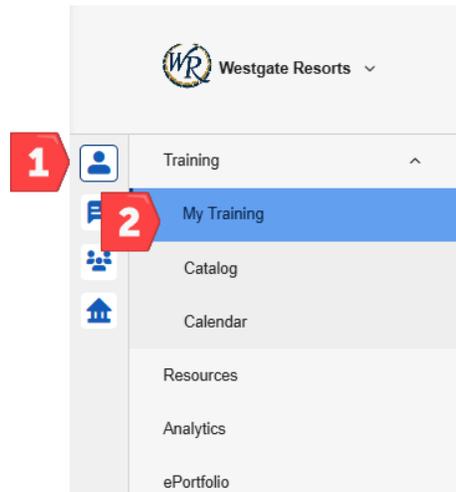


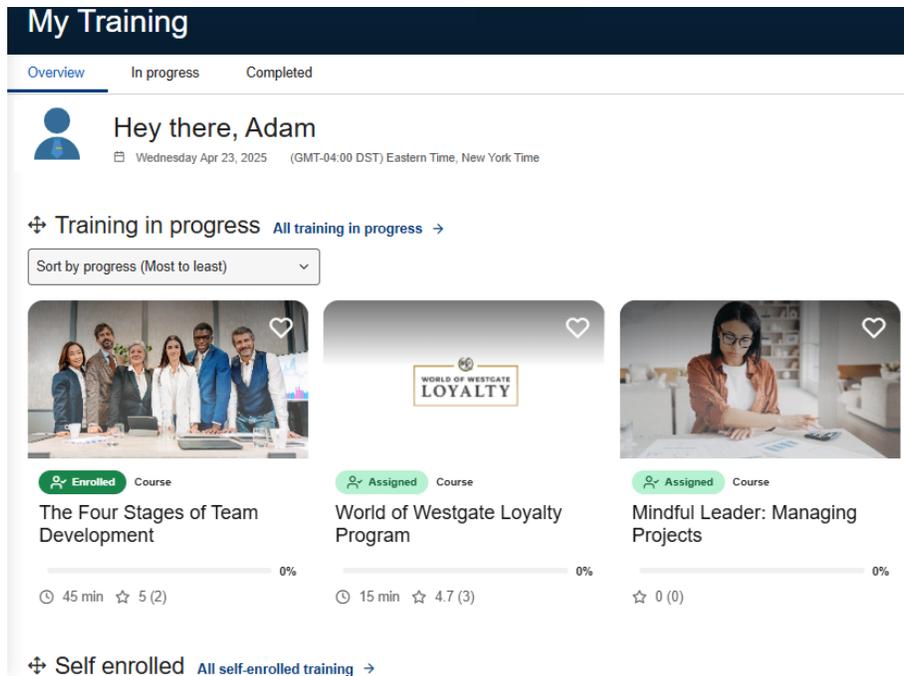


Accessing Your Training

To access all the courses that you enrolled in or were assigned to, click on the **Learner Workspace**. Then, click on Training -> My Training to see the courses you're registered for. Select any course to start it.



From there, you will see an overview of your courses. The overview includes training that is in progress, overdue, self-enrolled, and completed.



My Training

Overview In progress Completed

Hey there, Adam
Wednesday Apr 23, 2025 (GMT-04:00 DST) Eastern Time, New York Time

Training in progress All training in progress →
Sort by progress (Most to least)

- Enrolled** Course
The Four Stages of Team Development
0%
45 min ☆ 5 (2)
- Assigned** Course
World of Westgate Loyalty Program
0%
15 min ☆ 4.7 (3)
- Assigned** Course
Mindful Leader: Managing Projects
0%
0 (0)

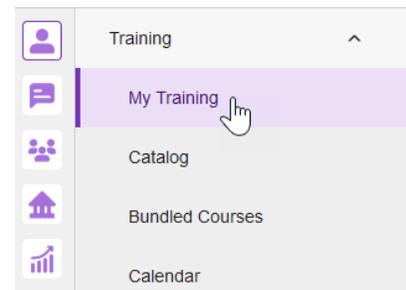
Self enrolled All self-enrolled training →



