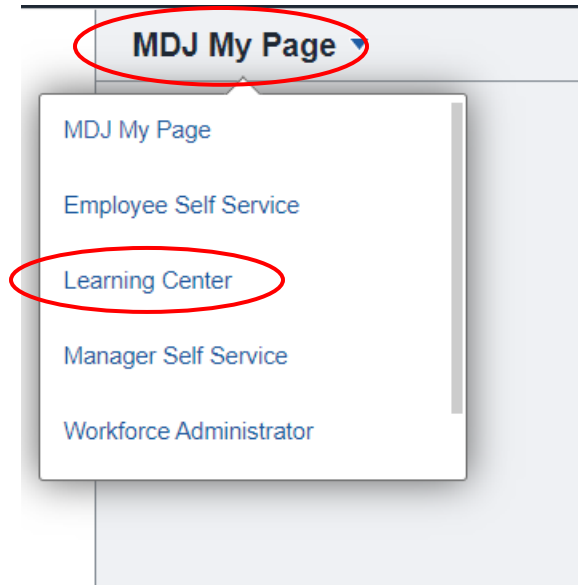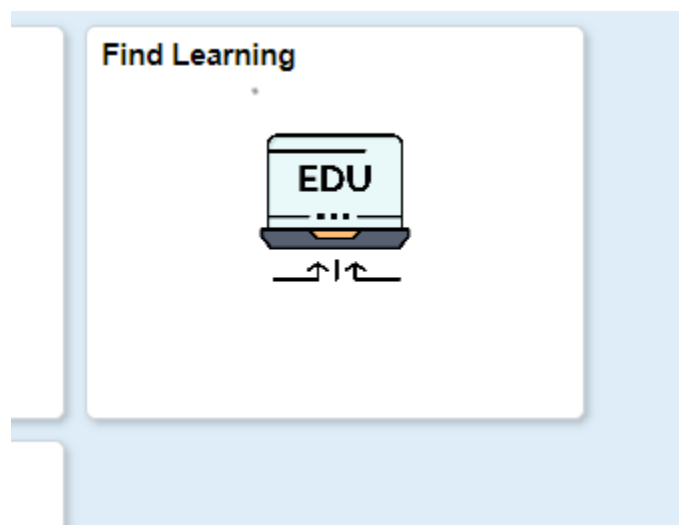**Maryland Judiciary**
Department of Human Resources
Enrolling in Classes as a POI

To enroll in classes as a City/County-paid Judiciary Employee:

1. Once you are logged into CONNECT, from your Home page, select the **Learning Center** from the drop-down menu.

2. On the Learning Dashboard, select **Find Learning** tile.

3. Under **Find Learning**, enter search criteria to narrow your results. Classes are listed in alphabetical order. Select the double arrows in a circle to complete the search request.

Find Learning

Basic Search | Advanced Search

~~r~~ by   Search by keyword   ⊘

4. From the class menu, select the class in which you would like to enroll and select **Enroll**.

▼ **2021 Judicial Assistant CORE (PD-JACORE-2021)**

★★★★★ (0)   **Plan for Later**

Judicial Assistant CORE, or JA CORE, is proficiency-based training designed by a group of experienced judicial assistants to guide you in gaining the foundational awareness, knowledge, and skills necessary for you to act independently in your new role. View Details

Class Code	Type	Duration	Start Date	Location	Price	
PD-JACORE-2021-07	Online-Canvas	12 Hrs	07/01/2021	None		**Enroll**
PD-JACORE-2021-08	Online-Canvas	12 Hrs	08/02/2021	None		**Enroll**
PD-JACORE-2021-09	Online-Canvas	12 Hrs	09/01/2021	None		**Enroll**
PD-JACORE-2021-10	Online-Canvas	12 Hrs	10/01/2021	None		**Enroll**
PD-JACORE-2021-11	Online-Canvas	12 Hrs	11/01/2021	None		**Enroll**
PD-JACORE-2021-12	Online-Canvas	12 Hrs	12/01/2021	None		**Enroll**

5. The **Review Information** screen will populate with the class name and corresponding information. If this is the correct class, select **Submit Enrollment**.

Review Information   ↩ Return to Previous Page   🏠 Classic Learning Dashboard

Class Code	PD-JACORE-2021-07	Class Name	2021 Judicial Assistant CORE
Type	Online-Canvas	Contact	ELIZABETH TAYLOR
Price Per Seat	--	Drop Charge	--
Start Date	07/01/2021	End Date	12/31/2021
Last Enrollment Date	12/31/2021	Last Drop Date	--
Available Seats	49	Available Waitlist	0
Language	English	Duration	12 Hrs

Submit Enrollment

7. Upon successful enrollment, you will receive the highlighted message. Select **Classic Learning Dashboard** to navigate back to your **My Learning** page.

Review Information

Return to Previous Page   Classic Learning Dashboard

⚠ This enrollment needs approval for 2021 Judicial Assistant CORE. This change in status will be updated on the My Learning page.

Class Code	PD-JACORE-2021-08	Class Name	2021 Judicial Assistant CORE
Type	Online-Canvas	Contact	ELIZABETH TAYLOR
Price Per Seat	--	Drop Charge	--
Enrollment Status	Pending Approval	Confirmation Number	140102
Start Date	08/02/2021	End Date	01/31/2022
Last Enrollment Date	01/31/2022	Last Drop Date	--
		Duration	12 Hrs

8. On the top left of the screen, click on **My Learning**.

Quick Links

- Find Learning
- My Learning
- Certifications
- Learning Competencies
- Learning Plans
- Application for EDU Assistance

Announcements

- ○ No Current Announcements.

9. In the center of the page, under **My Learning**, find the status of all your learning. Once a class is approved, it will change from **Pending Approval** to **Enrolled**.
When a class has been successfully completed, the status will change from **Enrolled** to **Completed**.

*View [Current Learning ▾] [Go]

My Learning

Title	Type	Status	Reason	Status Date	Action	My Ratings
2021 Judicial Assistant CORE	Online-Canvas	Pending Approval		12/08/2021	Drop	★★★★★
2021 Judicial Assistant CORE	Online-Canvas	Pending Approval		12/08/2021	Drop	★★★★★

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