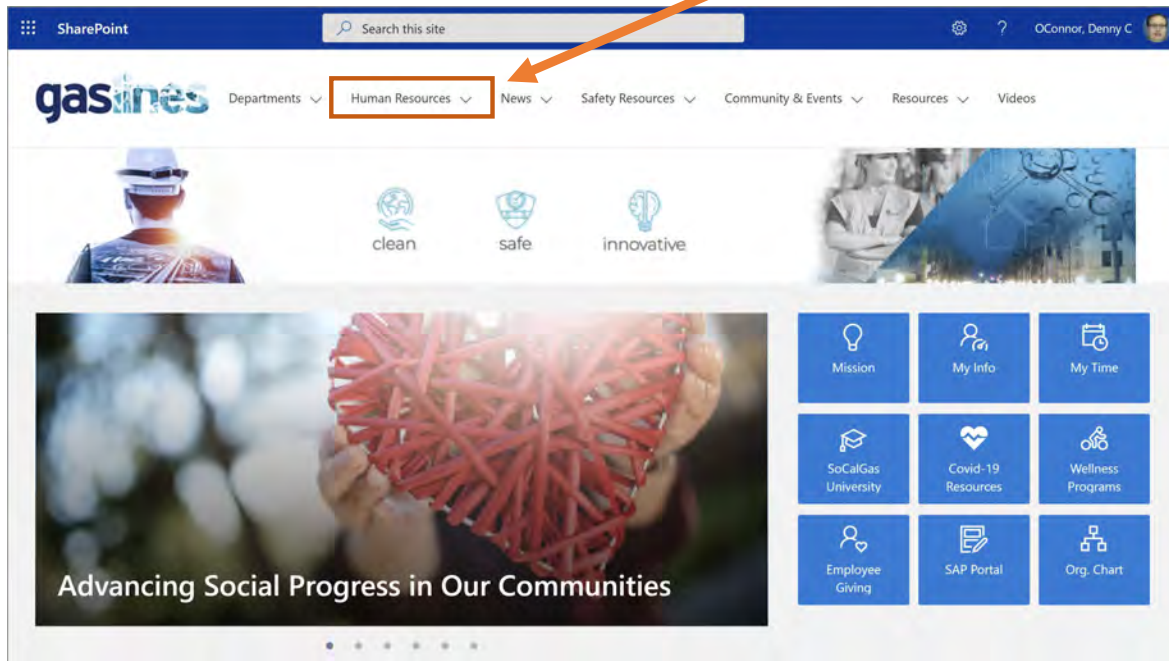


How to enroll in Employee Development courses via the Learning Module

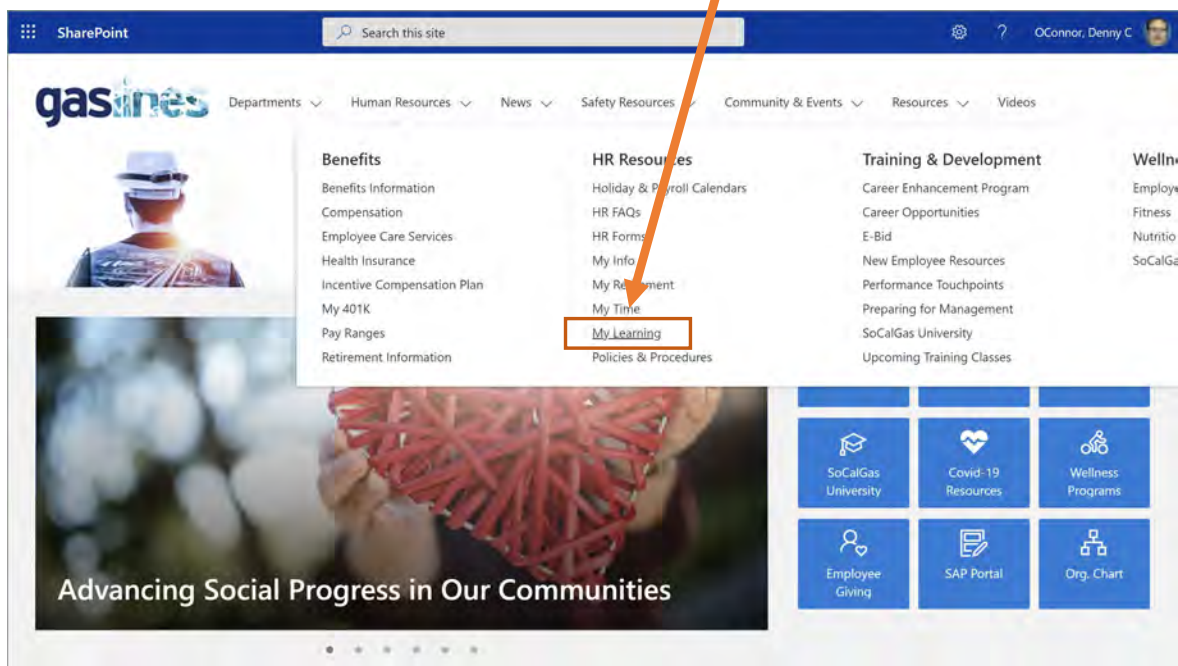
Access the 'My Learning' portal via the Gaslines 'Human Resources' menu.

