

## Your new portal for learning and professional development

With more than 75,000 books, courses and videos on everything from communication to workforce planning, you can find resources to develop your team's skills as well as your own.

Managers can:

- Quickly view team learning progress
- Approve learning requests

The screenshot shows the CSU Learn Manager interface. At the top, there is a navigation bar with icons for profile, manager menu, library, search, and help. Below this is a large banner for CSU Learn with a video player and a call to action to watch a tutorial. The main content area features four tiles: Assigned Learning, Recently Viewed, Transcript, and Training Schedule. Red lines connect the callouts to the corresponding elements in the interface.

| Self Menu                    | Manager Menu             | Library                    | Search                                     | Help                   |
|------------------------------|--------------------------|----------------------------|--|------------------------|
| Quick access to your profile | Fast access to team data | Browse more than 60 topics | more than 75,000 books, videos and courses | context-sensitive help |

**CSU Learn**  
CSU Learn is your training and professional development portal. It replaces Skillport. With CSU Learn, you have access to your compliance training as well as thousands of other topics. If you require assistance, please email us at: [csulearn@csusb.edu](mailto:csulearn@csusb.edu)

**Assigned Learning**  
Content assigned based on your role.

**Recently Viewed**  
Access recently viewed content.

**Transcript**  
Access your training records.

**Training Schedule**  
View upcoming training on campus.

| Assigned Learning                     | Recently Viewed                               | Transcript                         | Training Schedule                   |
|---------------------------------------|---|------------------------------------|-------------------------------------|
| One-click access to assigned learning | Quickly revisit your last learning activities | Your learning history in one place | See upcoming classes at your campus |

## How Do Find Required Compliance Training?

Simply click the Assigned Learning button (lower-left on the home page).

You'll see all your learning activities (assigned, critical, upcoming etc.) listed on one easy-to-access page.



## Where Is My Transcript?

It's available any time from the CSU Learn home page. Just click the Transcript button at the bottom of your screen.


You can sort by dates, print or export the data to PDF.

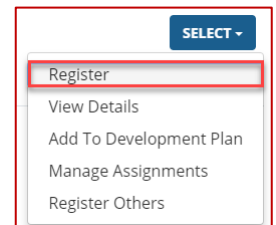


## How Do I Register For A Class?

- 1 Search for the class you're interested in.
- 2 Click the Select button that displays to the right of each class name, then choose Register.


All registrations display on your Training Schedule. To access:

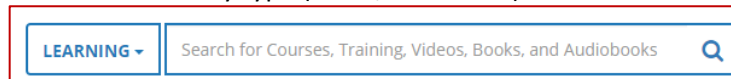
Select Learning > Registrations from the Self menu (top-left). 



## How Do I Find a Class or Course?

### EITHER

- 1 Click the **Enterprise Search** icon (top-right).   
Select 'Learning' from the drop-down and enter the search term. You can also select 'Learning Content' if you want results sorted by type (video, books etc.)



**Note:** You can also search for people, reports or navigation help.

### OR

- 2 Click the **Library** icon (top-left)  then browse learning by content topics.