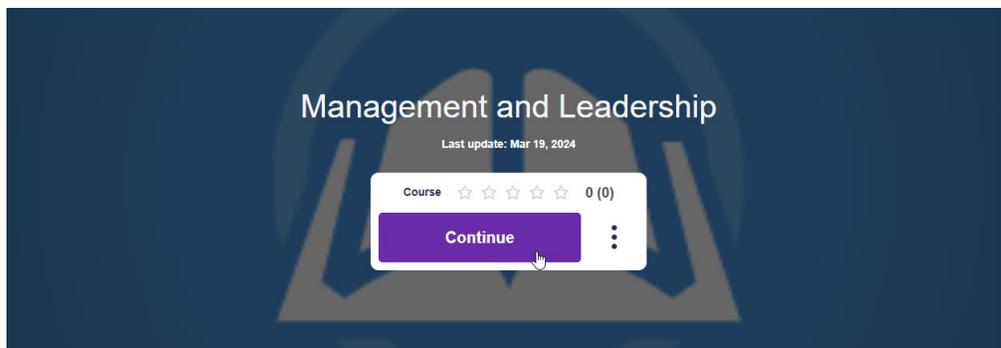


Accessing and Starting a Course

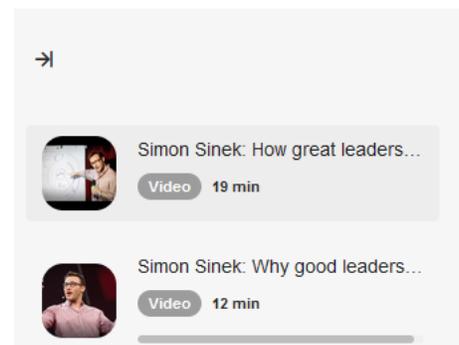
To access and start a course, go to the **Learner Workspace** and select **My Training**. Click on the course you want to view to be led to the course experience, which starts the course immediately.



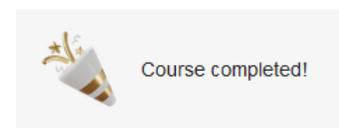
You can also get to the course information by pressing the **Quick View** button. From here, click **Continue** to start the course.



Navigate through the course lectures with the **Next** and **Back** buttons. You can see all lectures in the right navigation.



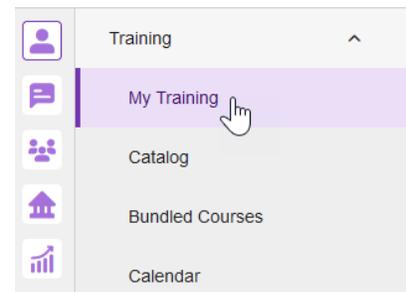
To complete a course, you must complete all mandatory lectures. You will get a "Course Completed!" message and a pop-up letting you know the course is done.





How to Access and Complete a Learning Path

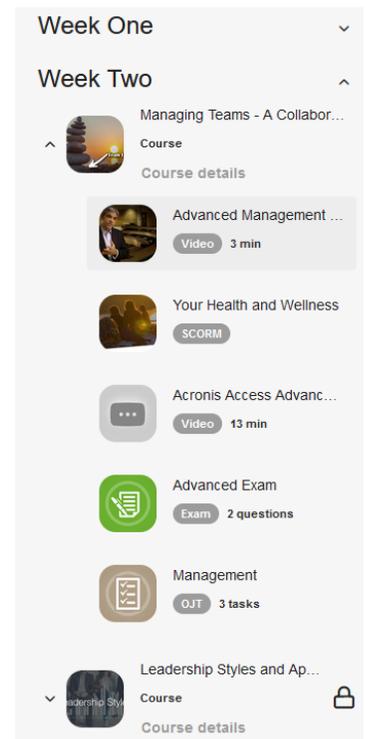
To access and start a learning path, go to the **Learner Workspace** and select **My Training**. Click on the learning path you want to view to be led to the learning path experience, which starts the learning path immediately.



