

## CityLearner: Booking a Course

You need to **book**, or sign up for a course in order to attend. Below is an outline of how to book a course.

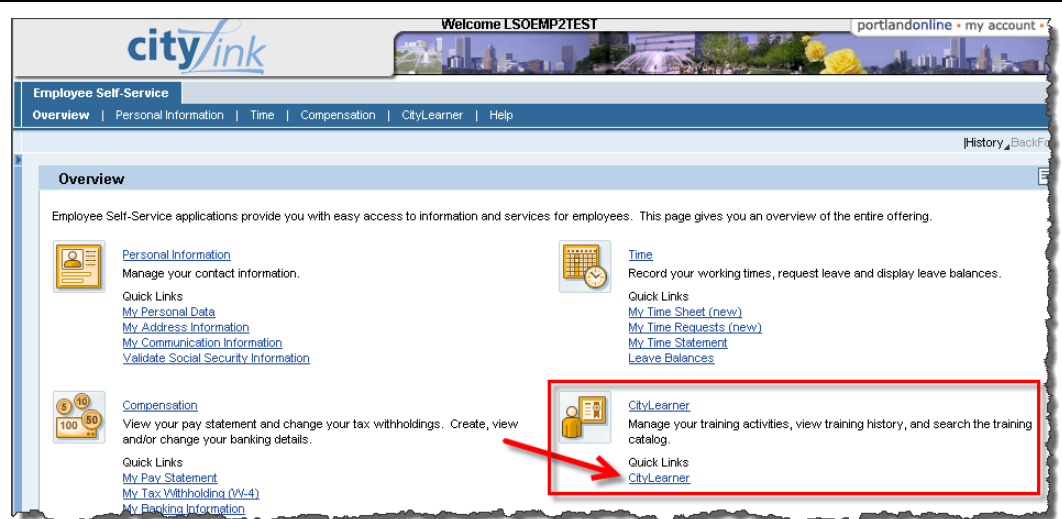
### Quick Steps

#### Step 1:

Log into the **CityLink** page:  
[www.portlandoregon.gov/ess](http://www.portlandoregon.gov/ess)

Click **SAP CityLink**.

On the Employee Self-Service tab, click on the **CityLearner** link.

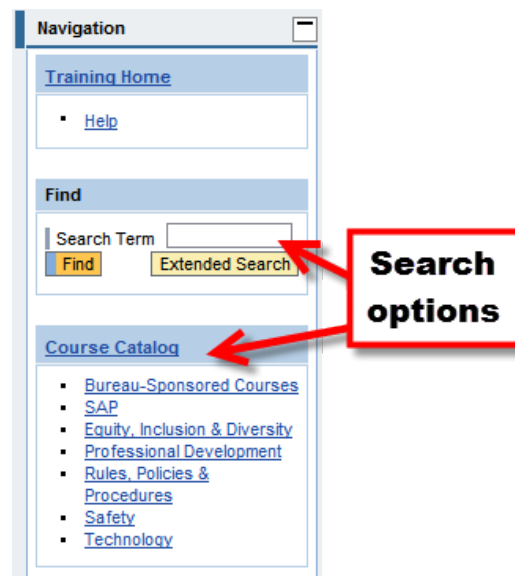


#### Step 2:

Search for the class using the **Course Catalog** or the **Find** feature.

*For example, to locate HR 2.02 training, just enter 2.02 into the Search Term field.*

**TIP:** To do a wildcard search for all available courses, type an **\*** in the Search Term field and click **Find**.



#### Step 3:

Click on the course you want to view.

The screenshot shows a table titled 'Scheduled Courses (13)'. The table has columns for 'Course', 'Schedule', and 'Location'. The 'HR 2.02 Workplace Harassment' course is highlighted with a red box and an arrow, with a 'Click on the course you want to view' label pointing to it.

Course	Schedule	Location
<a href="#">Cultural Competency for Mgrs &amp; Sups 2</a>	05/01/2013 to 05/01/2013	Portland Building
<a href="#">Cultural Competency for Mgrs &amp; Sups 3</a>	05/15/2013 to 05/15/2013	Portland Building
<a href="#">HR 2.02 Workplace Harassment</a>	05/01/2013 to 05/01/2013	Portland Building
<a href="#">MM Requisition Process</a>	05/01/2013 to 05/01/2013	Portland Building
<a href="#">Performance Evaluation Training</a>	05/16/2013 to 05/16/2013	Portland Building
<a href="#">Part 1 Course with Prior Date</a>	05/05/2013 to 05/05/2013	Portland Building

**Step 4:**

Click the **dates** or the **Registration** link to view more info and book the course.

**Attainable Qualifications**

This course imparts the following qualifications:

- [HR 2.02 for Employees](#)

**Follow-Up Courses**

The following course is based on the currently displayed course:

- [HR 2.02 Workplace Harassment Refresher](#) (Classroom Training)

**Fee**

Free of Charge

**Course Dates**

Course dates for the next 90 days:

Schedule	Location	Language	Free Places	Action/Status
<a href="#">05/01/2013 - 05/01/2013</a>	Portland Building	English	1	<a href="#">To Registration</a>

[Refresh Course Dates](#)

**Click either link to view more information or to book the course**

**Step 5:**

At the bottom of the course details page, select the Book this course to add your name to the registration list or the waiting list.

**Note:** If the course is full, you will be placed on the waiting list.

**Book**

You may book this course. However, the following:

⚠ there is already a booking for the same course.

[Book this course](#)

**Click here to book the course**

**Step 6:**

The course will now appear on your training activities on the home page.

**My Training Activities**

All (1) Classroom Training (1)

This is a list of all the training activities in which you are currently participating or for which you are booked. Click on a course to display details of the course, to cancel your booking, or to set the course to 'completed'.

**Your current training activities in summarized format.**

Course	Deliver...	Schedule	Location	Le...	Start
<a href="#">HR 2.02 Workplace Harassment</a>	Classroom	Start <a href="#">04/15/2013 At 09:00</a> End <a href="#">04/15/2013 At 10:00</a>	Portland Building		