1. Log in to UCONNECT

2. Select the SCHOOL SERVICES tab

3. The Learning Center channel will be on the right side under the EMPLOYMENT DETAILS box

4. Click LAUNCH THE LEARNING CENTER and it will connect you to the site

**NOTE:** If you have problems logging in this way, please go to [http://learningcenter.uco.edu](http://learningcenter.uco.edu) and log in with your UCONNECT username and password. It will look like the same screen you see when logging in to UCONNECT.
Enrolling in an Instructor Led Training Course

1. In SkillPort, you can locate an ILT course by using either the SEARCH&LEARN or the Catalog.
2. Once you find the course you are looking for, hover your mouse over the course name to display Sessions & Show Details available options.
3. Click Sessions. The View Course page displays in a new window.
4. In the Sessions section, click the Session ID of the session in which you want to enroll. The Session Details window appears.
UCO Annual Required Training

UCO requires all employees to annually complete Safety Training & Cyber Security Training. To fulfill your requirement, you may complete either the online learning program or the in class session. Once logged into the Learning Center, follow the steps below to enroll in either one:

In Class Session (Instructor Led Training)

- Conduct a search for Safety Training and follow the steps on page 2 to enroll in the course

Online Learning Program

1. Click on CATALOG, then the LEARNING PROGRAMS folder
2. Move your cursor over the UCO Safety Training learning program and click the ENROLL option that appears
3. When asked if you want the Learning Program added to your MY PLAN area, select YES. Then you will be able to access the Safety Training Learning Program by click on MY PLAN.