1.



CLICK the 'My Learning' link.

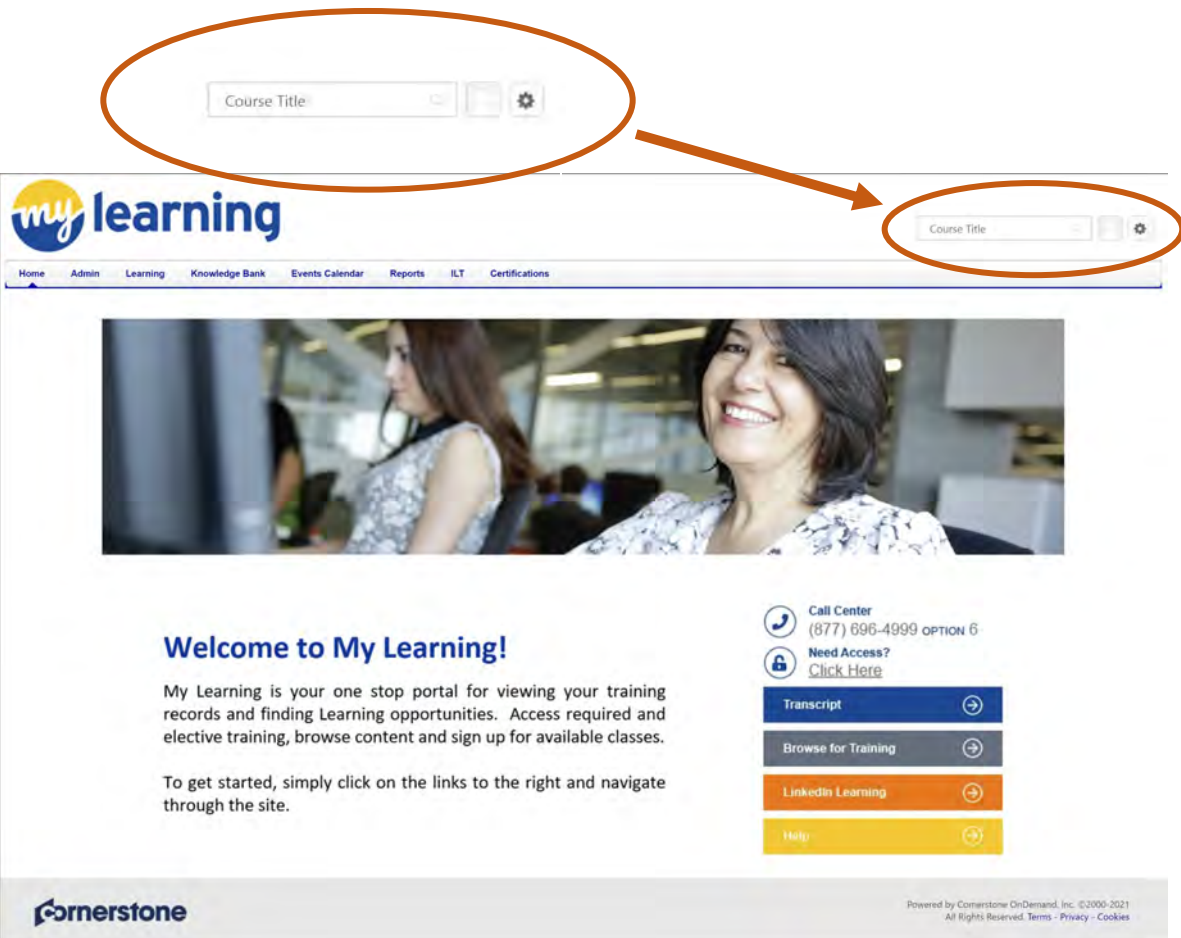
2.



How to enroll in Employee Development courses via the Learning Module

3.

On the Learning Module page, enter the course title in the Search field and **CLICK** the magnifying glass.



