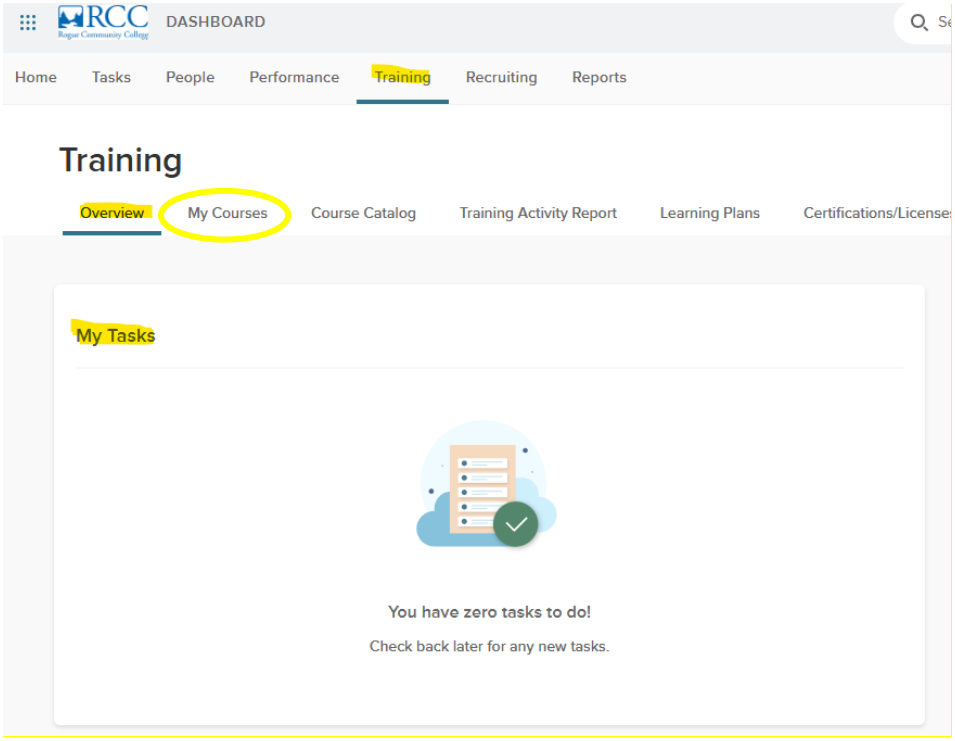
RCC
Rogue Community College

How to Search and Enroll in Courses

Navigating to the Learn Course Catalog and searching and enrolling in courses. This is the same for all employees who have a NEOED account.

a. Sign into NEOED using the SSO Link
    a. https://login.neoed.com/authentication/saml/login/roguecc
b. Ensure that you are starting from your dashboard. You can confirm this by looking for the "Dashboard" in the upper left corner and that "Home" is underlined
c. From your Home dashboard, you will click on the "Training" tab.
    a. You may have Training courses in your Tasks, clicking on the task will not route you to the Course Catalog. Please make sure you are clicking on the Training Tab on your Dashboard.
d. From the Training Tab you will then click on "Course Catalog". This will take you to the catalog and show all the courses that are available to enroll in.
    a. Self-enroll is open to all employees, please make sure to check in with your supervisor to approve completing the courses during your work hours.
e. Courses are able to be viewed in a Card or Table view
    a. Card view lets you use the Search bar to enter key words and to Open Card Info (found in the upper right corner of the course card) to read the course description.
    b. Table View lets you view the course titles in a list, and to view course description you will click on the course title. This will take you to a new page with the course information, with a Back to All Courses button to return to course list in Table View.
f. Enrolling in Courses
    a. Once you have found/identified the courses that you plan to enroll in, there is an Enroll button on both the Card View and Table View of the course
        i. Card View = Enroll button is found on the Card
        ii. Table View = After clicking on the Course, the information page that populates has an Enroll bottom
    b. Both options for enrolling, will have a pop-out asking "Are you sure you want to enroll in this course?"
        i. Enroll in Course or Cancel.
        ii. Once enrolled in the course(s), it will populate as a Task on your Home Dashboard. Please refer to the first few steps to navigate to your Dashboard.
        iii. You can also access your Tasks from your Training Overview and your My Courses tab.



g. Courses will continue to populate to as Tasks until they are successfully completed.
    a. All courses not completed will populate in the To-Do and Overdue tabs.

