

REQUEST A CLASS IN OLM – QUICK REFERENCE SHEET

1. Log into OPUS

Enter your Single Sign-On user name and password.

User Name

Password

then select [PIN OLM Learner](#) then [Learner Home](#)

3. Click on Course desired, **Team Building**

Home: Current Learning >

Courses

Click on 'Course' link to view details and enter Search Criteria.

Course Name
Team Building
Type, Teamwork, and Communication
Getting Your Team On The Same Page

2. Search for a Course, example type **Team** to search for the **Team Building** class Click **GO**

Home | Catalog | Learning History | **Current Learning** | Requested Learning | Forums and Chats

Search Course ☐ Exact Phrase

4. Click on Offering name

Course: Team Building

Use this page to view the course c

[+ Show Key Notation](#)

Offerings
Offering Name
Team Building

5. Click on Class date desired

Classes

Filter by Name

Class Name	Location	Training Center	Start Date
Team Building - Jun 2011	LM-Star Center	STAR Center Training Facility	28-Jun-2011
Team Building - Sep 2011	LM-Star Center	STAR Center Training	21-Sep-2011

6. Review Class information then click **Enroll** button

Class: Team Building - Jun 2011

Use this page to [view the class details](#), and enroll or unenroll.

Course Name	Team Building	Language	English
Delivery Mode	Instructor Led	Status	Normal
Class Start Date	28-Jun-2011 08:30	Class End Date	28-Jun-2011 16:30
Enrollment Start Date	19-Dec-2010 00:00	Enrollment End Date	28-Jun-2011 23:59
Duration	7 Hour(s)		
Training Center	STAR Center Training Facility		

Location Address

Location **LM-Star Center**

Note – steps 7 & 8 are not required if your supervisor is aware of the reason you are requesting the Class

7. Once at the next screen click the **Enrollment Justification icon**
Enroll: Team Building - Jun 2011

[+ Show Key Notation](#)

Class Summary

Delivery Mode **Instructor Led**
 Course Name **Team Building**
 Class Name **Team Building - Jun 2011**
 Start Date **28-Jun-2011 08:30**
 End Date **28-Jun-2011 16:30**
 Training Center **STAR Center Training Facility**
 Location **LM-Star Center**
 Language **English**

Enrollment Details

Enrollment Justification

8. Click **GO** button at this window then click **Quick Select icon**, example Career Development

Search By Justification Text

Results

Select	Quick Select	Justification Text
<input type="radio"/>		Mandatory Requirement
<input type="radio"/>		Performance Improvement Plan
<input checked="" type="radio"/>		Career Development
<input type="radio"/>		Career Ladder
<input type="radio"/>		Succession Management
<input type="radio"/>		Learning Path
<input type="radio"/>		Safety
<input type="radio"/>		Benefits/Wellness
<input type="radio"/>		Competency Development

1. Click Go button
2. Click Justification text icon
3. Click Select

9. Click **Review** button

[+ Show Key Notation](#)

Class Summary

Delivery Mode **Instructor Led**
 Course Name **Team Building**
 Class Name **Team Building - Jun 2011**
 Start Date **28-Jun-2011 08:30**
 End Date **28-Jun-2011 16:30**
 Training Center **STAR Center Training Facility**
 Location **LM-Star Center**
 Language **English**

Enrollment Details

Enrollment Justification **Career Development**

10. Click **Submit** button

Use this page to review your changes . Click **Submit** to approve the action or Back to continue working on this action.

Enrollment Details

	Proposed
Course Name	Team Building
Class Name	Team Building - Jun 2011
Start Date	28-JUN-2011 08:30
End Date	28-JUN-2011 16:30
Delivery Mode	Instructor Led
Training Center	STAR Center Training Facility