1) Sign into U Learn [http://humanresources.umn.edu/working-u/ulearn]

2) Select “Learning” tab from top navigation bar

3) Chose “Events Calendar from the drop down under learning

4) Select Event from Events Calendar

5) Request Class, its that simple

Recap - five easy steps

1) Sign into U Learn at [http://humanresources.umn.edu/working-u/ulearn]
2) Select “Learning” tab from top navigation bar
3) Chose “Events Calendar from the drop down under learning
4) Select Event from Events Calendar
5) Request Class, its that simple