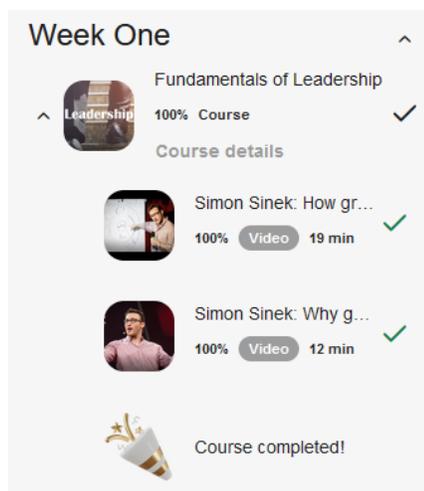
You can also get to the learning path information by pressing the **Quick View** button. From here, click **Continue** to start the learning path (Pictured Below)



On the right navigation, you can see all the courses and their lectures. Courses and lectures completed will have a green checkmark next to them. Courses that cannot be started until you meet the prerequisites will have a lock next to them (Pictured right).



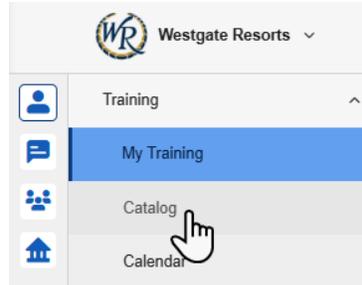
When you finish the learning path, a pop-up will let you know (Pictured below).



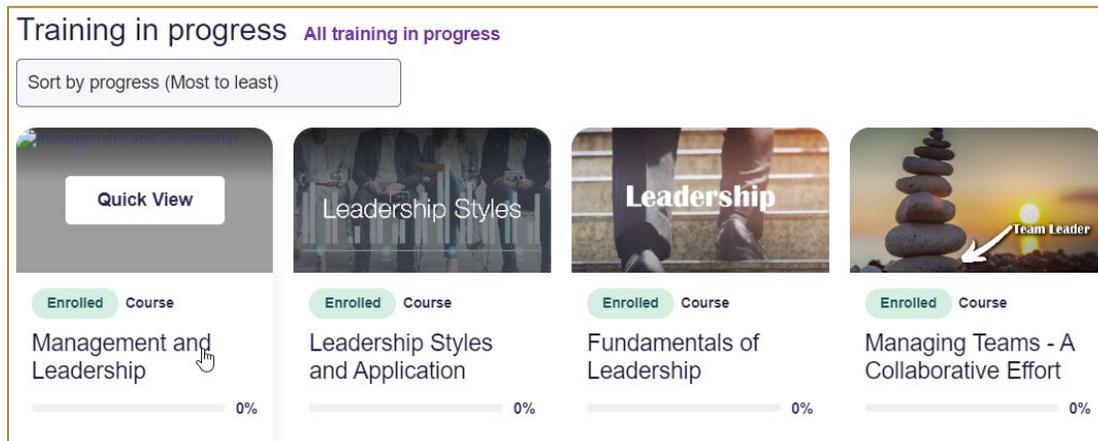


How to Access the Course Catalog

If you would like to browse elective courses, go to the **Learner Workspace** and select **My Training**, then choose **Catalog**.

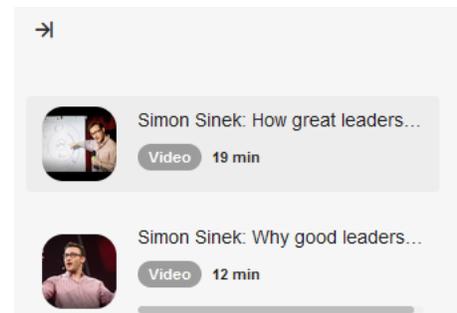


To begin the course, just click the name of the course.



The course material is presented as a series of steps. Sometimes finishing each step in the order presented is mandatory to complete the course, while other times it's not. To view a step, just click its name.

Navigate through the course lectures with the **Next** and **Back** buttons. You can see all lectures in the right navigation.





To complete a course, you must complete all mandatory lectures. You will get a Course Completed! Message, and a pop-up letting you know the course is done.

Need more time? ×

After this, you're done with this course! But feel free to stay on this step as long as you need to.

Yes, stay here

No, I'm done



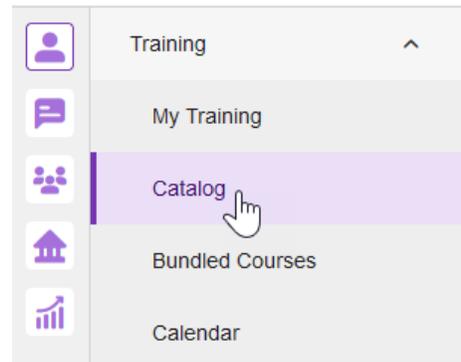
Course completed!





