### Register for a Class
1. In the Course Catalog, locate the course you want and click its link.
2. View the course’s details and list of upcoming classes.
3. From the Action dropdown menu of the class you want, choose **Register for this Class**.
4. Click **Submit**.
5. Return to the Learning Dashboard and see the class added to your Current Classes list.

### Cancel from a Class
1. From the Learning menu, choose **Current Classes**.
2. From the Action dropdown menu for the class you wish to cancel, choose **Cancel**.
3. Click **OK** to confirm cancelation.
4. Check your Current Classes and see the class deleted from the list.

(Need help? Call askHR at 631-5900)

---

### View Training History
1. From the Learning menu, click **Transcripts**.

### View Registration
To view the start and end dates and location of your class:
1. From the Learning menu, choose **Current Classes**.
2. From the Action dropdown for the class, click **Registration Details**.
3. Click **X Cancel** to return to your class list (this doesn’t cancel registration).

### View Class Detail
To view class details (start/end times):
1. Locate the course in the **Course Catalog**.
2. Click on the Course’s link.
3. Scroll to locate your class.
4. From the class’s dropdown, choose **More Details**.
5. Be sure to read the “Notes to the Class.”

---

### Access Learning
1. Go to: **endeavor.nd.edu** and log in with NetID and password.
2. Click **Go** (upper left).
3. From the Go dropdown menu, choose **Learning**.

### View the Dashboard
The Learning page displays your personal dashboard. View your:
- current classes
- upcoming week’s activities
- past training history

### Find a Course
1. From the Learning menu, choose **Course Catalog**.
2. To page through the list of courses, click the arrow (➡️).
3. To search for a specific course, click **Filter**, enter criteria and click **Apply**.

---

### A QUICK REFERENCE GUIDE TO **ENDEAVOR**
YOUR NEW ONLINE ACCESS TO LEARNING

---

### Register for a Class
1. In the Course Catalog, locate the course you want and click its link.
2. View the course’s details and list of upcoming classes.
3. From the Action dropdown menu of the class you want, choose **Register for this Class**.
4. Click **Submit**.
5. Return to the Learning Dashboard and see the class added to your Current Classes list.

### Cancel from a Class
1. From the Learning menu, choose **Current Classes**.
2. From the Action dropdown menu for the class you wish to cancel, choose **Cancel**.
3. Click **OK** to confirm cancelation.
4. Check your Current Classes and see the class deleted from the list.

(Need help? Call askHR at 631-5900)
A QUICK REFERENCE GUIDE TO

YOUR NEW ONLINE ACCESS TO LEARNING

(Need help? Call askHR at 631-5900)

Address

A QUICK REFERENCE GUIDE TO

YOUR NEW ONLINE ACCESS TO LEARNING

(Need help? Call askHR at 631-5900)

Address