



Adding Training to your Learning Plan using the Advanced Catalog Search

1. Click the Catalog link
2. Click the Advanced Catalog Search link in the Sub-Menu
3. Complete the Keywords information section as appropriate for what you know about the course you are looking for
4. Set the Search Options section criteria as appropriate for the advanced search you are requesting
5. Click the Search button
6. Click the Go to Content button to add item to your learning plan immediately or click the Add the Learning Plan button to add the training to your learning plan and view the content later

This completes the task.