How-To Guide for LEARN: Requesting Noncatalog Learning

## 1. Introduction

Welcome to the How-To Guide for LEARN!

This guide will show you the process of requesting noncatalog learning. Noncatalog learning refers to training or courses that are not readily available in the platform's catalog but are essential for your professional development. By requesting noncatalog learning, you can access specialized training materials tailored to your specific needs and learning goals.

2. Step-by-Step Instructions
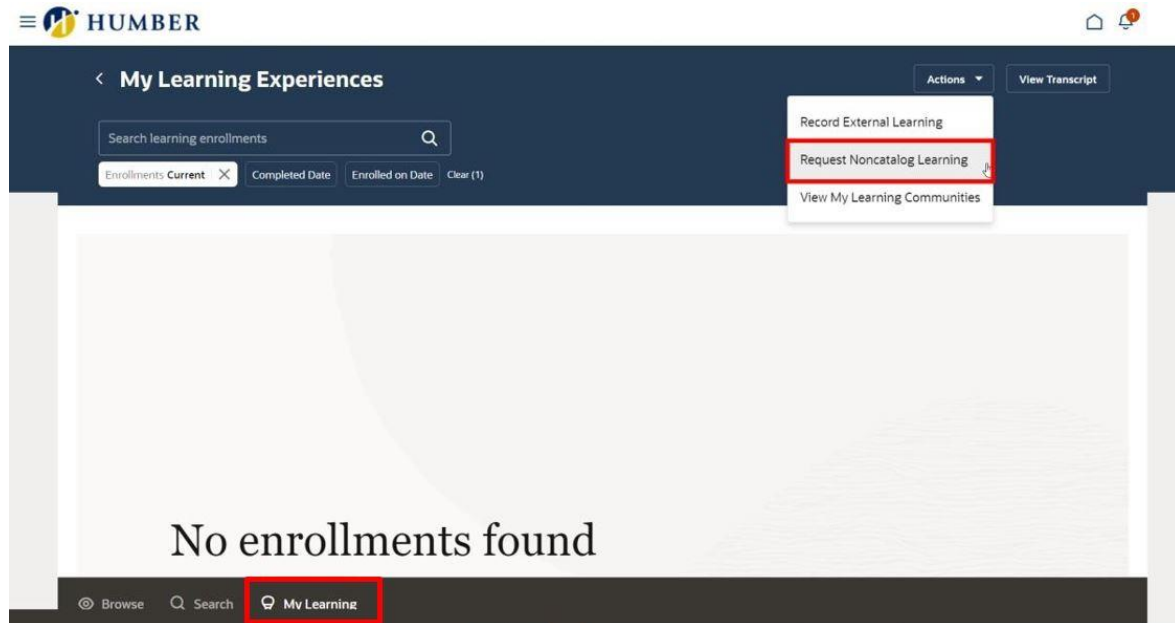
Step 1: Access LEARN

Sign into the HRMS using your single sign-on ID and password and then click on the **'LEARN'** icon.

