

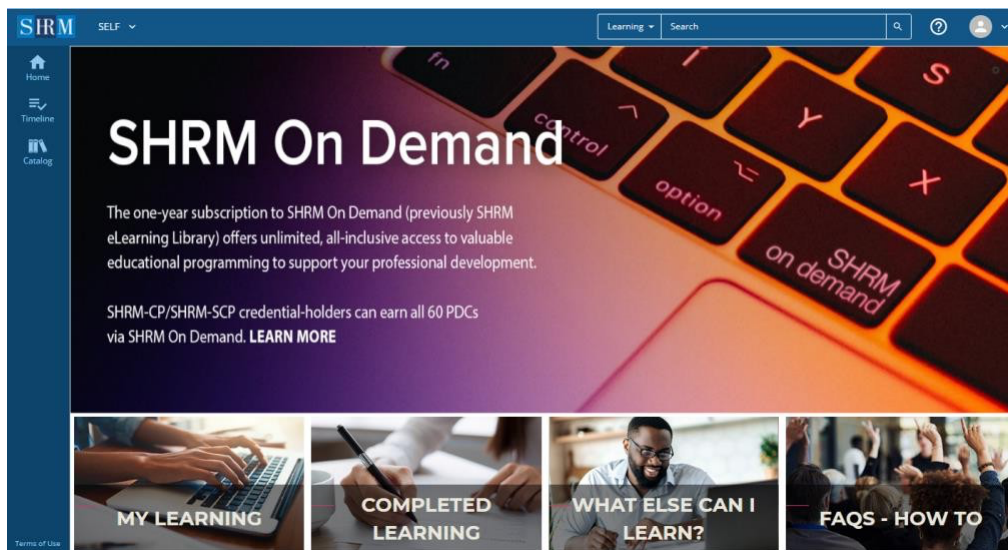
How to Find Your Learning Activities

Overview

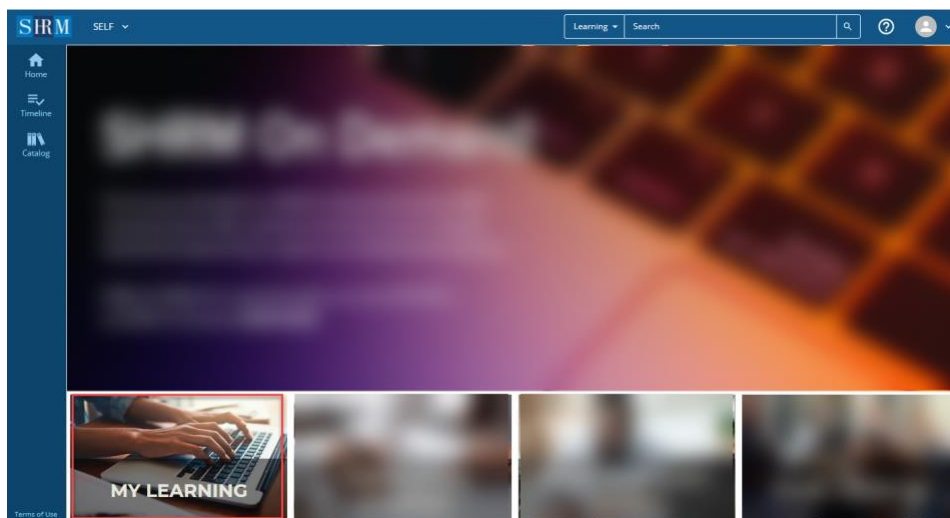
Use the following as a guide to help you find your learning activities in SHRM's Learning Management System (LMS).

Step-by-Step Guide

- 1) To begin, navigate to SHRM's LMS at education.shrm.org
- 2) Enter your SHRM **username** and **password**. (These will be the same username and password you use to login to SHRM.org.) Once logged in, you will be directed to the SHRM LMS Dashboard.

