

How do I browse, search, and register for training?

1. How to access **My Learning Connection**:
 1. Log in to **My Missouri State**.
 2. Locate the **Learning and Development Card**.
 3. Click the **My Learning Connection** link.



2. You will start at the My Learning Connection **Welcome** page:



3. You can search for classes in several ways:
 1. Click the **Browse for Training** link in the Welcome page.



2. Use the **Search** box in the top right corner.



3. From the '**Learning**' menu, select '**Browse for Training**'.



4. Select the training you want from the **Global Search** page.



4. Once you have found your class, it's time to **register**:
 1. **Online Classes:**
 - You can **Launch** the class by clicking the **Launch** button.
 2. **Instructor Led Classes:**
 - Free Classes:
 - Click the **Select a Session** button.
 - Click the **View Details** button next to the class you want.
 - Click the **Request** button to register for the class.
 - Paid Classes:
 - Click the **Select a Session** button.
 - Click the **View Details** button next to the class you want.
 - Click the **Add to Cart** button.
 - In your **Shopping Cart**, click the **Proceed to Checkout** button.
 - On the **Payment** page, click the dropdown list under **Payment Method**.
 - **Invoice** – to bill your **university account**.
 - **Training Unit (Key Code)** – to use your **Non-credit Fee Waiver (NCFW)** funds.
 1. See the [‘How do I Purchase Training?’ user guide](#) for details.