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Enroll in Ready2Go VLC Classes

Task: Enroll in Ready2Go VLC Classes

Purpose: Enroll in the 10 Ready2Go VLC classes listed in the Training Roadmap

<u>Start</u>: During new hire training week 1

Materials: Access to <u>True Blue University</u> <u>Ready2Go new hire portal</u> Printer (optional)

Step	Action
1.	Open the <u>Ready2Go new hire portal</u> .
2.	<complex-block></complex-block>
3.	Click the Training Roadmap link under Get Started.

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Step					Action						
6.	TrueBlue University displays the general class information. Review the class details and the Virtual Call Information.										
	Scroll down to the Schedule Classes section and choose the next available session. Note: The list may not be in date order, so review all session dates and times carefully.										
	Select the checkbox to make your selection, and then click View Details.										
	Course Details - Learning × ← → C ☆	https://gm1.geolearning.com/geon	ext/trueblue/coursesummary.cou	rsecatalog.geo?id=225	07644220#			☆ ● ● ★			
	Activities Details	Scheduled Classes									
	Course Name:	introduction to the Virtual Learning	g Center								
	Status: Description: Delivery Type:	Active This live facilitated session will intre discover how to participate in virtu Instructor Led	oduce learners to the PeopleRe al breakout rooms. This class is	ady Virtual Learning (a PREREQUISITE for a	enter (VLC). Participants will learn how to prepa ittendees of VLC sessions.	re and create a successful learning environ	ment when attending a VLC session, us	e collaboration and engagement tools and			
	Vendor:	TRU_OP_VD_0508 TrueBlue Training Department									
	Duration:	45 minutes									
	This co • Pe	urse can be found in the following opleReady Week 2 Learning Plan	learning plans:								
	Scheduled Classes To view class details sele	rt ope or more classes below and	click View Details. This view also	allows you to see if a	class contains multiple sessions. To see how a	lass fits into your schedule, select a class h	elow and click View My Class Schedule	Other actions may be available depending			
	on your current status wi	th a class. Select a class and click th	he appropriate action button to	proceed.	class contains multiple sessions, to see now a	lass nis into your schedule, select a class t	Displaving 1-4 of 4 re	ords. 10 25 50 100 200			
	👅 Bucket 🗟 View Det	ails 嶜 View My Class Schedule	🔞 Submit Request 🛛 🛚 🖪 En	roll In This Class							
	Class Name	-	,	lass Schodulo		Location(e)	Instructor(s) Number of One	n Saate Baquest Baquirad			
	Introduction to the V	irtual Learning Center, 1-7-2019, 10a	am PT	/7/2019 - 1/7/2019, 10:1	00 AM - 11:00 AM (America/Los_Angeles) (UTC -08:00)	N/A	2	No			
	Introduction to the V	irtual Learning Center, 1-14-2019, 10	Jam PT	/14/2019 - 1/14/2019, 1	0:00 AM - 11:00 AM (America/Los_Angeles) (UTC -08:0	0) N/A	28	No			
	Introduction to the V	irtual Learning Center, 1-2-2019, 10	am PT	/2/2019 - 1/2/2019, 10:1	0 AM - 11:00 AM (America/Los_Angeles) (UTC -08:00)	N/A	19	No			
	* Class has multiple sessions.	please select class and click on vi	iew Details to see all session d	ates and times.							
	Build: 5.201812400131							×			
7.	Click Enroll	in this Class.									
	Class Details - Learning C 🗙	The sum of the local division of the local d									
	← → C ☆ 🔒 Secure	https://gm1.geolearning.com/geon	ext/trueblue/scheduledclassdeta	ls4enroll.geo?&id=22	10498867#			☆ 🔍 1			
	TrueBlue	Learn, ex	cel. succeed	an		Language: English (United	States) • Role: Learner •	Add Shortcut Help Contact Us Log Off			
	UNIVERSITY LEGITI, EXCER, SUCCEED,										
	University Home Search Q My Desktop My Learning Resource Center Settings and Preferences										
	Course Catalog: Class Details Course: Introduction to the Virtual Learning Center										
			To enroll in a class below click <u>Enroll</u> in this class. To see how a class below fits into your schedule click <u>view Hy class</u> Schedule. Class Details: Introduction to the Virtual Learning Center, 1-7-2019, 10am PT								
	To enroll in a class below	v click Enroll in this Class . To tion to the Virtual Learning Cen	iter, 1-7-2019, 10am PT								
