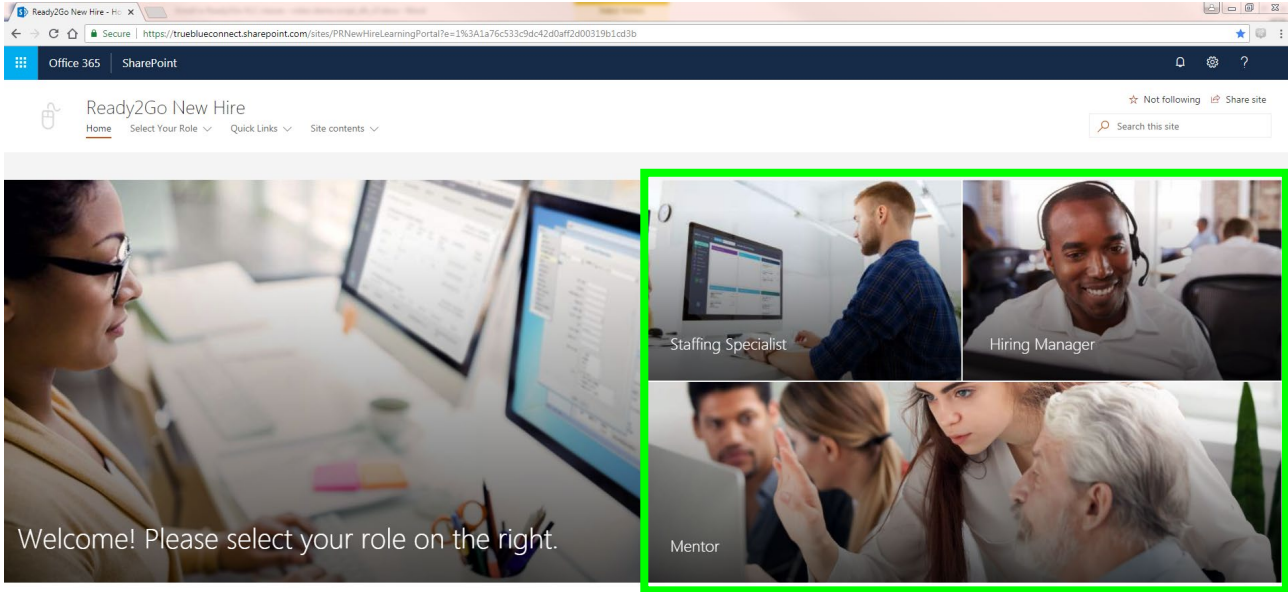
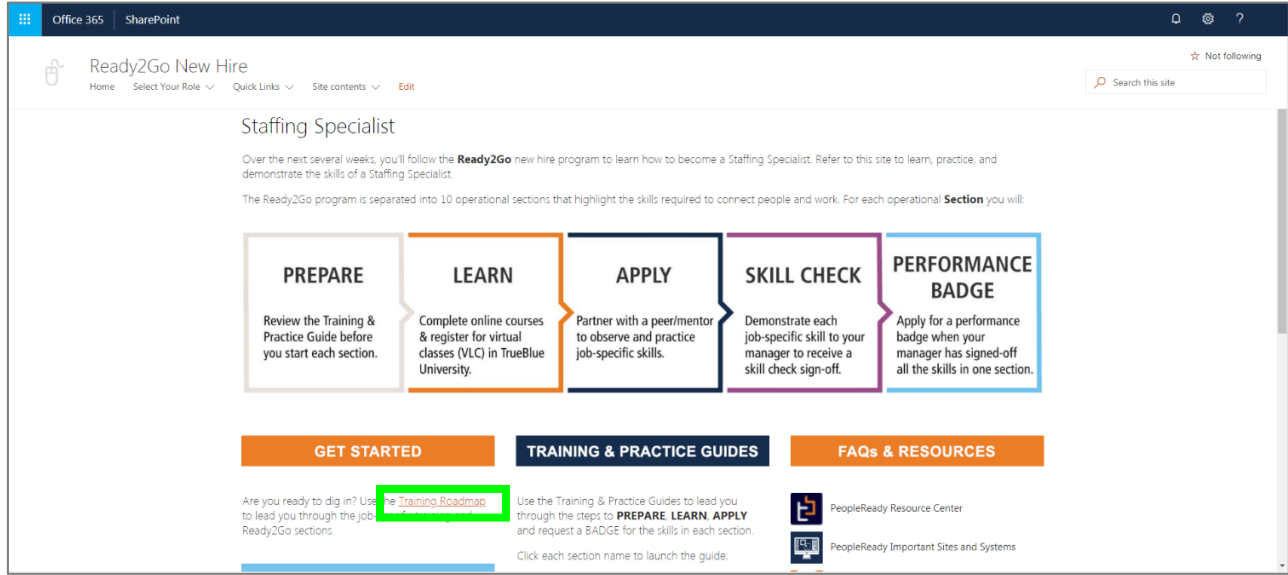
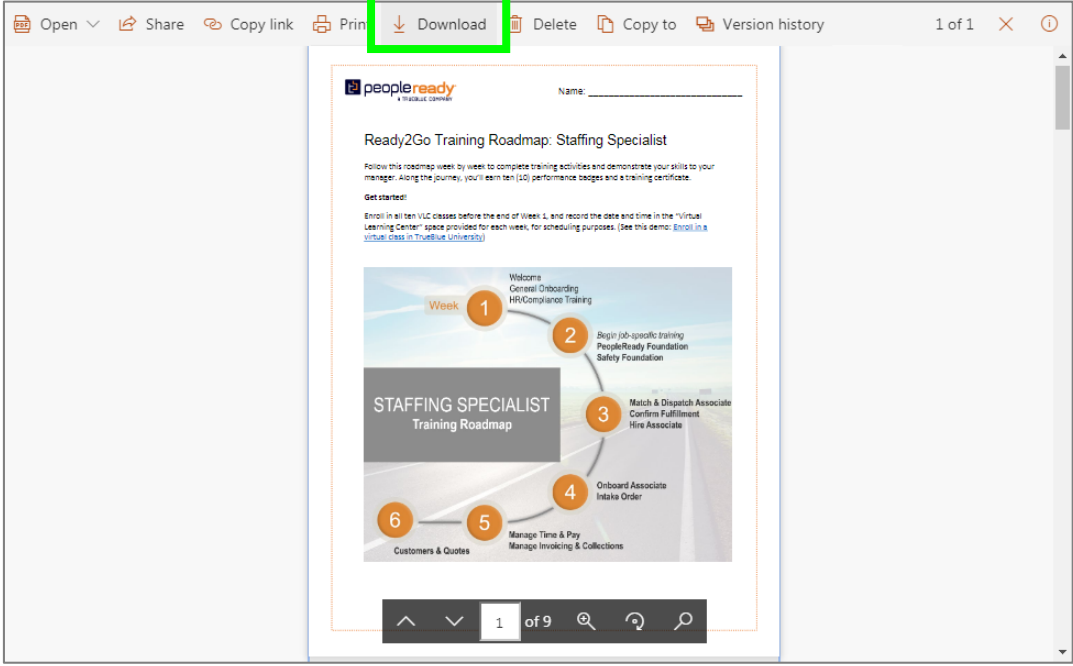
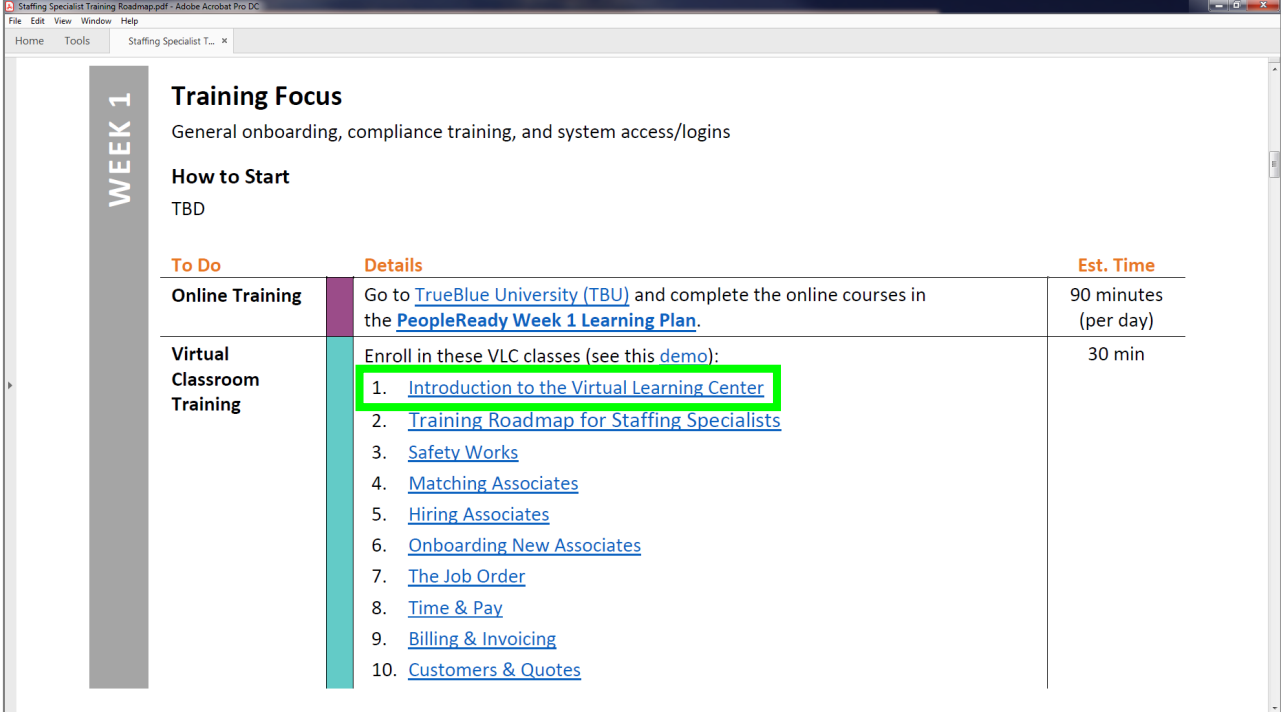
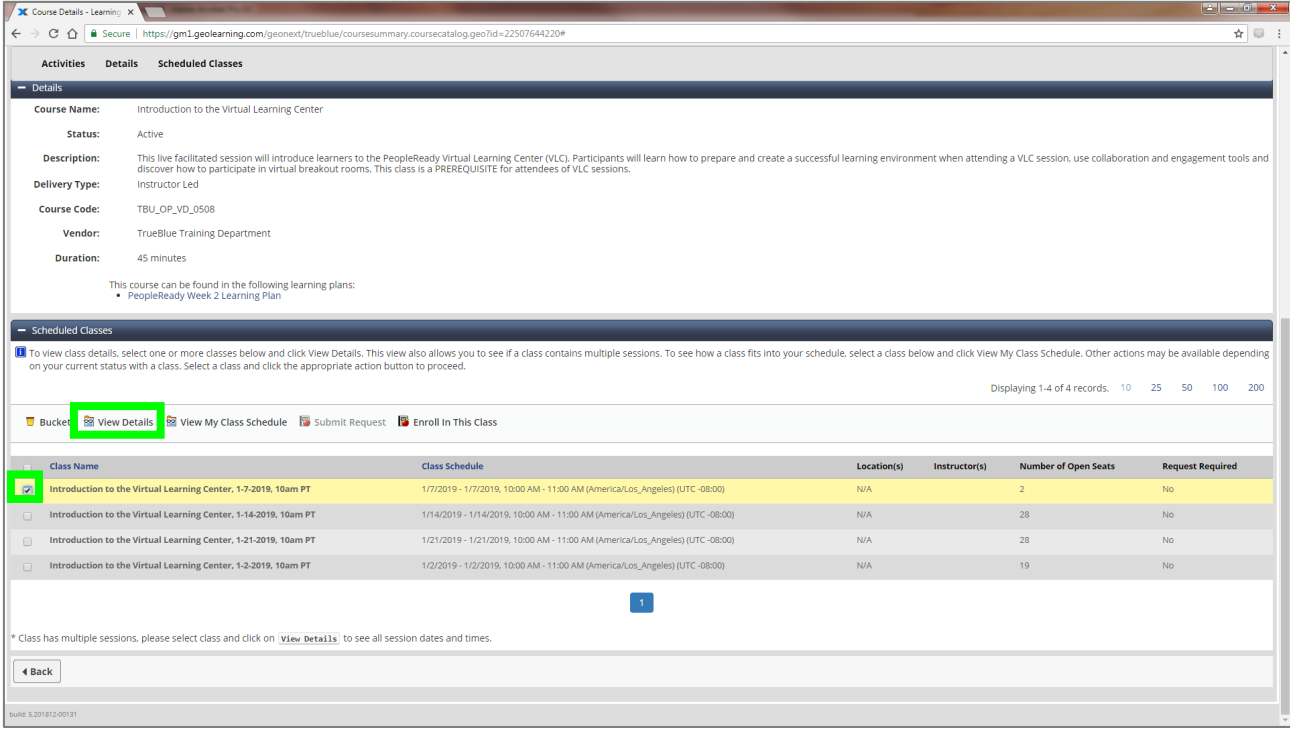
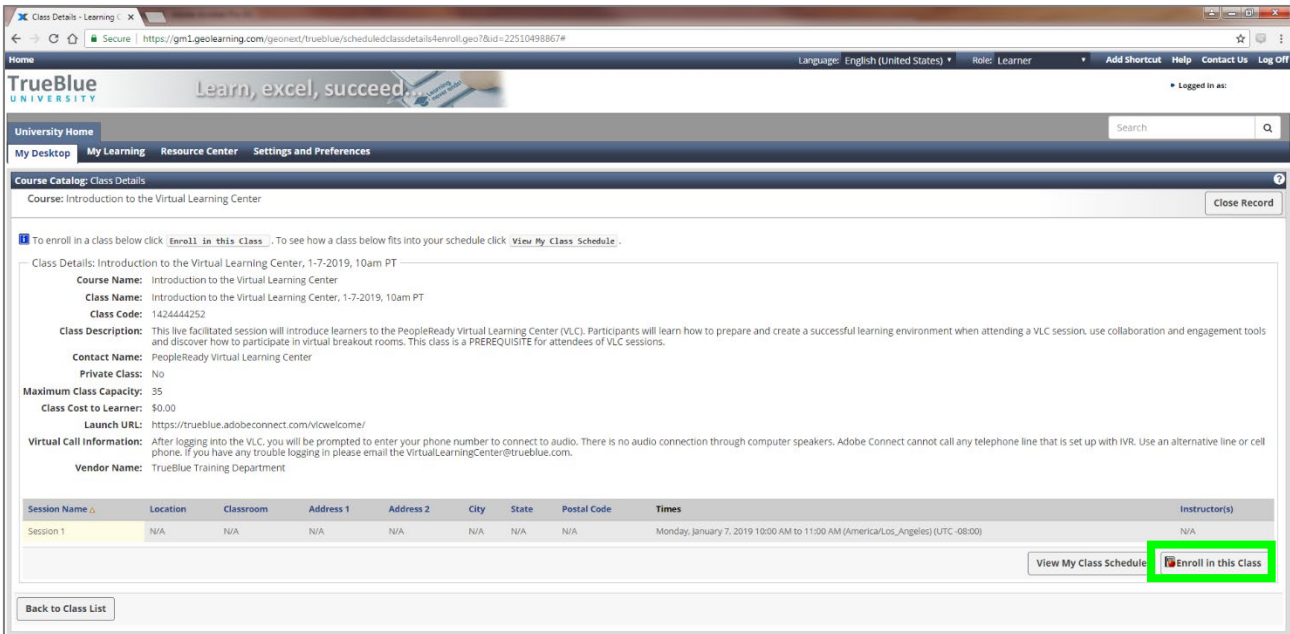


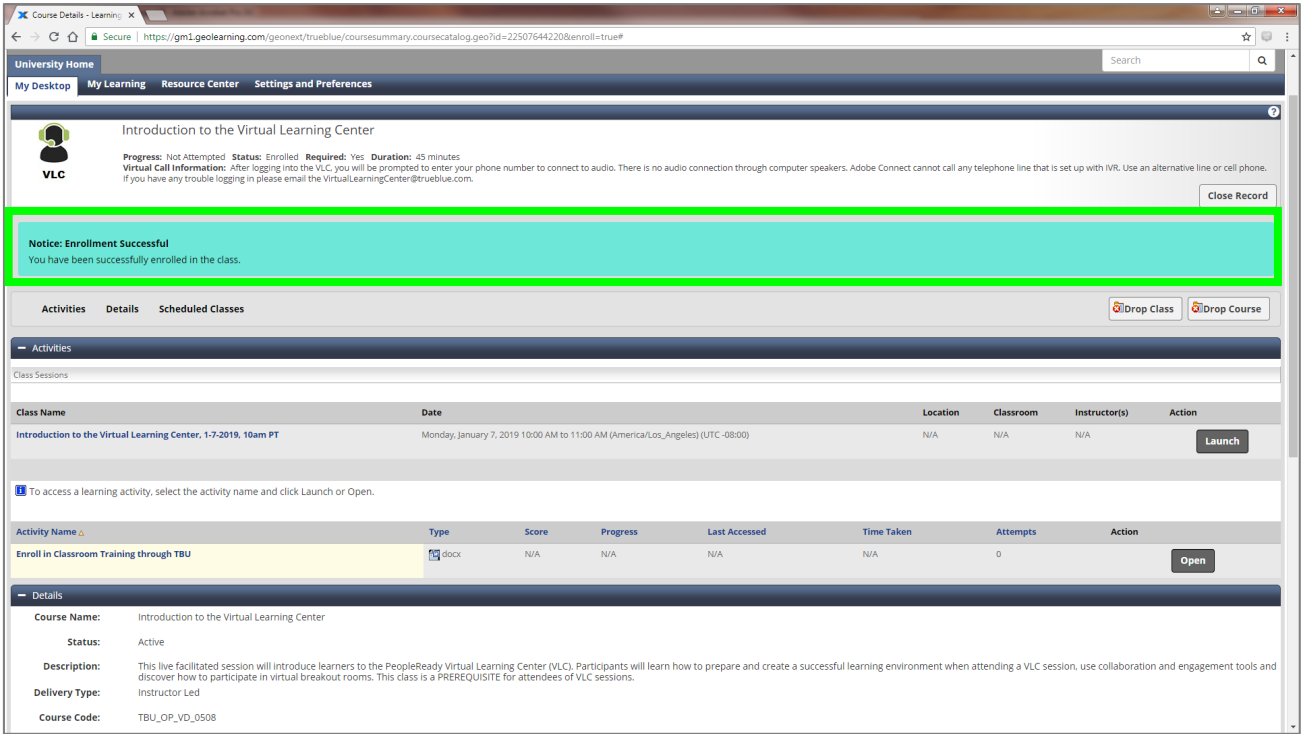
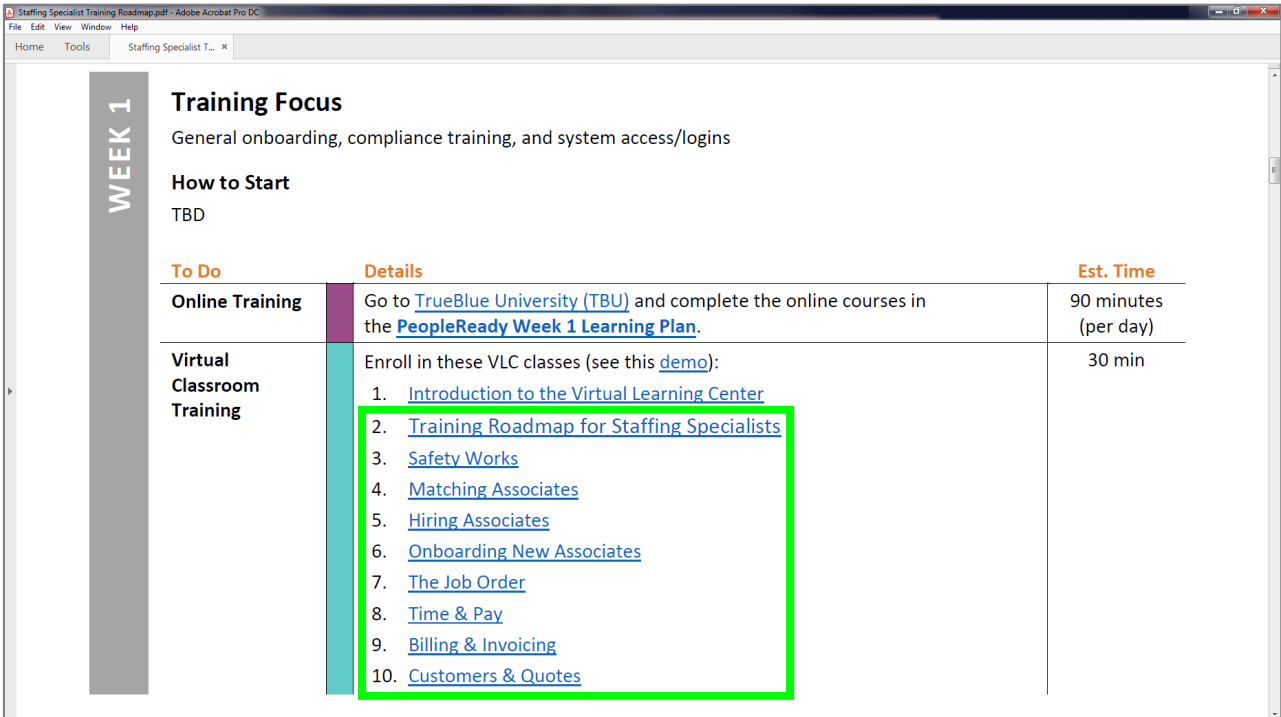
## Enroll in Ready2Go VLC Classes

- Task:** Enroll in Ready2Go VLC Classes
- Purpose:** Enroll in the 10 Ready2Go VLC classes listed in the Training Roadmap
- Start:** During new hire training week 1
- Materials:** Access to [True Blue University](#)  
[Ready2Go new hire portal](#)  
Printer (optional)

Step	Action
1.	Open the <a href="#">Ready2Go new hire portal</a> .
2.	<p>Select your role: <b>Staffing Specialist, Hiring Manager, or Mentor.</b></p>  <p>The screenshot shows a web browser displaying the 'Ready2Go New Hire' portal. The page has a navigation bar with 'Home', 'Select Your Role', 'Quick Links', and 'Site contents'. Below the navigation bar, there are three large images representing different roles: 'Staffing Specialist' (a man at a computer), 'Hiring Manager' (a man with a headset), and 'Mentor' (a group of people in a meeting). A green box highlights these three role selection options. The text 'Welcome! Please select your role on the right.' is visible at the bottom of the main content area.</p>