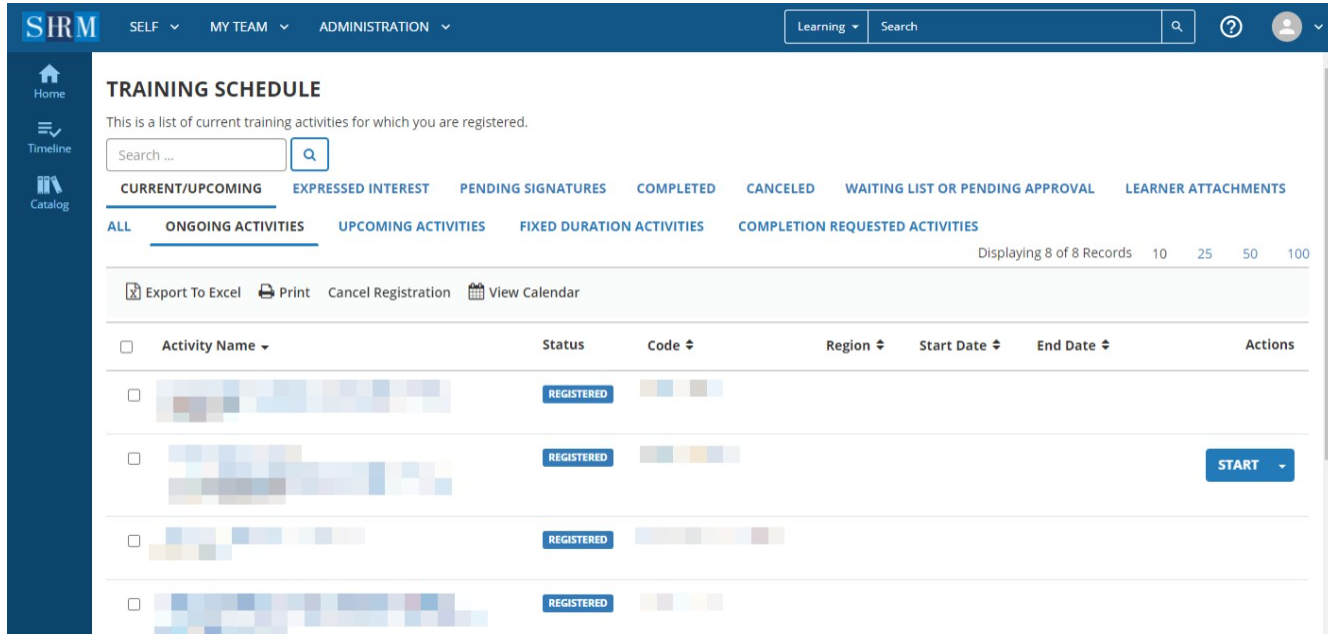


- 3) Click on the **MY LEARNING** widget.



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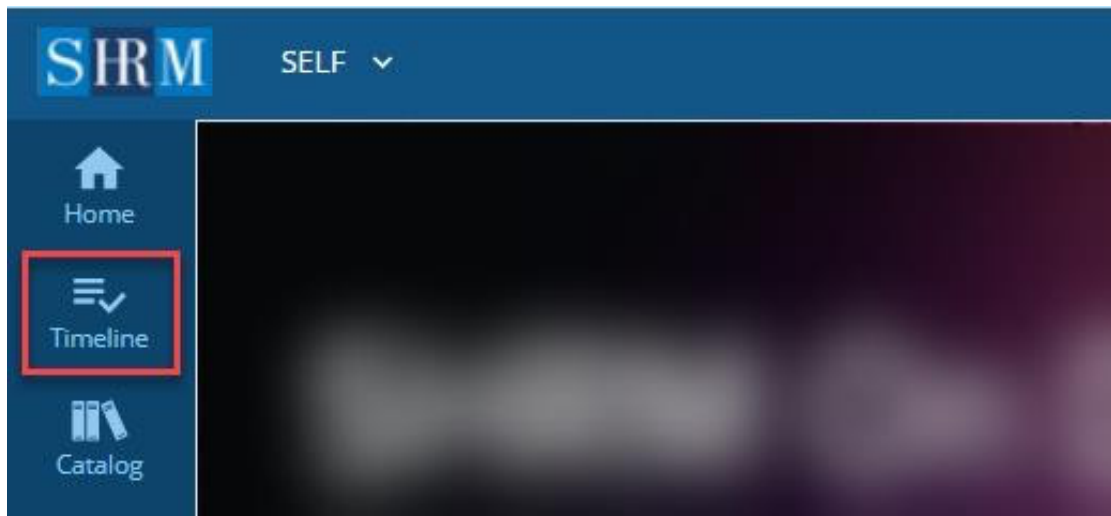
- 4) Clicking the **MY LEARNING** widget will directly link you to a list of the activities for which you are registered. You may click the start button next to any of these courses to launch an activity.



