



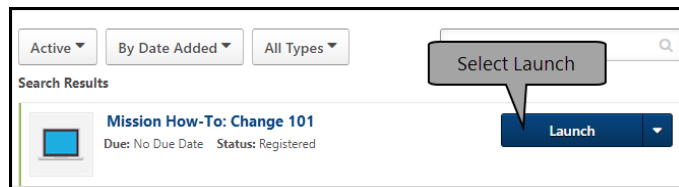
Launch an Online Course (eLearning)

Taking online training courses in Cornerstone is easy. We recommend you use a supported browser such as Chrome, and not Internet Explorer.

Online courses can either be assigned to you or chosen by you to complete.

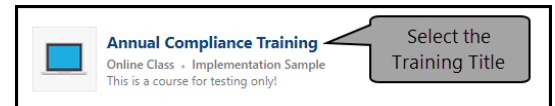
Assigned: If you were assigned the online training course, you can find it on your transcript.

1. From the menu, under Learning, select **Transcript**.
2. Review the courses that appear on your Active transcript and find the name of the course you have been assigned.
3. Select **Launch**.

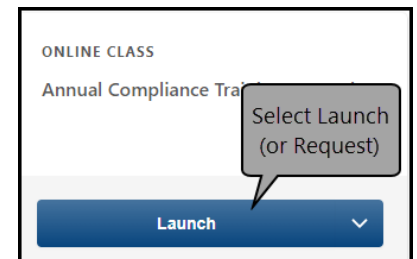


Unassigned: If you would like to complete an online training that was not assigned to you, you can search for training using Global Search, Learning Search, or Learner Home. (Refer to the job aid called **Search for Training** for detailed search instructions.)

1. After you find a training you are interested in, select the training title and you will be taken to the Training Details page for that item.



- When an online course does not require supervisor approval, you will select **Launch**.
- When an online course does require approval, no Launch action is available, and you will select **Request**. When your supervisor approves your request, it will be assigned to you and you will go to your transcript to launch the training.



If you need to re-take an online course you previously completed, refer to the job aid **Re-Take an Online Course** for detailed instructions.