How do I log into the system?

Step 1
Login at ils.usu.edu using your USU A# and strong password.

What should I see when I first log in?

After logging in, you will see your learning dashboard.

All your enrolled courses will be listed.

Required trainings will have “Annual Compliance 2021” in the title.

It’s always good to check with your supervisor to confirm the list is correct.

You can always go back to your learning dashboard by clicking your “home” button on your menu.
**How do I read my learning dashboard?**

**My Learning**

Your My Learning dashboard can help you see what sessions for which you are enrolled.

A. Hovering over the segments in your dashboard will display how many items you have in each category.

Clicking on the segment color will display a list of those enrollments.

B. The course progress bar indicates the course completion percentage.

C. Select the “Visit” button to view the course details or start the course.

**Learning Calendar**

In the “My Learning” dashboard, you can find your “Learning Calendar”.

Select the quarter to see the enrolled courses.
How do I enroll in a course?

**Step 1**
Select the course and date you want to enroll in, and then click “Explore”.

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

**Step 2**
Click the “Enroll” button at the top right-hand side of the page.

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

The system will send your USU email an Outlook calendar invite once you select a course that has a set time and date.

Session Details:
Module Name: What Reporting Employees Need to Know about Title IX (F IX)
Click on this link to join VC Session.

Note that this session is for a single module of the course and attending it.
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 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 list all the courses in the ILS.

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.

Course Search
Search by course 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.
Keyword or Tags Search

You can also search by skills or tags using key words on the catalog 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.