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Do you need help with locating and registering for the courses that you want to take? See a list of two-minute narrated demonstrations that can help you with the process. Select a topic and get the answer you need right away! It’s like having an instructor walk you through what you need to know, just when you need it.

Log In to Learn@ADP
1. You must have your ADP user credentials to log in to Learn@ADP.
2. If you already have a user ID but forgot your password, click Need Help? to find out how to request assistance.
Learn@ADP Welcome Page

On the Learn@ADP Welcome page, you can do the following:

1. View or edit user profile settings.
2. Get help with tasks on Learn@ADP.
3. Check for new course offerings and training updates.
5. Access ADP training plans and search for and enroll in courses.

Learn@ADP Tabs

Select one of the four tabs to manage your training plans:

1. **My Training Plans**: View assigned plan and course descriptions, enroll in or cancel enrollment in courses, print materials, and launch training.
2. **Search**: Find and enroll in courses or find and add a plan.
3. **View Enrollments**: View enrolled course status and information, print materials, launch or cancel training, and view completed courses.
4. **View Calendar**: View and manage enrolled class schedules, print materials, and launch or cancel classes.
Enroll in Training from the My Training Plans Tab

1. On the My Training Plans tab, select a training plan and click View Selected.
   Note: If you need to add a training plan, select the Search tab, click Search for Training Plans, find the appropriate plan name, and click Add.

2. Select the desired option and find the course in which you want to enroll.

3. Click Register.
   a. For web-based training, self-study, or a prerecorded webcast, the Registration Confirmation page is displayed.
   b. For instructor-led training or a virtual class session, a list of available class dates and times in your preferred location is displayed. Click Register to enroll in a specific class, and the Registration Confirmation page is displayed.

4. Click Close, and the My Training Plans tab is displayed.
Enroll in Training from the Search Tab

1. On the **Search** tab, select the **Search for Courses** subtab.

2. In the **Delivery Type** field, select any of the following:
   - Instructor-Led
   - Prerecorded Webcast
   - Self Study
   - Virtual Class
   - Web-Based Training

3. In the **Course Title Contains** field, enter all or part of the course title to display a list of course options.

4. Select a course and click **Find**.
   **Note:** Before you enroll, check the date, time, and location (if applicable), and review the Training Policy.

5. Click **Register** for the desired course.
   a. For web-based training, self-study, or a prerecorded webcast, the Registration Confirmation page is displayed.
   b. For instructor-led training or a virtual class session, a list of available class dates and times in your preferred location is displayed. Click **Register** to enroll in a specific class, and the Registration Confirmation page is displayed.
      **Note:** To find classes in other locations, click Change Location and select a specific location.

6. Click **Go to View Enrollments** to view the registered course on the View Enrollments tab.
Test the Virtual Classroom Connection and Attend the Virtual Class

1. On the day before the actual class date, you will receive a Welcome email message from your instructor with logon instructions, including the toll-free conference telephone number and access code.

2. Print the course materials from Learn@ADP or refer to the instructor’s Welcome email message for instructions for printing the attachments.

3. To ensure that you can access the virtual class in the event of recent updates to your system, click here.
   
   **Note:** You may need administrative rights on your computer to test the virtual classroom connection. If you do not have these rights, contact your system administrator for assistance.

4. On the day of the class, refer to the instructor’s Welcome email message and do the following:
   
a. Dial into the conference call with the provided phone number and access code.
   
b. Approximately 10 minutes before your class is scheduled to begin, click the link to launch the virtual session.
   
   **Note:** If you encounter technical difficulties, contact WebEx Support at 1-866-229-3239.

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Sample Instructor Welcome Email Message

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**Sample Instructor Welcome Email Message**
Cancel a Training Plan or Course

1. On the **My Training Plans** tab, select the training plan.
2. Do either of the following:
   a. To cancel a training plan that you assigned to yourself, select the training plan name and click **Drop Selected**.
   b. To cancel a specific course, find the course and click **Drop**.
3. In the **Drop Confirmation** window, click **Drop**.

   **Note:** You can also cancel training from the View Enrollments tab or the View Calendar tab.
View Enrollments

On the View Enrollments tab, you can do the following:

1. View all active and completed training.
2. View the status of training.
3. View the dates and start times for enrolled classes.
4. View course information, including credit hours; join a virtual class session; obtain directions to a class location.
5. Start self-paced training.
6. Print materials.
7. Drop training.
8. View course descriptions and prerequisites.
Print Course Materials or Directions

1. On the **View Enrollments** tab, select the appropriate check boxes to find the course for which you need materials or directions.

2. Scroll to find the training.
   a. For self-paced or virtual training, click **Print Materials** and select the materials to print.
   b. For directions to the ADP training location of instructor-led training, click **View Schedule** and click the **Map It** link under **Location**.

3. In the window that opens, click **Print** to send the materials to the printer.
   **Note:** You can also print materials and directions from the My Training Plans tab or the View Calendar tab.
Start Self-Paced Training

1. On the **View Enrollments** tab, select a course and click **Start Training**.
2. On the **Start Training** subtab, click **Start Now**.
3. If applicable, in the **Table of Contents** window, click a lesson to launch the training.

   **Note:** You can also start self-paced training and virtual class sessions from the My Training Plans tab.
View Scheduled Training

1. On the View Calendar tab, select the month and year of the course.
2. Find the day of the course, and click the course title.
3. Click View Schedule.
   a. For instructor-led courses, information about the time and location of the course is displayed.
   b. For virtual class sessions, the Join button becomes active within 15 minutes of class start time.

Note: You can also view scheduled classes from the My Training Plans tab or the View Enrollments tab.

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