

CityLearner: Prebooking a Course

If you find a course you are interested in taking, but the course dates scheduled don't work or there are no current course dates, you can **prebook** the course. Prebooking the course puts your name on a list of potential attendees, which is used by the training administrators to plan for future course dates.

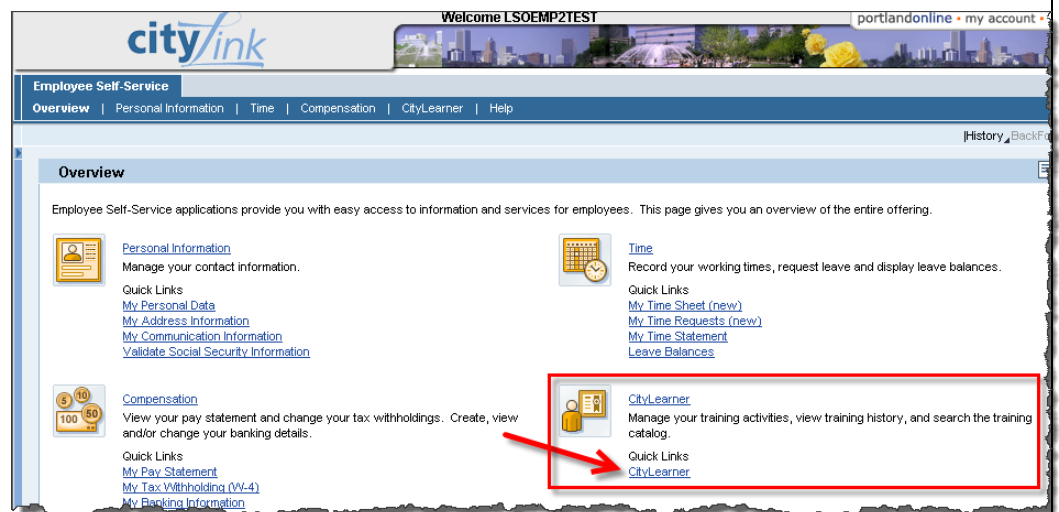
Quick Steps

Step 1:

Log into the **CityLink** page:
www.portlandoregon.gov/ess

Click **SAP CityLink**

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

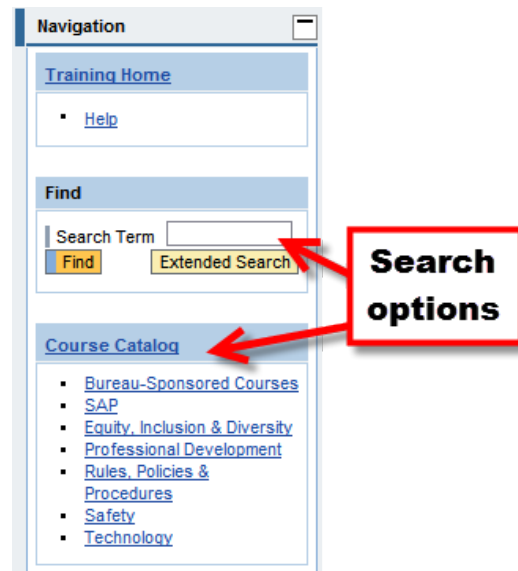


Step 2:

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.

Scheduled Courses (13)

Course	Classroom Training	Schedule	Location
Cultural Competency for Mgrs & Supvs 2		05/01/2013 to 05/01/2013	Portland Building
Cultural Competency for Mgrs & Supvs 3		05/15/2013 to 05/15/2013	Portland Building
HR 2.02 Workplace Harassment		05/01/2013 to 05/01/2013	Portland Building
MM Requisition Process	Classroom Training	05/01/2013 to 05/01/2013	Portland Building
Performance Evaluation Training	Classroom Training	05/16/2013 to 05/16/2013	Portland Building
Test Course with Prior Date	Classroom Training	05/05/2013 to 05/05/2013	Portland Building

Step 4:
Click the **prebook** link below the course dates.

Course Dates

Course dates for the next days:

No courses were found scheduled in the time period specified.

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

Step 5:
Click the **Prebook** button to add your name to the list.

Note: The default prebook timeframe is 180 days. Use the Start and End dates to change the amount of time you want to stay on the prebook list.

Prebook

[Course Catalog](#) > [Rules, Policies & Procedures](#) > [HR 2.02](#) > HR 2.02 Workplace Harassment

If you can find no suitable course date for the course [HR 2.02 Workplace Harassment](#), you can prebook yourself for other dates. To do so, select the time period in which you would like to participate in the course. Select the required language and location and confirm by choosing 'Prebook'.

Note:
Bear in mind that only one prebooking may exist for a given course in any one period. If time periods overlap, existing prebookings will be changed to reflect the new data entered.

Start:

Language:

[Refresh](#) [Print](#)

Step 6:
The **New Course Dates** tab under Messages and Notes shows any new dates for courses you have prebooked.

Note: When you book a course you previously prebooked, your name is automatically removed from the prebook list.

Messages and Notes

New Course Dates (2)

Course dates have been scheduled for the period in which you made a prebooking for a course. You can book yourself for one of the dates in the following list. Click on a course date to access registration.

Course	Date
HR 2.02 Workplace Harassment	04/15/2013 - 04/15/2013
HR 2.02 Workplace Harassment	05/01/2013 - 05/01/2013

Step 7:
Click the **Course Prebookings** link to view, make changes to, or remove your prebookings

My Learner Account

- [Training Activities](#)
- [Course Prebookings](#)