	To enroll in a class below Class Details: Introduc Course Name Class Name	v click Enroll in this Class . To tion to the Virtual Learning Cen : Introduction to the Virtual Learn : Introduction to the Virtual Learn	iter, 1-7-2019, 10am PT ning Center ning Center, 1-7-2019, 10am PT								
	Class Details: Introduce Class Details: Introduce Class Name Class Name Class Code Class Description	v click <u>threal1 in this class</u> . To tion to the Virtual Learning Cen e Introduction to the Virtual Learn : Introduction to the Virtual Learn : 1424444252 : This live facilitated session will and discover how to participate	iter, 1-7-2019, 10am PT — ning Center ning Center, 1-7-2019, 10am PT introduce learners to the Peopli	Ready Virtual Learnii	ig Center (VLC). Participants will learn how to pr	epare and create a successful learning env	ronment when attending a VLC session	. use collaboration and engagement tools			
	Course: Introduction to To enroll in a class below Class Details: Introduc Course Name Class Code Class Code Class Code Class Code Class Code Contact Name Private Class	w click <u>ferroll in this Class</u> . To tion to the Virtual Learning Cen introduction to the Virtual Lear introduction to the Virtual Learning i 142444252 This live facilitated session will and discover how to participate PeopleReady Virtual Learning C No	titer, 1-7-2019, 10am PT ning Center ning Center, 1-7-2019, 10am PT introduce learners to the People in virtual breakout rooms. This enter	Ready Virtual Learnii class is a PREREQUIS	ig Center (VLC). Participants will learn how to pr TE for attendees of VLC sessions.	epare and create a successful learning env	ronment when attending a VLC session	use collaboration and engagement tools			
	Class Details: Introduction to Class Details: Introduc Class Details: Introduc Class Code Class Code Class Code Class Description Contact Name Private Class Maximum Class Capacity Class Cost to Learne	v Click [meal] in this Class.]. To tion to the Virtual Learning Cen s Introduction to the Virtual Lear introduction to the Virtual Lear 142444252 This live facilitated dession will and discover how to participate PeopleReady Virtual Learning C s No 5 55	ter, 1-7-2019, 10am PT ning Center ning Center, 1-7-2019, 10am PT introduce learners to the People in virtual breakout rooms. This enter	Ready Virtual Learnii class is a PREREQUIS	ig Center (VLC). Participants will learn how to pr ITE for attendees of VLC sessions.	spare and create a successful learning env	ronment when attending a VLC session	use collaboration and engagement tools			
	Class Details: Introduction to Class Details: Introduc Course Name Class Code Class Details: Introduc Class Code Class Code Class Code Class Code Class Code Private Class Maximum Class Copacity Class Cost to Learnet Launch URI Virtual Call Information Vendor Name	v click <u>Eneall in this Class</u> . To tion to the Virtual Learning Cer. E Introduction to the Virtual Lear E Introduction to the Virtual Lear E This like facilitated session will i and discover how to participate and discover how to participate E This like facilitated session will i and discover how to participate E This like facilitated session will i and discover how to participate E This like facilitated session will i Session with the facilitated session will E This like facilitated session will i Session with the facilitated session will i E This like facilitated session will be E This like facilitated session will be E This like facilitated session will be Session with the facilitated session will be E This like facilitated session will be E T	eter, 1-7-2019, 10am PT ning Center ining Center, 1-7-2019, 10am PT introduce learners to the People in virtual breakout rooms. This enter com/vicwelcome/ will be prompted to enter your. logging in please email the Virtu	Ready Virtual Learni class is a PREREQUIS shone number to con alLearningCenter@u	ng Center (M.C.): Participants will learn how to pr TE for attendees of VLC sessions. nect to audio. There is no audio connection through the second	spare and create a successful learning env ugh computer speakers. Adobe Connect c	ronment when attending a VLC session annot call any telephone line that is set	use collaboration and engagement tools up with IVR. Use an alternative line or cell			
