way
 - 2pm [Scott and Linda 1:1](#)

Below the calendar section, the email body contains the following text:

Michael Palmer,
Your registration is confirmed for Amazing Moments: The Notre Dame Way. See below for details.

Activity name: Amazing Moments: The Notre Dame Way
Start date: 4/21/2016 1:00:00 PM EDT
End date: 4/21/2016 3:30:00 PM EDT
Location: Location: Grace Hall-Lower Level Training Room

Facility: Grace Hall

Url: <https://www.nd.edu/visitors/campus-map/pdfs/campus-map.pdf>

This course is offered by the Office of Human Resources.

There is no charge, however, anyone cancelling later than three business days prior to the class date or not attending could incur a \$100.00 charge to the enrollee's department FOAPAL.

Contact askHR@nd.edu or 631-5900.
Exceptions may be made for a last-minute illness or a family emergency requiring absence from work. No exception will be made for an absence or late cancellation resulting from an unanticipated change in work load or schedule.

Canceling a Registration

In the **Upcoming Training** section of your home dashboard, click the class you wish to cancel.

UPCOMING TRAINING		
Activity Name	Start Date	Status
Building Strategic Resumes & Cover Letters - Building Strategic Resumes & Cover Letters	2/2/2016	Registered

Click **Options** next to the class you wish to cancel, and select **Cancel registration**.

Building Strategic Resum...

1. Building Strategic Resumes ...

ACTIVITIES DETAILS

Session

Building Strategic Resumes & Cover Letters REGISTERED

OPTIONS

- Cancel registration
- Add to Favorites

Mark the offering you wish to cancel, and select **Cancel marked**.

CANCELLATION CONFIRMATION

Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements.

You can choose to cancel your registration for only the marked activities or for all the activities on the page.

Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.

Total cancellation cost of the activities below: 0

Total value of refunds: 0

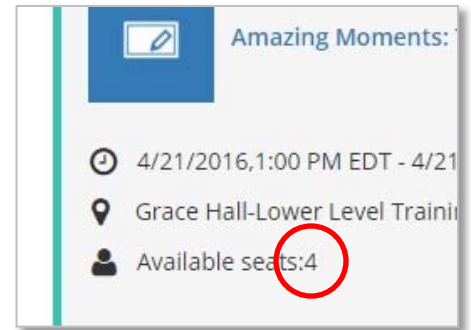
Select All

- ILT Class Building Strategic Resumes & Cover Letters HR-10547
Tuesday, February 02, 2016 1:00:00 PM EST - 4:00:00 PM EST
Actual Price: 0.00 USD Cancellation Fee: 0.00 USD Refund: 0.00 USD
 Cancellation fee
- Session REGISTERED Building Strategic Resumes & Cover Letters HR-10547
Tuesday, February 02, 2016 1:00:00 PM EST - 4:00:00 PM EST
Cancellation Deadline: Thursday, January 28, 2016

BACK CANCEL MARKED

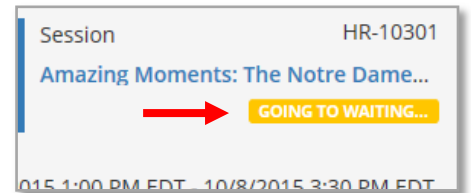
Waiting Lists

When you register for a class, Endeavor shows you how many seats are available. For example, this Amazing Moments class (also shown on page 2) has four seats available.



Adding your name to a waiting list

If you 'register' for a class with zero available seats, Endeavor will add your name to the class waiting list. In those circumstances, you will see this indication that what you are registering for is the waiting list rather than the class itself.

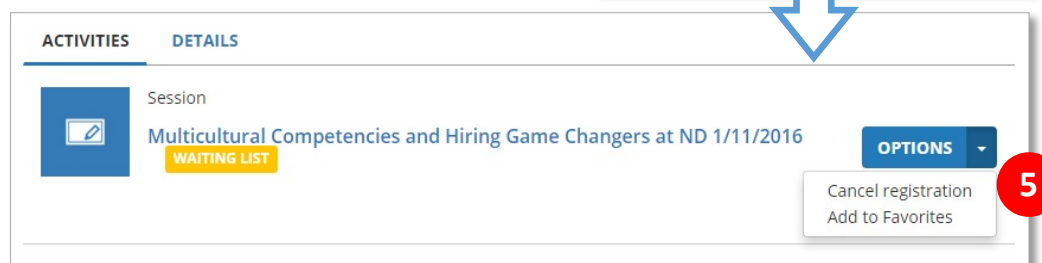
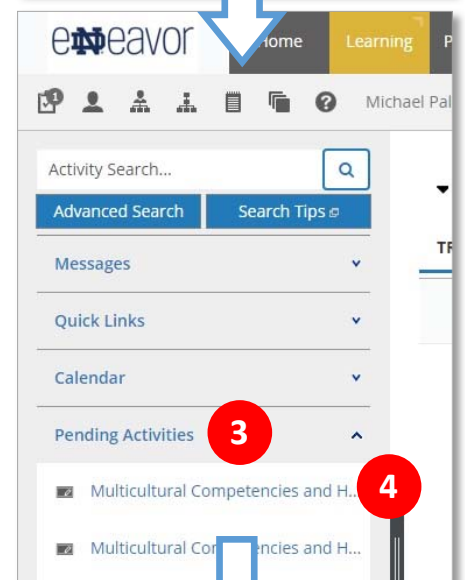
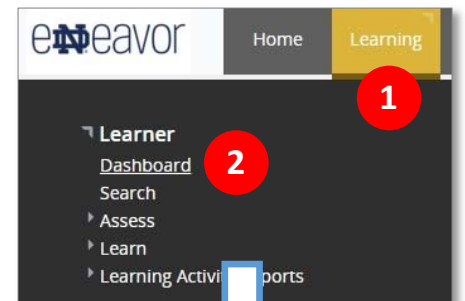


Confirming or canceling a waiting list registration

The **Upcoming Training** section of your home dashboard will reflect class registrations (see page 2), but not waiting list registrations.

To see your waiting list registrations,

1. Hover over the **Learning** menu until the Learner sub-menu appears
2. Click **Dashboard**
3. Click **Pending Activities**. Your waiting lists, if any, will be listed.
4. To cancel a waiting list registration, click the link for the waiting list registration you wish to cancel.
5. Under **Options**, click **Cancel registration**.



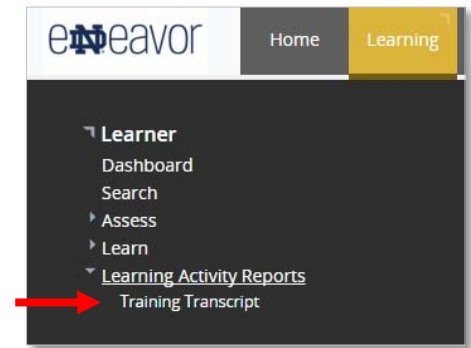
Converting a waitlist registration to a class registration

Each time a seat becomes available in a class with a waiting list, every individual on the waiting list will be sent an email notification with a link to register. The seat will be assigned to the first person to register.

Frequently Asked Questions

Q: How do I view the classes I have attended (transcript)?

A: Hover over the **Learning** menu. Click **Learning Activity Reports** to find your **Training Transcript**.



Q: Where can I find a record of emails I have received?

A: Hover over the **Learning** menu. Click **Dashboard**, then **Messages**.

