



Accessing and Viewing Your Learning Plan

1. Click the Learning link



Instructor Led training icon: training that is directed and led by an instructor.



Online training icon: training that is online.



Blended training icon: training that is both instructor-led and has online sections.



Other training icon: training that is not instructor-led or taken online.

- **Required By** column: lists date item must be completed by.
- **Status** column: indicates training item status (in progress, available, etc.)
- **Action** column: provides buttons for available actions for each item (Go to Content, etc.)
- **Remove** column: displays trash can icon for courses that can be removed.



Trash Can icon: clicking this icon will begin the process of removing an item from you learning plan.

This completes the task.