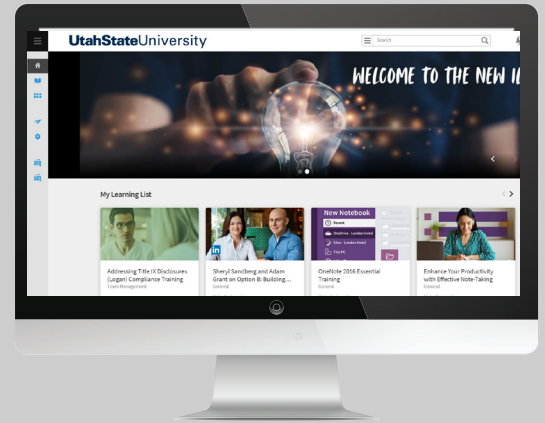


# Title IX - How to Enroll in a Session

Login to the system on your computer (mobile devices not recommended) at

[ils.usu.edu](https://ils.usu.edu)



USU Human Resources - Revision date: 06/16/2022

## How do I select a date and time for my Title IX session?

### Step 1

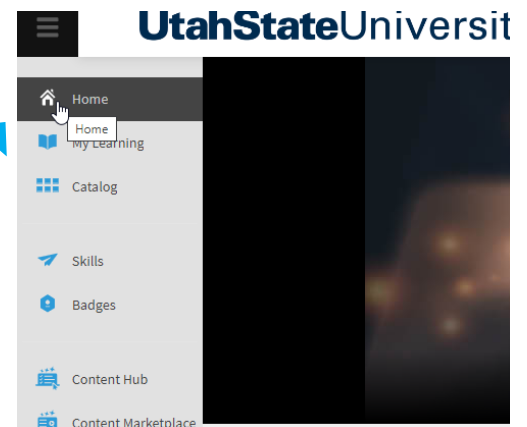
Login with your computer at [ils.usu.edu](https://ils.usu.edu) using your USU A# and strong password. (mobile devices not recommended)

When you login you will see your learning dashboard.

The "My Learning List" will list all the courses you are enrolled in.



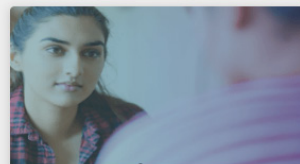
You can always go back to your learning dashboard by click your "Home" button on the upper left side.



### Step 2

Under "My Learning List" find the *Title IX 2022* or *New Employee Title IX* learning path assigned to you within the course tile queue, and click on the title of the course, course photo, or "Explore" button.

#### My Learning List



2022 Cont. Rep. Empl. Title IX (Logan) Training  
General

0% completed

EXPLORE



USU New Employee Orientation  
Human Resources

0% completed

CONTINUE



Sheryl Sandberg and Adam Grant on Option B: Building...  
General

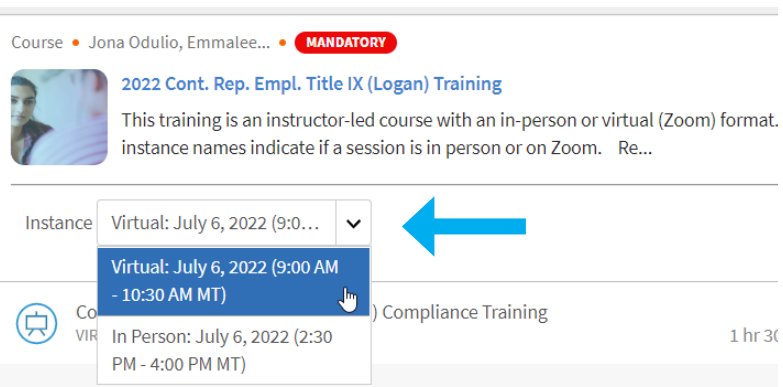
LinkedIn Learning

0% completed

CONTINUE

### Step 3

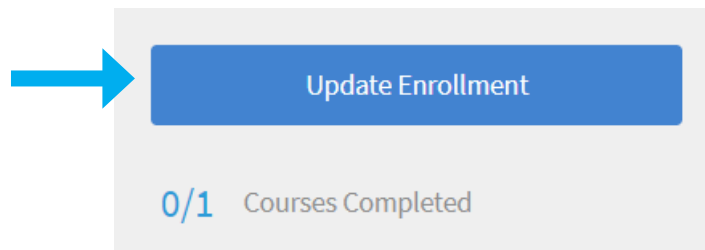
Inside the course overview scroll down to the white selection box, and click the drop-down menu next to "Instance" to select the date and time that works best with your schedule.



Remember to scroll to check all the dates; they may not be in chronological order.

## Step 4

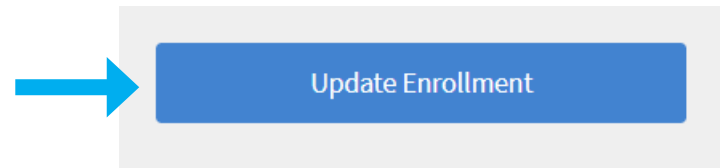
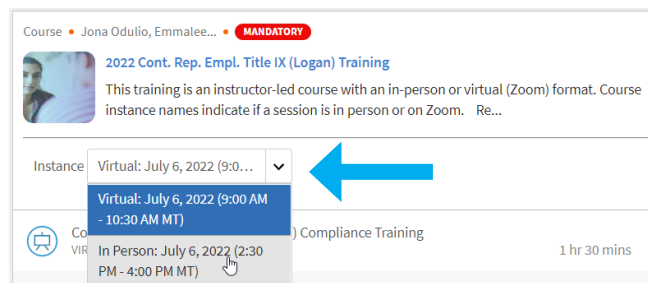
Click the blue "Update Enrollment" button on the right hand side of the page.



## How do I change the date after I updated my enrollment?

## Step 1

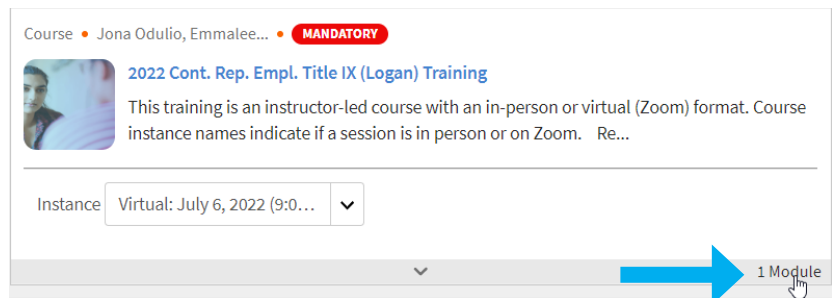
Simply select a new date at the "Instance" drop-down menu and select the blue "Update Enrollment" button again.



## How do I find out more details about my training?

## Step 1

Click on the "Module" link.



## Where can I get help with the ILS?

For assistance, you may:

1. Contact the administrator listed at the bottom of each page.
2. Email [training@usu.edu](mailto:training@usu.edu).
3. Call USU HR Solutions Center at (435) 797-0122.

