## Seminar guide for learners

Learners enrol themselves into a course on the learning site and in that course, learners sign up for the seminar event they wish to attend.

## How do I find a Seminar event?

Find Learning

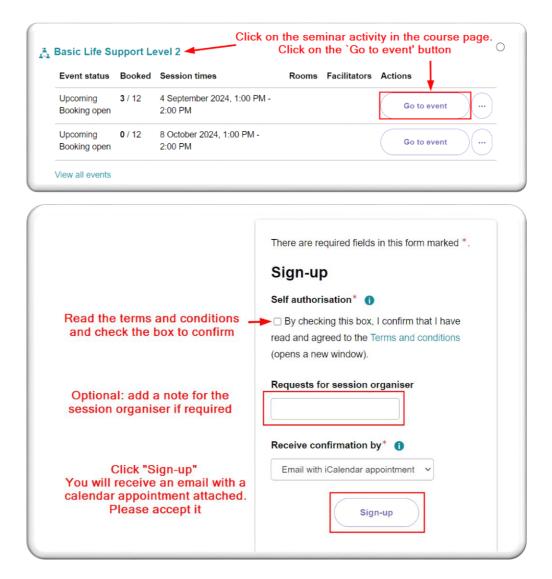
Log into the learning site. *Usually, your login is your work email address.* Use **Find Learning** to go to the relevant course page.

Enrol in the relevant course.

Read the information provided on the course page so you know that the seminar is relevant to you, and to ensure you know any pre-requisite requirements.

**Discuss the event with your manager** and agree which date before signing up. This ensures your manager can consider any rostering implications.

## Sign up



**Need to cancel?** Declining the calendar invite will not cancel your registration on the facilitated session. Return to the course and click "cancel attendance" to cancel your registration.