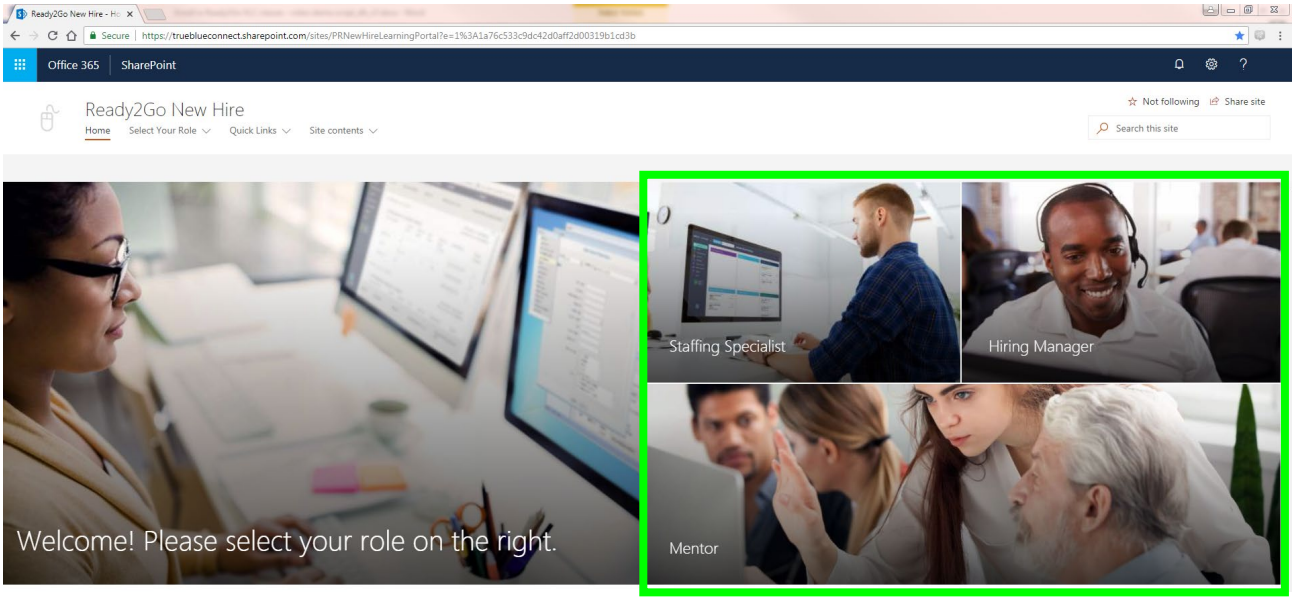
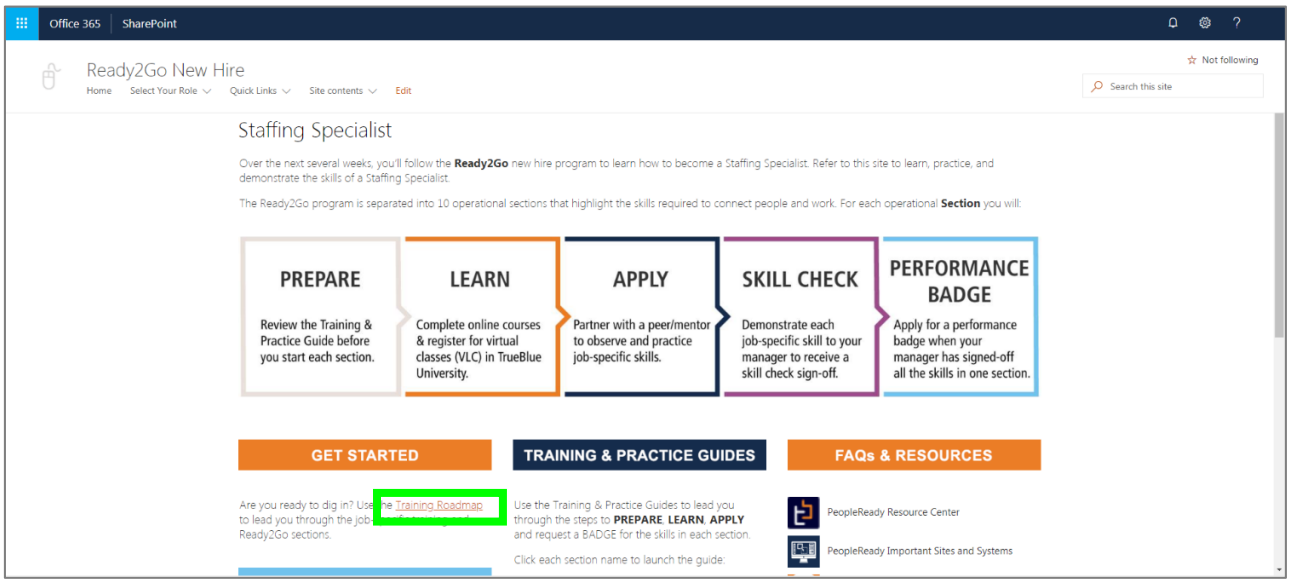
Enroll in Ready2Go VLC Classes