The screenshot shows the 'my learning' portal. At the top, there is a navigation bar with links: Home, Admin, Learning, Knowledge Bank, Events Calendar, Reports, ILT, and Certifications. Below the navigation bar is a large banner image of two smiling women in an office setting. Under the banner, on the left, is a 'Welcome to My Learning!' section with a paragraph: 'My Learning is your one stop portal for viewing your training records and finding Learning opportunities. Access required and elective training, browse content and sign up for available classes. To get started, simply click on the links to the right and navigate through the site.' On the right side of the banner, there is a sidebar with several links: 'Call Center (877) 696-4999 OPTION 6', 'Need Access? Click Here', 'Transcript', 'Browse for Training', 'LinkedIn Learning', and 'Help'. At the bottom of the page, there is a footer with the 'cornerstone' logo on the left and 'Powered by Cornerstone OnDemand, Inc. ©2000-2021 All Rights Reserved. Terms - Privacy - Cookies' on the right. Two orange circles highlight search fields. The first circle is around a 'Course Title' search box with a magnifying glass icon. The second circle is around a similar 'Course Title' search box in the top right corner of the page. An orange arrow points from the first circle to the second circle.

Course Title

my learning

Home Admin Learning Knowledge Bank Events Calendar Reports ILT Certifications

Welcome to My Learning!

My Learning is your one stop portal for viewing your training records and finding Learning opportunities. Access required and elective training, browse content and sign up for available classes.

To get started, simply click on the links to the right and navigate through the site.

Call Center
(877) 696-4999 OPTION 6

Need Access?
[Click Here](#)

Transcript

Browse for Training

LinkedIn Learning

Help

cornerstone

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How to enroll in Employee Development courses via the Learning Module

4.

A pop-up box appears with course details and a list of the available sessions. In the pop-up box, **CLICK Request** to add the course to your Transcript. To receive an email to notify you of additional sessions, **CLICK** the “Notify me of new sessions” link. If no sessions are available, the pop-up screen will indicate that at the bottom of the page.

The screenshot displays the 'Training Details' page for the course 'HRUED644: Career Kickstarter (7 HRS)'. The page includes a description of the workshop, its target audience, and a list of sessions. Two sessions are shown: '760624 - Session Details' and '760644 - Session Details'. The first session is marked as 'Registration Closed' with '7 Openings Available'. The second session is marked as 'Request' with '19 Openings Available'. A blue arrow points from the 'Request' button to the 'Notify me of new sessions' link at the bottom. Another blue arrow points from a text box 'Click Request to register.' to the 'Request' button. A third blue arrow points from a text box 'Click to be notified of additional sessions.' to the 'Notify me of new sessions' link.

Training Details

HRUED644: Career Kickstarter (7 HRS)
Event • Sempra Internal Instructors • 7 hours • \$0.00

This workshop is designed to help participants identify and prepare for next steps in their career, and to explore possible "best fit" career options. Learn to: • Explore your work values and how they align with your career interests • Prepare for and practice informational interviews • Analyze and improve your resume, and practice job interviewing skills Target Audience: Associate and management employees, whether new in their career or mid-career employees looking to jumpstart their career goals

Sessions **Details**

Show **Available** View Full Calendar

760624 - Session Details
Session • Sempra Internal Instructors • 7 hours • \$0.00
Location
Gas Tower 02A
English (US)
Duration
5/8/2019, 8:30 AM PST - 5/8/2019, 3:30 PM PST
7 Openings Available
Registration Closed

760644 - Session Details
Session • Sempra Internal Instructors • 7 hours • \$0.00
Location
Monterey Park-Learning Center
English (US)
Duration
9/12/2019, 8:30 AM PST - 9/12/2019, 3:30 PM PST
19 Openings Available
Request

Notify me of new sessions 2 Results

Click **Request** to register.

Click to be notified of additional sessions.

5.

Your transcript page will appear. It will contain the course you have selected. The Status column will show you are Registered for the course.

Status column
shows **Registered**

Transcript: Alicia Picou

Use the transcript to manage all active training.

Active By Date Added All Types

Search Results (4)

	HRUED644: Career Kickstart (7 HRS) (Starts 9/12/2019) Due: No Due Date Status: Registered	View Training D...
	SCG - Enviance (Remedy) Office Ergonomics SFUGN022 Due: 9/30/2019 Status: Certified (Renewal In Progress) Expiration Date: 12/31/2019	Manage
	SoCalGas Coaching for Performance Due: No Due Date Status: In Progress	Open Curriculum
	EOS - Introduction to HR, Diversity & Inclusion - Part 2 Due: No Due Date Status: Pending Prerequisite	Inactive

To withdraw from
the class, **CLICK** the
View Training link
for the dropdown
menu and Select
Withdraw.

Transcript: Nicholas Bergara

Use the transcript to manage all active training.

Active By Date Added All Types

Search Results (7)

	HRUED814 Everyone Leads – Your Personal Leadership Challenge (7.5 HRS) (Starts 8/1/2019) Due: No Due Date Status: Registered	View Training D... Withdraw View Training Details Select Session
	CRMST018 Message Training (4 HRS) (Starts 12/13/2018) Due: No Due Date Status: Withdrawn	

Please reach out to SoCalGasU@semprautilities.com if you have any issues with the steps above.

End of Instructions

You will receive an auto-generated email confirming your registration in the class.