How do I log into the system?

**Step 1**
Login with your computer at ils.usu.edu using your USU A# and strong password. (mobile devices not recommended)

What should I see when I first log in?

After login you will see a rotating banner across the top with announcements and other helpful information.

Below the announcement banner you will see your learning dashboard and recommended content.
How do I read my learning dashboard?

Learning Dashboard

You can explore the following course queues by clicking the black arrows to the right side of each category:

A Your “My Learning List” shows the courses or learning paths for which you are currently enrolled.

B “Recommended by Utah State University” courses are those suggested by the HR Training and Development Team.

C The “Browse by Catalog” option allows you to view trainings grouped by catalog. For example, the “LinkedIn Learning” catalog will allow you to view only those courses available via LinkedIn Learning. Others may be grouped by Department (DP) codes.

D “Recommended based on your areas of interest” are suggestions from the system based on courses you’ve previously enrolled in or skills you have shown interest in.
How do I enroll in a live course?

Step 1
Select the course you want to enroll in and click “View Course”.

See the page 4 to learn how to search for courses.

Step 2
Select the course tile for the instance and mode of delivery (Virtual or In-Person) that works with your schedule.

Step 3
Click the “Enroll” button at the upper right hand side of the course overview page.

Once I am registered for a date for an instructor-led session, will I get an Outlook invite?

The system will send you an Outlook calendar invite once you enroll in a course that has a set time and date.

Session Details:
Module Name: Leading at USU Part D: Module 3 Onboarding and Offboarding (Part of course - Leading at USU Part D: Module 4)
Click on this link to join VC Session.

Note that this session is for a single module of the course and attending this session alone may not ensure course completion. Please sign in to Captivate Prime for complete details.
How can I see what training I have completed in the past?

Step 1
Click on the “My Learning” button on the left-hand side of the page.

Step 2
Choose filters and in the Status box, select one of the choices to view your past, current, or future sessions.

How do I search for training and development sessions or learnings?

You can search 5 different ways for training and development sessions or learnings:
- Catalog
- Search box
- Course
- Skills
- Tags

Select Catalog in the menu.

Search Box
On the catalog page, use the Search box on the upper right hand side to find the topic or title you are looking for.
Catalog Search

Step 1
Click on “Catalog” on the left side of the page. The Catalog page lists all of the courses in the ILS arranged by catalog groupings.

Step 2
Each catalog is set by department training or by topic.
Click on the box next to the catalog you are interested in, and the courses available will be displayed on the right hand side of the screen.

Learning Type Search
Search for courses by learning object type by selecting one of the options in the Type filter.

- Courses - A stand alone course.
- Learning Program - A series of courses.
- Certification - Courses that are required to be repeated in a certain amount of time.
- Job Aids - Quick references from courses.

You can further refine your search results by clicking on the “Sort By” drop-down at the upper right hand side of the page.
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.
3. Call USU HR Solutions Center at (435) 797-0122.