



Adding Items to your Learning Plan using a Simple Catalog Search

1. Click the Catalog link
2. Click the Simple Catalog Search link in the Sub-Menu
3. Type in keywords for your search
4. Check only the types of training you want returned in your search results
5. Click the Search button
6. Look throughout the search results returned based on your search and locate desired training item
7. Click the Add to Learning button

This completes the task.