	Class Details: Introduction to Class Details: Introduc Class Details: Introduc Class Code Class Class Clas	Vick [meall in this Class.]. To tion to the Virtual Learning Cert Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Itable This five facilitated session will in and discover to participate Introduction to the Virtual Learning C No Itable So Itable So.00 Itable Adobeconnect. Itable ToxeBlue.adobeconnect. Itable ToxeBlue.Transing Department	ter, 1-7-2019, 10am PT Ining Center Ining Center, 1-7-2019, 10am PT Introduce learners to the People in virtual breakout reoms. This enter com/vicwelcome/ will be prompted to enter your logong in please email the virtu Address 1 Address	Ready Virtual Learnin class is a PREREQUIS ohone number to con alLearningCenter@u 2 City S	ig Center (M.C.). Participants will learn how to pr ITE for attendees of VLC sessions. nect to audio. There is no audio connection thro ueblue.com. ate Postal Code Times	epare and create a successful learning env ugh computer speakers. Adobe Connect c	ronment when attending a VLC session annot call any telephone line that is set	use collaboration and engagement tools up with IVR. Use an alternative line or cell Instructor(s)			
	Course: Introduction to To enroll in a class below Class Details: Introduc Class Name Class Code Class Code Private Class Maximum Class Maximum Class Class Code Class Code Cla	Vick Emeal1 in this Class. To tion to the Virtual Learning Cer Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning V0 PeopleReady Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning Introduction to the Virtual Learning	ter, 1-7-2019, 10am PT ining Center ining Center, 1-7-2019, 10am PT ining Center, 1-7-2019, 10am PT introduce learners to the People in virtual breakout rooms. This enter com/vicwelcome/ will be prompted to enter your logging in please email the virtu Address 1 Address N/A N/A	Ready Virtual Learnin class is a PREREQUIS shone number to con alLearningCenter@u 2 City S N/A N	IN Center (VLC). Participants will learn how to pr ITE for attendees of VLC sessions. nect to audio. There is no audio connection thro ueblue.com. ate Postal Code Times (A N/A Monday, january	epare and create a successful learning env ugh computer speakers. Adobe Connect c	ronment when attending a VLC session annot call any telephone line that is set eles) (UTC -08:00)	use collaboration and engagement tools up with IVR. Use an alternative line or cell Instructor(s) IVA			
	Course: Introduction to To enroll in a class below Class Details: Introduc Class Name Class Code Class Code Class Code Class Code Class Code Class Code Contact Name Private Class Maximum Class Capacity Class Cot to Learner Launch URI Virtual Call Information Vendor Name Session Name a Session 1	vicick Emeal1 in this Class. To tion to the Virtual Learning Cert Introduction to the Virtual Learning introduction to the Virtual Learning Introduction to the Virtual Learning introduction to the Virtual Learning Introduction to the Virtual Learning introduction to the Virtual Learning C This Interfacilitated session will in and discover how to participate and discover how to participate and discover how to participate its interfacilitated session will be a set of the phone. virtual Learning C No 2 35 50.00 1 https://runeblue.adobeconnect. After Angeing into the VLC, yous phone. If you have any trouble thread the training Department Location N/A N/A	ter, 1-7-2019, 10am PT ning Center ning Center, 1-7-2019, 10am PT introduce learners to the People introduce learners to the People intro	Ready Virtual Learni class is a PREREQUIS shone number to con all LearningCenter@tr 2 City SI N/A N	ng Center (VLC). Participants will learn how to pr TE for attendees of VLC sessions. nect to audio. There is no audio connection throueblue.com. ate Postal Code Times A N/A Monday, January :	spare and create a successful learning env ugh computer speakers. Adobe Connect c , 2019 10:00 AM to 11:00 AM (America/Los, Ang	ronment when attending a VLC session annot call any telephone line that is set eles) (UTC - 08:00)	use collaboration and engagement tools up with IVR. Use an alternative line or cell Instructor(s) N/A lass Schedule			

