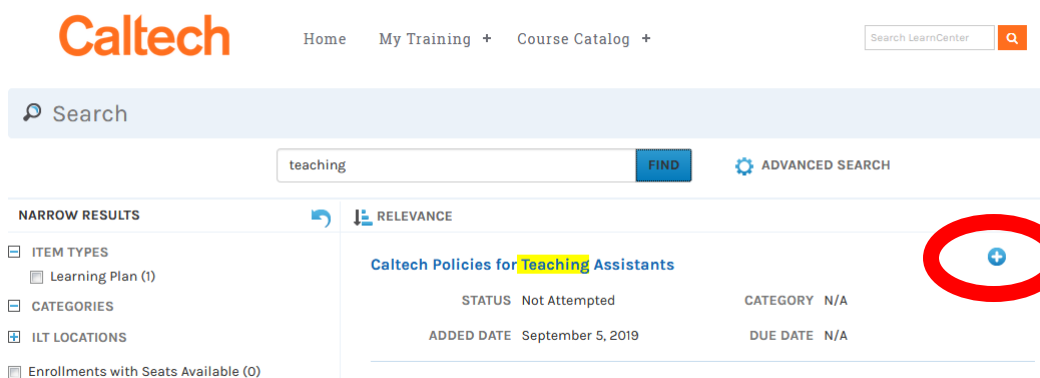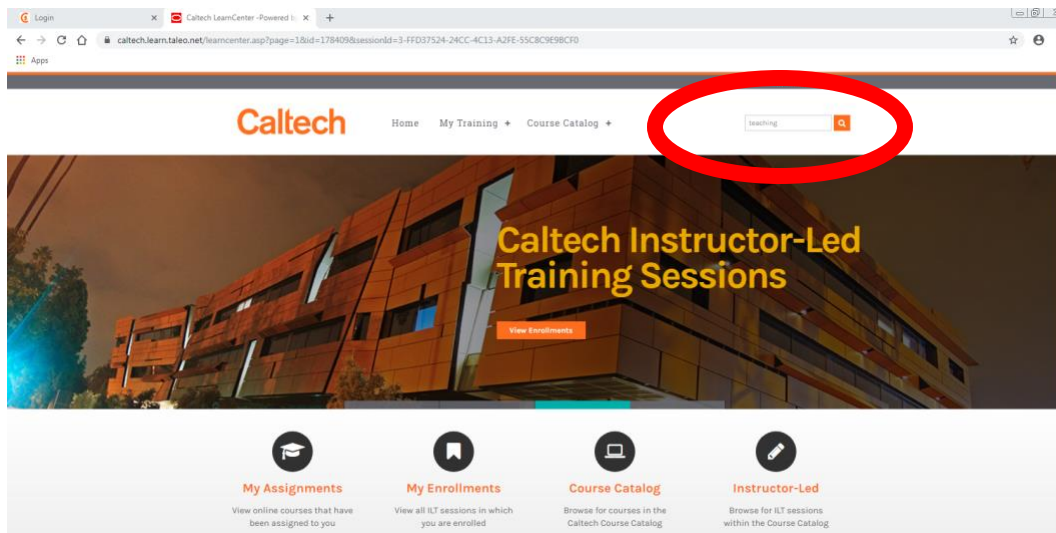# Instructions for self-enrolling in Caltech Policies for Teaching Assistants

Fall 2019

1. Please use Firefox, Chrome or Internet Explorer; pop-ups must be enabled for this site in order to access the course.

2. Log in using your Caltech credentials at https://caltech.learn.taleo.net. The MyLearn application is also available via access.caltech.edu, under the "Self Service" heading.

3. From the MyLearn homepage, enter part of the course name (e.g., "teaching") in the search box in the upper right hand corner of the window:

4. Click on the plus sign to the right of the Caltech Policies for Teaching Assistants Learning Plan.

5. Click on the Caltech Policies for Teaching Assistants course link.

6. Click on the "Launch Course" button next to the course name.