3.	<p>Click the <b>Training Roadmap</b> link under Get Started.</p>  <p>The screenshot shows the 'Ready2Go New Hire' portal for a 'Staffing Specialist'. The page title is 'Staffing Specialist'. Below the title, there is a paragraph of introductory text. The main content area features a horizontal flowchart with five steps: 'PREPARE', 'LEARN', 'APPLY', 'SKILL CHECK', and 'PERFORMANCE BADGE'. Each step has a brief description of what to do. Below the flowchart, there are three buttons: 'GET STARTED', 'TRAINING &amp; PRACTICE GUIDES', and 'FAQs &amp; RESOURCES'. At the bottom, there is a section titled 'Are you ready to dig in?' with a link to 'the Training Roadmap' highlighted in a green box. The text below the link says 'Use the Training &amp; Practice Guides to lead you through the steps to PREPARE, LEARN, APPLY and request a BADGE for the skills in each section. Click each section name to launch the guide.'</p>

Step	Action									
4.	<p>The Training Roadmap document opens in a new browser tab.</p> <p>Download the Training Roadmap and note the location where you save the file on your computer.</p> <p>Close the browser tab, and then open the Training Roadmap file.</p> 									
5.	<p>Select the first VLC class on page 2 of the Training Roadmap, <i>Introduction to the Virtual Learning Center</i>.</p>  <table border="1" data-bbox="370 1381 1383 1822"> <thead> <tr> <th>To Do</th> <th>Details</th> <th>Est. Time</th> </tr> </thead> <tbody> <tr> <td>Online Training</td> <td>Go to <a href="#">TrueBlue University (TBU)</a> and complete the online courses in the <a href="#">PeopleReady Week 1 Learning Plan</a>.</td> <td>90 minutes (per day)</td> </tr> <tr> <td>Virtual Classroom Training</td> <td>Enroll in these VLC classes (see this demo):                             <ol style="list-style-type: none"> <li><a href="#">Introduction to the Virtual Learning Center</a></li> <li><a href="#">Training Roadmap for Staffing Specialists</a></li> <li><a href="#">Safety Works</a></li> <li><a href="#">Matching Associates</a></li> <li><a href="#">Hiring Associates</a></li> <li><a href="#">Onboarding New Associates</a></li> <li><a href="#">The Job Order</a></li> <li><a href="#">Time &amp; Pay</a></li> <li><a href="#">Billing &amp; Invoicing</a></li> <li><a href="#">Customers &amp; Quotes</a></li> </ol> </td> <td>30 min</td> </tr> </tbody> </table>	To Do	Details	Est. Time	Online Training	Go to <a href="#">TrueBlue University (TBU)</a> and complete the online courses in the <a href="#">PeopleReady Week 1 Learning Plan</a> .	