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

*My Learning Connection* is accessed through My Missouri State. After logging into My Missouri State, select the Profile or Student tab.

- **Profile** tab - select *My Learning Connection* located under Professional Development
- **Student** tab – select *My Learning Connection* located under My Employment

There are three ways to browse and search for training in *My Learning Connection*.

1. From the Welcome page in *My Learning Connection*, select **Browse Training**.

2. Use the search box in the upper right corner of any screen to search for trainings by name or keyword.

3. Hover over the **Learning** tab in your navigation bar and select **Browse for Training**. You will be redirected to the **Browse for Training** page.
Now it's time to register!

1. When you find the training you want to register for, locate the correct session and select Request.

2. You will be redirected to your transcript and will see the training you requested. Depending on how the event was set up, you may need to select Register.

3. Your registration will be processed and the Register button will change to the View Training Details button. You can use this button to access the training details at any point.

Tip: The “Active” tab will allow you to sort your training by Active, Completed, and Archived.

**Active** = Trainings you are currently registered for that have not been completed or have not occurred yet.

**Completed** = Trainings that you have completed within the last eighteen months.

**Archived** = Trainings that you have completed longer than eighteen months ago.