

How to Search and Complete Training

Searching for Training

1. Navigate to the Global Search page by clicking on the **Search** button on the home page.



2. Enter key words related to the kind of content you are interested in.

	Global Search				
Training Clear	What would you like to search for? Refine search	Training	•	Search	
People	55-22-281 Resources for Teaching Film Appreciation to the Young Adolescent Event Salary Point Courses				

Enrolling in Training:

3. Once you have found the Training you would like to enroll in, click on the title.

	Global Search			
Training Clear	Supper Program Refine search	Training	¥	Search
People	Training results (130) FSD 2024-2025 Supper Program			
	Online Class Food Services (1) FSD 2024-2025 Supper Program			

4. Select Launch.



5. This will launch the presentation. **VIEW THIS TRAINING COMPLETELY** until you get the refresh symbol. Upon completion, close the presentation page. (Do not fast forward any parts of the presentation, you will not get credit for the class and will have to start the process over.)



6. This will take you to your Transcript where you can view information about trainings you are enrolled in and/or completed. The **ACTIVE** button allows you to view Not Started or In Progress learning. Change to **COMPLETED** to view your Completed learning.

Filter by Training Status Sort by	Filter by Training Type	Search by Keyword
Active Date Adde	d 🔻 🛛 All Types 👻	Search
Search Results (19)		
FSD 2024-2025 Supp Due : No Due Date Status	Der Program : Registered Training Type : Online Class •	View Training D
FSD 2024-2025 Schoo Due : No Due Date Status	bol Breakfast Program : Registered Training Type : Online Class	View Training D
FSD 2024-2025 Proc Due : No Due Date Status	uction Worksheets and Production Records : Registered Training Type : Online Class	View Training D
1		

Completion of Training:

7. Verify your training has been completed by checking the status and date of completion. YOU DO NOT NEED TO PRINT A CERTIFICATE.

Complete	d 🔻	Date Added 🔻	All Types 🔹		Search		Q
Search Resul	ts (27)						
	FSD 2024 Completed	-2025 Supper Pro : 7/30/2024 Status : C	ompleted Equivalent Tr	aining Type : Online Class		View Certificate	•

CONGRATULATIONS ON COMPLETING YOUR PROFESSIONAL STANDARDS COURSE!