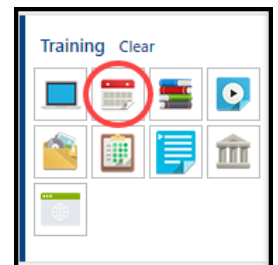




Cornerstone has a robust search feature. You can search for training by the name of the training (partial or full name), type of training, subject, keyword, etc. You can also browse the training catalog.

Global Search

1. From the upper-right corner of the home page, in the **Search** field, enter a search term, such as the training title or keyword(s). Search results appear for each category where there are relevant results. A maximum of five relevant results appear for each category.
2. If the training you are searching for appears, select the training title and you will be taken to the Training Details page for that item.
3. If the training does not appear, press the **Enter** key on your keyboard within the search field and you will be taken to a Global Search page, which will display additional search results.
4. On the Global Search page, you can filter the search results by selecting one or more of the training type **icons** to the left, for example, to view only classroom training.
5. To access one of the training items that displays in the results, select the training title and you will be taken to the Training Details page for that item.



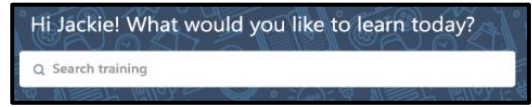
Learning Search

1. From the Home Page, open the **Learning** tab in the menu bar.
2. Select **Learning Search** from the dropdown menu.
3. To search for a specific training by name or key phrase, enter a search term into the search field and press the **Enter** key on your keyboard.
4. You can filter the search results by using the different types of filters on the left side of the page. To filter by training types, select **Type** and a list of training types appears. For example, select the **Event** training type to show only classroom training.
5. 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.



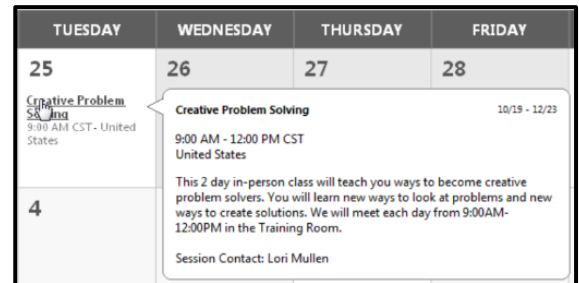
Learner Home

1. From the Home Page, open the **Learning** tab in the menu bar.
1. Select **Learner Home** from the dropdown menu.
2. Enter a search term or phrase into the search field.
3. Up to ten training titles most relevant to your search term display.
4. To access one of the training items, select the training title and you will be taken to the Training Details page for that item.
5. If the training you are searching for was not included in the list of ten results, press the **Enter** key on your keyboard to receive more search results.



Events Calendar

1. From the Home Page, open the **Learning** tab in the menu bar.
2. Select **Events Calendar** from the dropdown menu. A calendar appears for the current month.
3. If you are searching for a training you know is going to be held on a specific date, use the calendar navigation arrows on the top to page forward through the months.
4. The calendar shows classroom training sessions that have been scheduled. Hover over the Event name to view more information. Select the **Event name** and you will be taken to the Training Details page for that particular training, where you can view additional information and see if there are seats available.



Browse for Training

1. From the Home Page, open the **Learning** tab in the menu bar.
2. Select **Browse for Training** from the dropdown menu.
3. Select the **Browse All** button.
4. A list of all of the training in the catalog appears.
5. Use the tools on the page to sort or filter the catalog.
6. On the right, use the Sort drop down to sort the catalog by title, most recent, duration, or popularity.
7. On the left, use the tools to filter by subject, type, date range, or location.

