The results of the Learning Catalog search appear on your screen. Clicking on the underlined title will provide you a description of the learning, along with a list of the competencies addressed. You have the option to either enroll someone in an existing session, or request that a session be created.

Learnings that have existing sessions scheduled will have a multi-colored icon on the right side of the screen. The gray icon indicates there are no sessions yet scheduled.
Below is an example of the details seen when you click on an underlined learning title from your search results.

Select Enroll or View available dates for this learning from the left-hand menu.
In the Available Sessions section, you can see existing session start and end dates, beginning time, location and available seats.

Clicking on the icon in the Type column reveals the specific location and trainer for this session.
If the already scheduled sessions do not fit your schedule, you may “Request a New Session”. A minimum of five requests for the same learning will need to be received before Regional Training Centers are notified of interest in additional sessions. Clicking the Request a New Session button will take you to a screen where you identify the person who needs a new session scheduled.
Enter the person’s name for whom a session is needed, then click the arrow button.

On the next screen, check the box the left of the person’s name for whom the session is being requested. Select Place on Request List on the left-hand menu.
Complete the Request form by indicating the date by which you want to receive the training and at which regional training center you’d prefer to attend training. Again, at least four other requests for this same learning must be received before the data is shared with regional training center staff. Click the Submit Request button.

E-Track confirms the request has been made. Click the OK button. You will be returned to the dashboard screen that you see when you first log into E-Track.