90 minutes (per day)	Virtual Classroom Training	Enroll in these VLC classes (see this demo): <ol style="list-style-type: none"> <li><a href="#">Introduction to the Virtual Learning Center</a></li> <li><a href="#">Training Roadmap for Staffing Specialists</a></li> <li><a href="#">Safety Works</a></li> <li><a href="#">Matching Associates</a></li> <li><a href="#">Hiring Associates</a></li> <li><a href="#">Onboarding New Associates</a></li> <li><a href="#">The Job Order</a></li> <li><a href="#">Time &amp; Pay</a></li> <li><a href="#">Billing &amp; Invoicing</a></li> <li><a href="#">Customers &amp; Quotes</a></li> </ol>	30 min
To Do	Details	Est. Time								
Online Training	Go to <a href="#">TrueBlue University (TBU)</a> and complete the online courses in the <a href="#">PeopleReady Week 1 Learning Plan</a> .	90 minutes (per day)								
Virtual Classroom Training	Enroll in these VLC classes (see this demo): <ol style="list-style-type: none"> <li><a href="#">Introduction to the Virtual Learning Center</a></li> <li><a href="#">Training Roadmap for Staffing Specialists</a></li> <li><a href="#">Safety Works</a></li> <li><a href="#">Matching Associates</a></li> <li><a href="#">Hiring Associates</a></li> <li><a