(https://hdqb.login.ca2.oraclecloud.com/)
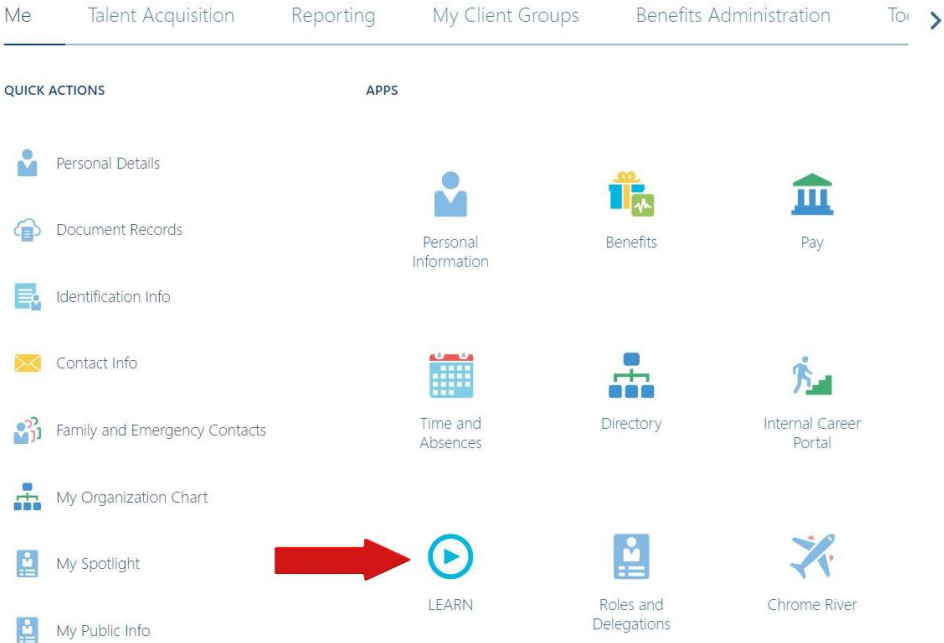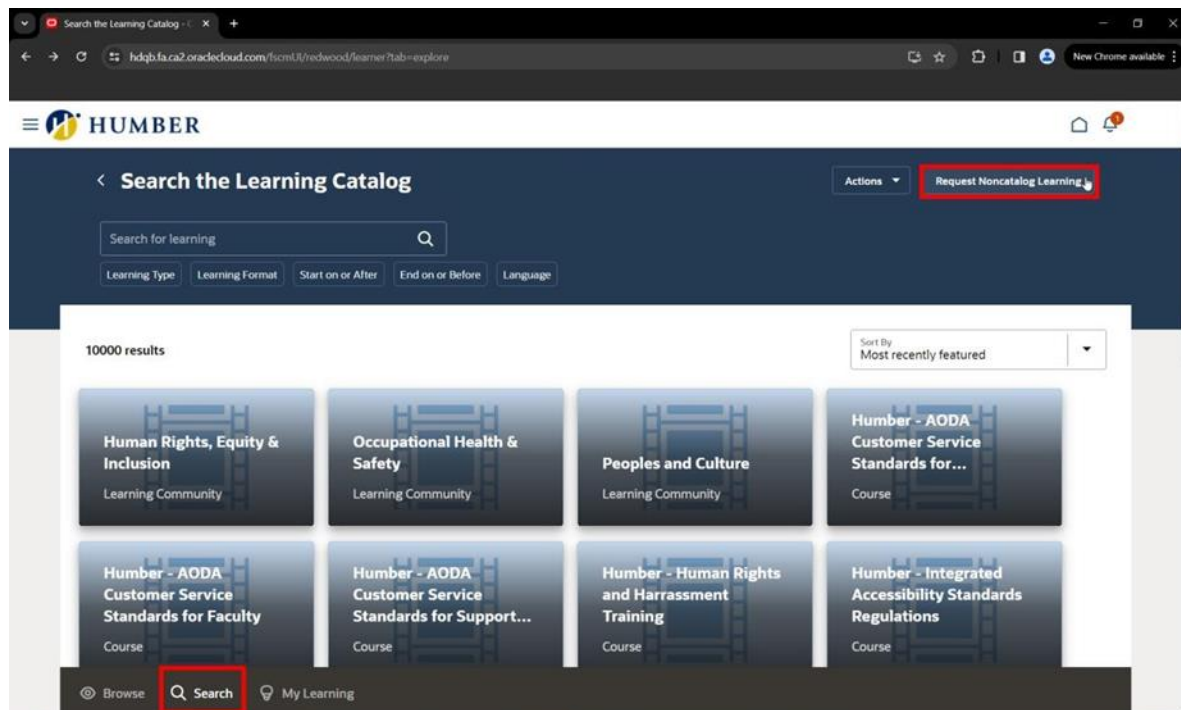
Step 2: Access the Form to Request Noncatalog Learning

In the '**My Learning**' tab, click the '**Actions**' drop-down and then select '**Request Noncatalog Learning**' to access the request form.
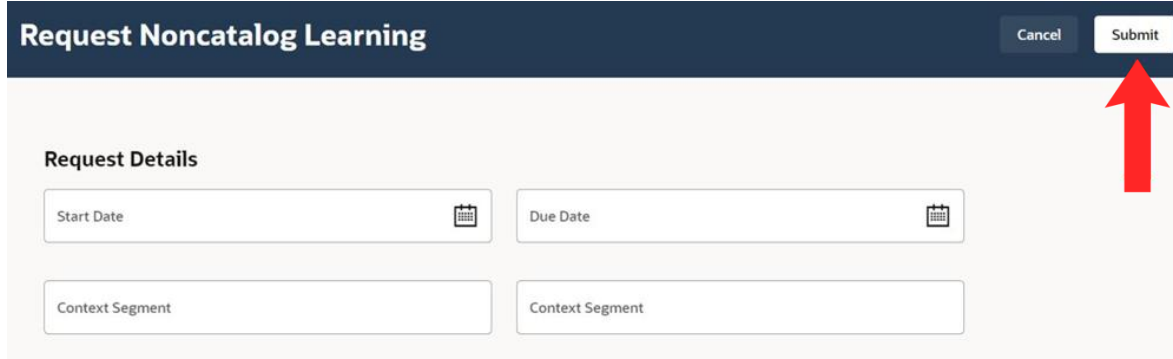

Alternatively, you can access the form by going to the '**Search**' tab and clicking on the '**Request Noncatalog Learning**' button located in the header.

Step 3: Fill Out and Submit the Request Form

Once you have filled out all the required fields in the request form, click **'Submit'**.

3. Tips and Best Practices

Tip: Provide as much detail as possible when filling out the request form to expedite the review process.

Best Practice: Regularly check for updates on the status of your request and follow up as needed to ensure timely approval and access to the requested learning resource.

4. Troubleshooting

Issue: Unable to access the Request Noncatalog Learning form.

Solution: Ensure that you have the necessary permissions to access the request form. Seek guidance from your manager or contact the HR Support Centre.

Issue: Error message is shown when submitting the request.

Solution: Double-check the information entered in the request form for any errors or missing fields. If the issue persists, contact the HR Support Centre for assistance.