



## LSO Learner Booking Keystone Academy for Learning Course

- 1. Go to Employee Self Service at [www.MyWorkplace.state.pa.us](http://www.MyWorkplace.state.pa.us).**
- 2. Select the "My Training" link located in the left side navigation menu.**  
*"My Training" homepage appears.*
- 3. Select the "Keystone Academy for Learning" link in the Course Catalog section.**
- 4. Select the Learning Series links in the Assigned Subject Areas section to view available courses.**
- 5. Select the Course Title link for the course you would like to attend.**  
*The Course Description page appears.*
- 6. Scroll to the bottom of the Course Description page.**  
*Details for the scheduled sessions appear.*
- 7. Select the "To Registration" link associated with the date and time you would like to attend.**  
*Details for the date and time you selected appear.*
- 8. Scroll to the bottom of the page and click the "Request participation in this course" button.**  
*The "Do you want to request participation in this course?" pop up window appears.*

**Helpful hint:** For courses that have reached maximum capacity, you can click the "Waitlist Booking" link to join the waitlist, which works on a first come, first served basis. If you are at the top of the waitlist, you will be automatically booked when a place in the course opens up due to cancellation. **Please note:** Being placed on a waitlist does **not** guarantee you a seat at the session.

**9. Click "OK."**

"The participation request was submitted" message appears at the top of the page.

**Helpful hints:** The course will appear in your "My Training Activities" section. "Partic. Requested" will appear in parentheses under the course title until the course is approved.