href="#">Onboarding New Associates</a></li> <li><a href="#">The Job Order</a></li> <li><a href="#">Time &amp; Pay</a></li> <li><a href="#">Billing &amp; Invoicing</a></li> <li><a href="#">Customers &amp; Quotes</a></li> </ol>	30 min								

Step	Action
<p>6.</p>	<p>TrueBlue University displays the general class information. Review the class details and the Virtual Call Information.</p> <p>Scroll down to the Schedule Classes section and choose the next available session. <b>Note:</b> The list may not be in date order, so review all session dates and times carefully.</p> <p>Select the <b>checkbox</b> to make your selection, and then click <b>View Details</b>.</p> 
<p>7.</p>	<p>Click <b>Enroll in this Class</b>.</p> 

Step	Action									
8.	<p>TrueBlue University displays an “Enrollment successful” notice and sends you a confirmation email.</p>  <p>The screenshot shows a web browser window displaying the 'Introduction to the Virtual Learning Center' course page. A prominent green notification box at the top states: 'Notice: Enrollment Successful. You have been successfully enrolled in the class.' Below this, there are sections for 'Activities', 'Details', and 'Scheduled Classes'. The 'Details' section shows course information such as 'Course Name: Introduction to the Virtual Learning Center', 'Status: Active', and 'Course Code: TBU_OP_VD_0508'.</p>									