The screenshot shows the SIRM Training Schedule page. The top navigation bar includes 'SELF', 'MY TEAM', and 'ADMINISTRATION'. A search bar is present with a 'Learning' dropdown. The left sidebar has 'Home', 'Timeline', and 'Catalog' links. The main content area is titled 'TRAINING SCHEDULE' and includes a search bar and a list of tabs: 'CURRENT/UPCOMING', 'EXPRESSED INTEREST', 'PENDING SIGNATURES', 'COMPLETED', 'CANCELED', 'WAITING LIST OR PENDING APPROVAL', and 'LEARNER ATTACHMENTS'. Below these tabs are sub-tabs: 'ALL', 'ONGOING ACTIVITIES', 'UPCOMING ACTIVITIES', 'FIXED DURATION ACTIVITIES', and 'COMPLETION REQUESTED ACTIVITIES'. The 'ONGOING ACTIVITIES' tab is selected. The table below shows a list of activities with columns for 'Activity Name', 'Status', 'Code', 'Region', 'Start Date', 'End Date', and 'Actions'. The 'Status' column shows 'REGISTERED' for all activities. The 'Actions' column has a 'START' button for the first activity.

Activity Name	Status	Code	Region	Start Date	End Date	Actions
[Blurred]	REGISTERED	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[START]
[Blurred]	REGISTERED	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[START]
[Blurred]	REGISTERED	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[START]
[Blurred]	REGISTERED	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[START]

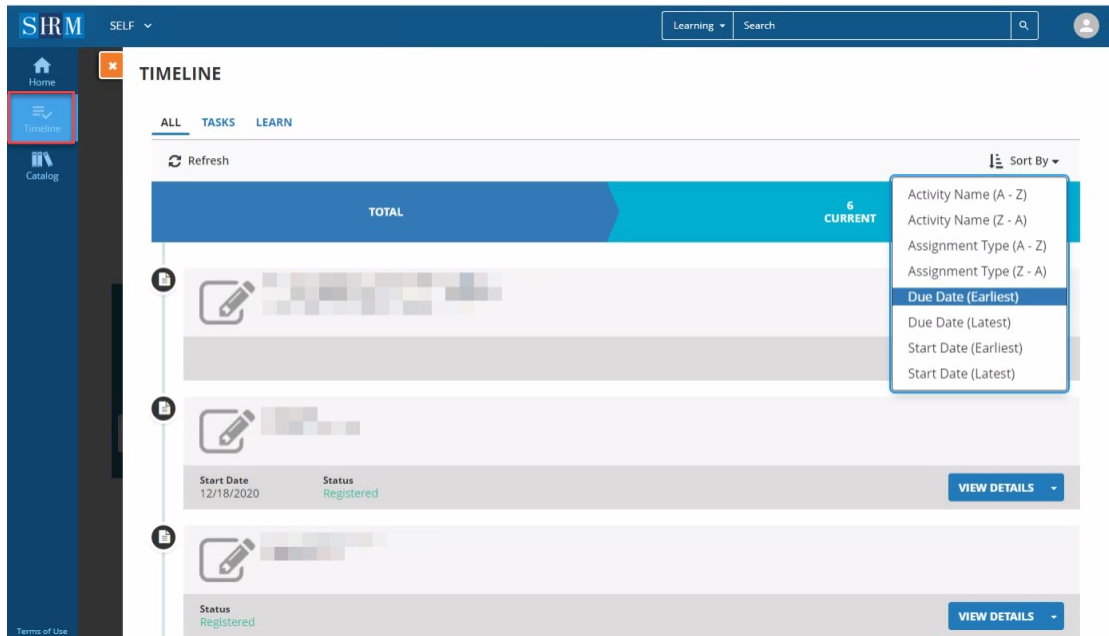
- 5) Additionally, you can click the **TIMELINE** link in the blue navigation pane on the left at any time to see an overview menu of your activities.



The screenshot shows the SIRM navigation pane. The top bar has 'SRM' and 'SELF'. The left sidebar has 'Home', 'Timeline', and 'Catalog' links. The 'Timeline' link is highlighted with a red box.

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- 7) The **TIMELINE** menu will appear, and you can scroll or use the sort options to view your activity information.



Need Help?

Please contact SHRM Customer Experience should you have any difficulties accessing or navigating SHRM's LMS. Customer Experience can be reached by calling 1-800-294-6745 or +1-703-548-3440 and selecting Option 3. Additionally, you can use the online support portal at <https://support.shrm.org/s/contactsupport> to send an email or live chat with a customer experience representative.

Last Updated: 15 May 2022