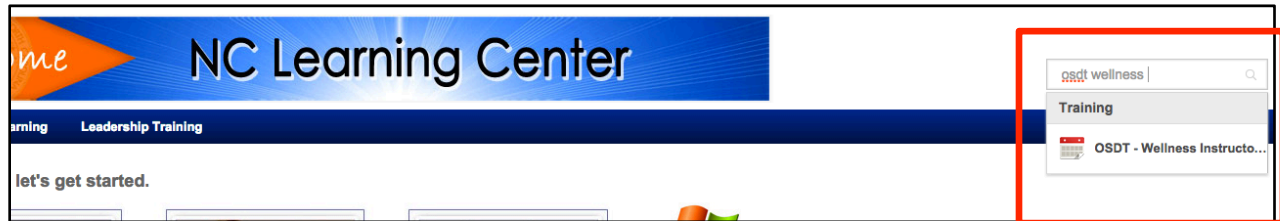


Browsing & Searching the Learning Catalog

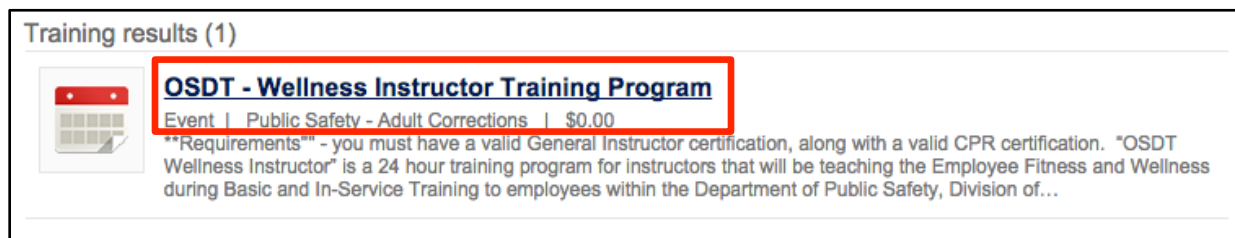


Option 1 – Quick Search

1. Login to BEACON, click on the LEARNING TAB. Type event name or keyword in **SEARCH** field, in this example, we will use **OSDT WELLNESS**. The event will appear. Click on it.



2. Click on the event name link for more information.

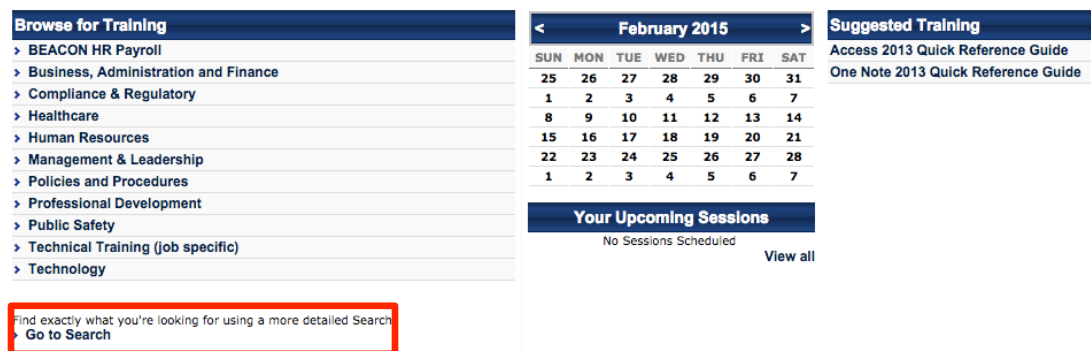


Option 2 – Refined Search

1. On your main transcript page, click the icon **BROWSE FOR TRAINING** for a more search options.



2. Next you will find the options to search by subjects, search calendars, and suggested training. You will also find a link at the bottom left **GO TO SEARCH** for a more detailed search.



- After you click on **GO TO SEARCH**, you will be directed to the Global Search page to search for various training objects by clicking on the icon (online classes, sessions offered for registration, curriculums, material, and videos).

Global Search

Training Clear

What would you like to search for? Search

Refine search

- For a more refined search, click on **REFINE SEARCH** and select from the data criteria.

Global Search

Training Clear

What would you like to search for? Search

Refine search

Refine your search

Title Description Subject Provider

Refine

- Once you find your desired training title, click on the title for more details.