9.	<p>Repeat steps 5-7 for the remaining classes listed on page 2 of the Training Roadmap.</p> <p><b>Important:</b> For each class, choose the next available date <i>after</i> the date of the previous session. This will ensure you attend all 10 VLC classes in the order listed in the Training Roadmap.</p>  <p>The screenshot shows a PDF document titled 'Staffing Specialist Training Roadmap'. It features a table for 'WEEK 1 Training Focus' with columns for 'To Do', 'Details', and 'Est. Time'. The 'Details' column lists 10 tasks, with the first two highlighted in green: 'Introduction to the Virtual Learning Center' and 'Training Roadmap for Staffing Specialists'.</p> <table border="1" data-bbox="292 1428 1380 1869"> <thead> <tr> <th>To Do</th> <th>Details</th> <th>Est. Time</th> </tr> </thead> <tbody> <tr> <td>Online Training</td> <td>Go to <a href="#">TrueBlue University (TBU)</a> and complete the online courses in the <a href="#">PeopleReady Week 1 Learning Plan</a>.</td> <td>90 minutes (per day)</td> </tr> <tr> <td>Virtual Classroom Training</td> <td>Enroll in these VLC classes (see this <a href="#">demo</a>):                     <ol style="list-style-type: none"> <li><a href="#">Introduction to the Virtual Learning Center</a></li> <li><a href="#">Training Roadmap for Staffing Specialists</a></li> <li><a href="#">Safety Works</a></li> <li><a href="#">Matching Associates</a></li> <li><a href="#">Hiring Associates</a></li> <li><a href="#">Onboarding New Associates</a></li> <li><a href="#">The Job Order</a></li> <li><a href="#">Time &amp; Pay</a></li> <li><a href="#">Billing &amp; Invoicing</a></li> <li><a href="#">Customers &amp; Quotes</a></li> </ol> </td> <td>30 min</td> </tr> </tbody> </table>	To Do	Details	Est. Time	Online Training	Go to <a href="#">TrueBlue University (TBU)</a> and complete the online courses in the <a href="#">PeopleReady Week 1 Learning Plan</a> .	90 minutes (per day)	Virtual Classroom Training	Enroll in these VLC classes (see this <a href="#">demo</a> ): <ol style="list-style-type: none"> <li><a href="#">Introduction to the Virtual Learning Center</a></li> <li><a href="#">Training Roadmap for Staffing Specialists</a></li> <li><a href="#">Safety Works</a></li> <li><a href="#">Matching Associates</a></li> <li><a href="#">Hiring Associates</a></li> <li><a href="#">Onboarding New Associates</a></li> <li><a href="#">The Job Order</a></li> <li><a href="#">Time &amp; Pay</a></li> <li><a href="#">Billing &amp; Invoicing</a></li> <li><a href="#">Customers &amp; Quotes</a></li> </ol>	30 min
To Do	Details	Est. Time								
Online Training	Go to <a href="#">TrueBlue University (TBU)</a> and complete the online courses in the <a href="#">PeopleReady Week 1 Learning Plan</a> .	90 minutes (per day)								
Virtual Classroom Training	Enroll in these VLC classes (see this <a href="#">demo</a> ): <ol style="list-style-type: none"> <li><a href="#">Introduction to the Virtual Learning Center</a></li> <li><a href="#">Training Roadmap for Staffing Specialists</a></li> <li><a href="#">Safety Works</a></li> <li><a href="#">Matching Associates</a></li> <li><a href="#">Hiring Associates</a></li> <li><a href="#">Onboarding New Associates</a></li> <li><a href="#">The Job Order</a></li> <li><a href="#">Time &amp; Pay</a></li> <li><a href="#">Billing &amp; Invoicing</a></li> <li><a href="#">Customers &amp; Quotes</a></li> </ol>	30 min								

**Check your work:** Verify you have received enrollment confirmation from TrueBlue University via email for all 10 Ready2Go VLC classes.

**Your work is done as expected when:**

- 1) You are enrolled in the 10 Ready2Go VLC classes TrueBlue university.
- 2) The classes are scheduled in order according to the Training Roadmap.