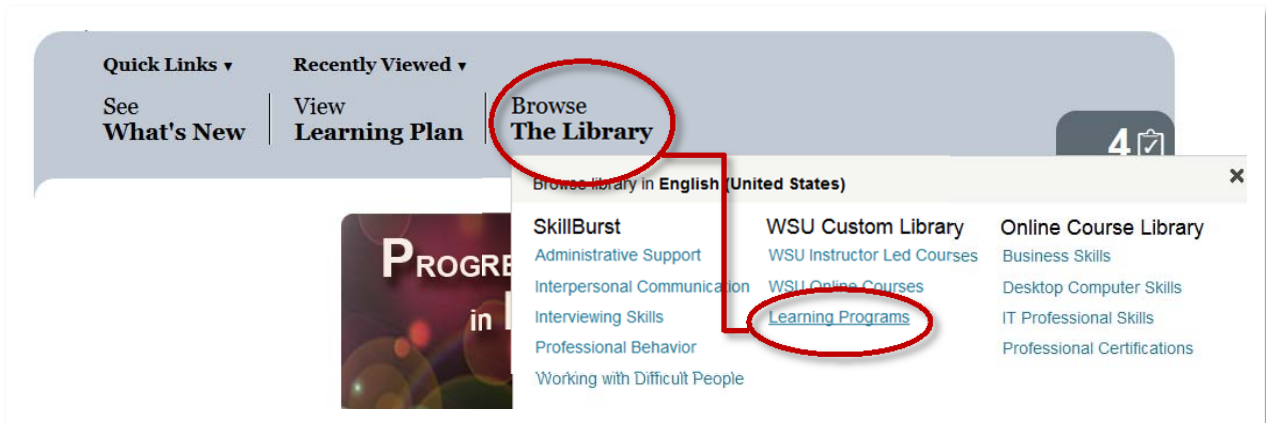


## WSU Learning Programs

### - How to track progress through a training series -

1. Log into your training account at [hrs.wsu.edu/skillsoft](https://hrs.wsu.edu/skillsoft)
2. In the top center of the page, click on "Browse the Library"  
Then select WSU Custom Library > Learning Programs



3. On the resulting page, locate the Learning Program you wish to complete. Click on "More Actions," then select "Enroll."
  - *A dialogue box appears asking if you want to add this item to your Learning Plan. This is optional.*
  - *Enrolling in the Learning Program **DOES NOT** enroll you in the individual live ILT courses. You must enroll in each one separately.*
4. After successfully enrolling, click on "Details" to the left of "More Actions"
5. On the Learning Program page, expand any visible folders to view the requirements of the series. Next to each course title a circle will appear:
  - A white circle indicates you have not begun the online course or, in the case of a live ILT offering, you have not yet enrolled
  - A half green circle indicates you have begun the online course or, in the case of a live ILT offering, you have enrolled but not yet attended
  - A full green circle indicates the course has been completed

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Questions? Contact [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu) or 509-335-4521.