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Step	Action									
8.	TrueBlue University displays an "Enrollment successful" notice and sends you a confirmation email.									
	Course Details - Learning × ← ⇒ C ☆ â Secure h University Home My Desktop My Learning	ttps://gml.geolearning.com/geonext/trueblu Resource Center Settings and Pre	ue/coursesummary.coursecatalog.geo?id=225076442208.enroll=true# ferences	Search Q						
	VLC Intro Progr VIC Ifua Ifyou	duction to the Virtual Learning sex NotAtempted Status Enrolled Requir I Call Information: After logging into the VLC nave any trouble logging in please email the Vir	Center very Vs: Duration: 45 minutes you will be prompted to enter your phone number to connect to audio. There is no audio connection through computer speakers. Adobe Connect cannot call any to tual earningCenter@trueblue.com.	slephone line that is set up with IVR. Use an alternative line or cell phone. Close Record						
	Notice: Enrollment Succes You have been successfully	sful enrolled in the class.								
	Activities Details	Scheduled Classes		Sibrop Class Sibrop Course						
	Class Sessions Class Name Introduction to the Virtual Lear	ning Center, 1-7-2019, 10am PT	Date Location Monday, January 7, 2019 10:00 AM to 11:00 AM (America/Los_Angeles) (UTC -08:00) N/A	Classroom Instructor(s) Action						
	■ To access a learning activity Activity Name △ Enroll in Classroom Training the	; select the activity name and click Launch	tor Open. Type Score Progress Last Accessed Time Taken کو doc. N/A N/A N/A N/A	Attempts Action						
	– Details Course Name: Int Status: Ac	roduction to the Virtual Learning Center	-	Open						
	Description: Th dis Delivery Type: Ins Course Code: TB	s live facilitated session will introduce lear cover how to participate in virtual breakou tructor Led U_OP_VD_0508	rners to the PeopleReady Virtual Learning Center (VLC). Participants will learn how to prepare and create a successful learning environment when at ut rooms. This class is a PREREQUISITE for attendees of VLC sessions.	tending a VLC session. use collaboration and engagement tools and						
9.	Repeat steps	5-7 for the rem	naining classes listed on page 2 of the Training Roadma	ıp.						
	Important: 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.									
	Staffing Specialist Training Roadma File Edit View Window Help Home Tools Staffi	ng Specialist T ×								
	K 1	Training Focus General onboarding	S g, compliance training, and system access/logins							
	MEB	How to Start TBD		3						
		To Do Online Training	Details Go to <u>TrueBlue University (TBU)</u> and complete the online courses in the <u>PeopleReady Week 1 Learning Plan</u> .	Est. Time 90 minutes (per day)						
	,	Virtual Classroom Training	 Enroll in these VLC classes (see this <u>demo</u>): <u>Introduction to the Virtual Learning Center</u> <u>Training Roadmap for Staffing Specialists</u> <u>Safety Works</u> <u>Matching Associates</u> <u>Matching Associates</u> <u>Onboarding New Associates</u> <u>The Job Order</u> <u>Time & Pay</u> <u>Billing & Invoicing</u> Customers & Quotes 	30 min						
			10. <u>Customers & Quotes</u>							

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.