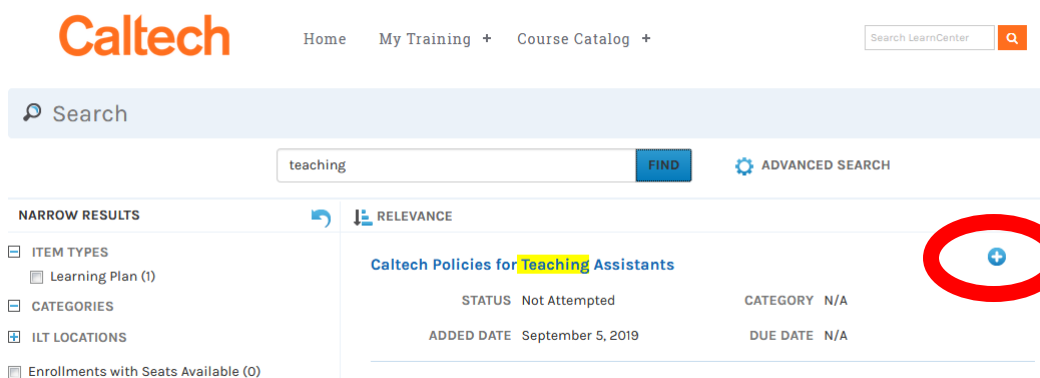
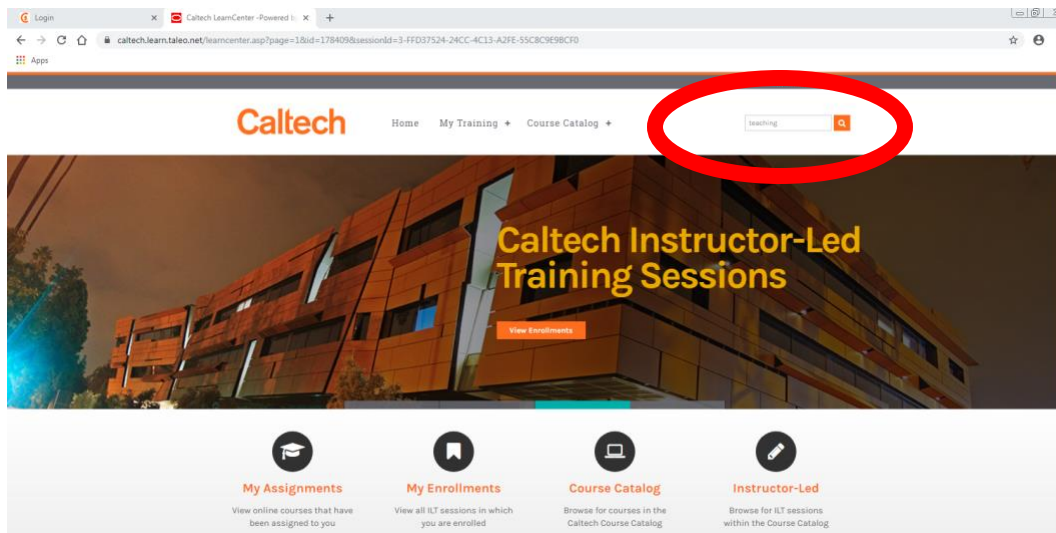



Instructions for self-enrolling in Caltech Policies for Teaching Assistants

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.

Caltech Home My Training + Course Catalog +

ADVANCED SEARCH

You have successfully added yourself to the **Caltech Policies for Teaching Assistants**. Learning Plan. There may be a delay before you see updated completion information.

NARROW RESULTS

- ITEM TYPES
 - Learning Plan (1)
- CATEGORIES
- ILT LOCATIONS
- Enrollments with Seats Available (0)

Caltech Policies for Teaching Assistants

ADDED DATE September 5, 2019 DUE DATE October 16, 2019

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

Caltech Home My Training + Course Catalog +

Caltech Policies for Teaching Assistants

10/16/2019 **1** **0%** **0** **0**
DUE DATE ITEMS COMPLETED ITEMS PAST DUE ATTACHMENTS

Search > Caltech Policies for Teaching Assistants

1	Caltech Policies for Teaching Assistants	<input type="button" value="LAUNCH COURSE"/>
DUE DATE	N/A	STATUS Not Attempted
OPTIONAL	No	TYPE Course

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