How to Register for an Event

To register for an event (in-person training), go to the **Learner Workspace** and select **Training -> Catalog**.



Select **Events** in the top navigation bar to see all open events.



Select the Event you want to register for and click on the blue **Register** button to register for this event. If the event requires approval, it will show *Waiting for Approval* until your registration gets approved. Otherwise, it will show you as Registered.

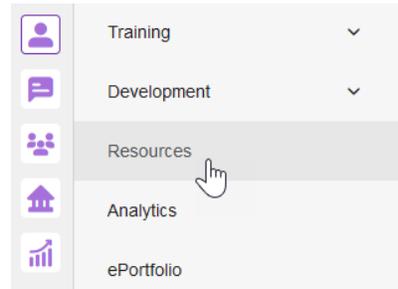
<p>Training 2024 📅 nuApr 15, 2024 04:00 AM - 12:00 PM - 🪑 20 seats left</p> <p>Would you like to attend this class? Register</p>	<p>Training 2024 📅 Apr 15, 2024 04:00 AM - 12:00 PM - 🪑 20 seats left</p> <p>Waiting for approval Unregister</p>
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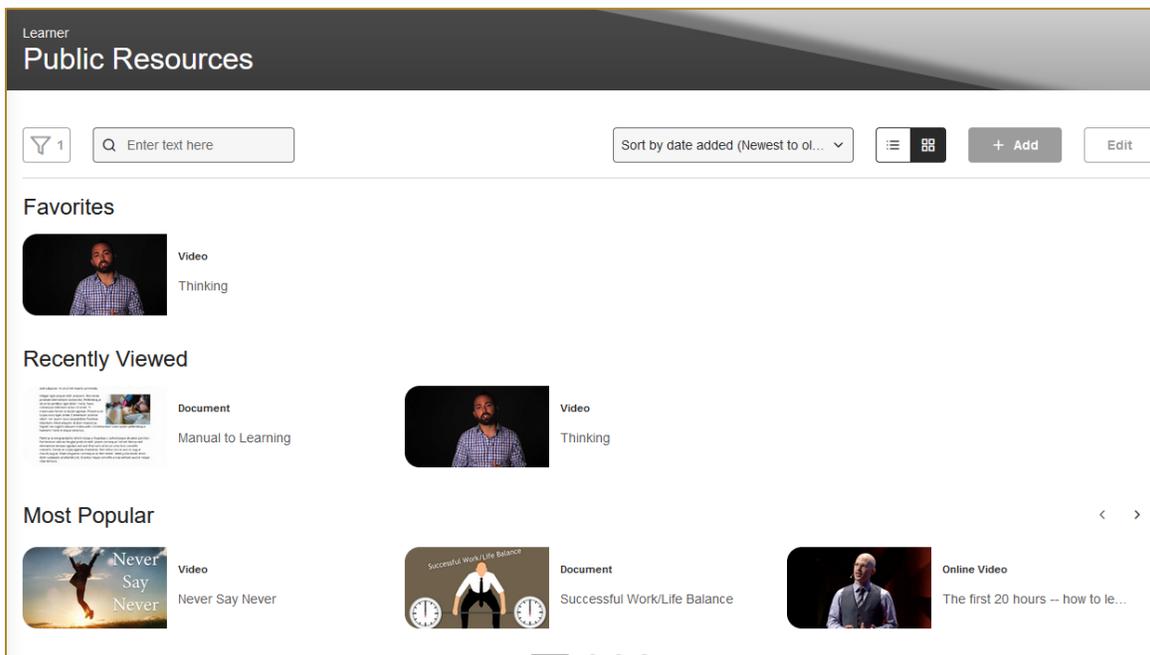


Accessing Learning Resources

You can access learning resources by going to the **Resources** tab in the **Learner Workspace**.



This section contains all resources uploaded in Westgate Learn that you have permission to view. There are multiple streams that help sort the resources for you, such as Favorites, Recently Viewed, and Most Popular.



You can filter your resources by preferences, type (video, document, etc.), category, and language.