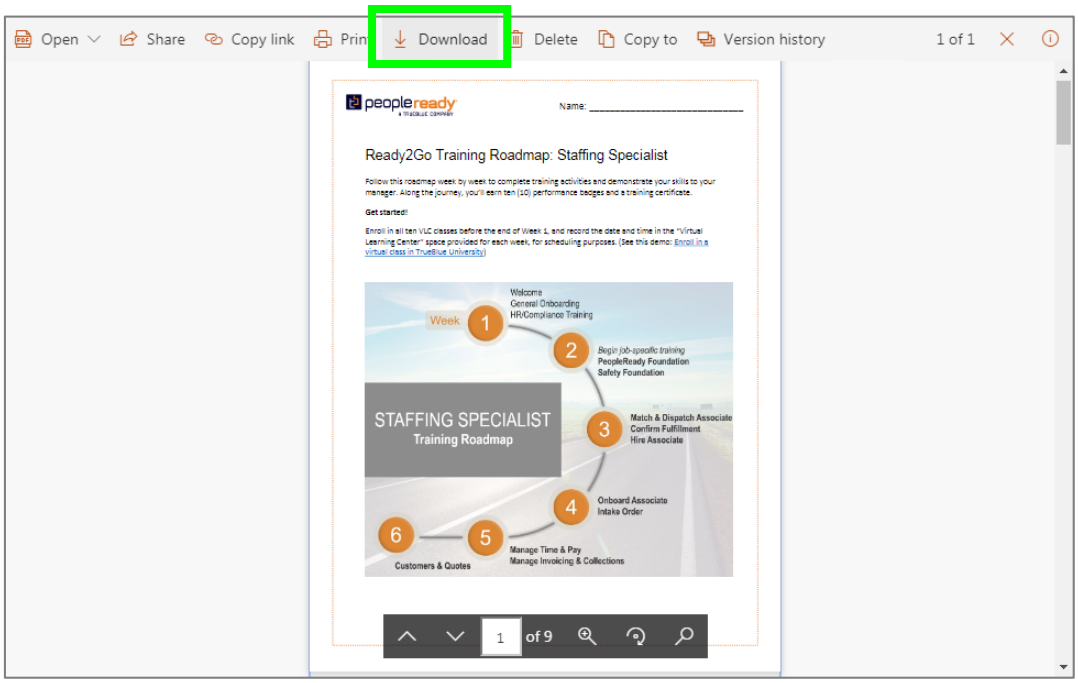
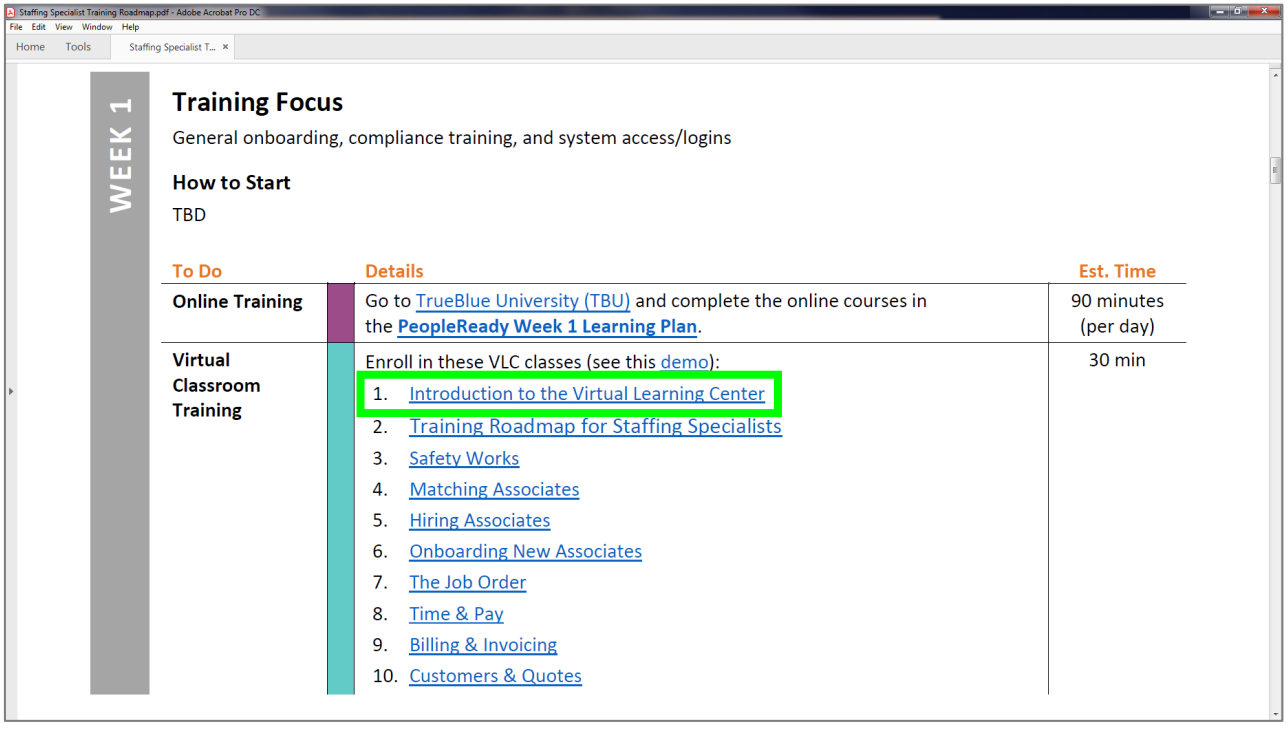
Task: Enroll in Ready2Go VLC Classes

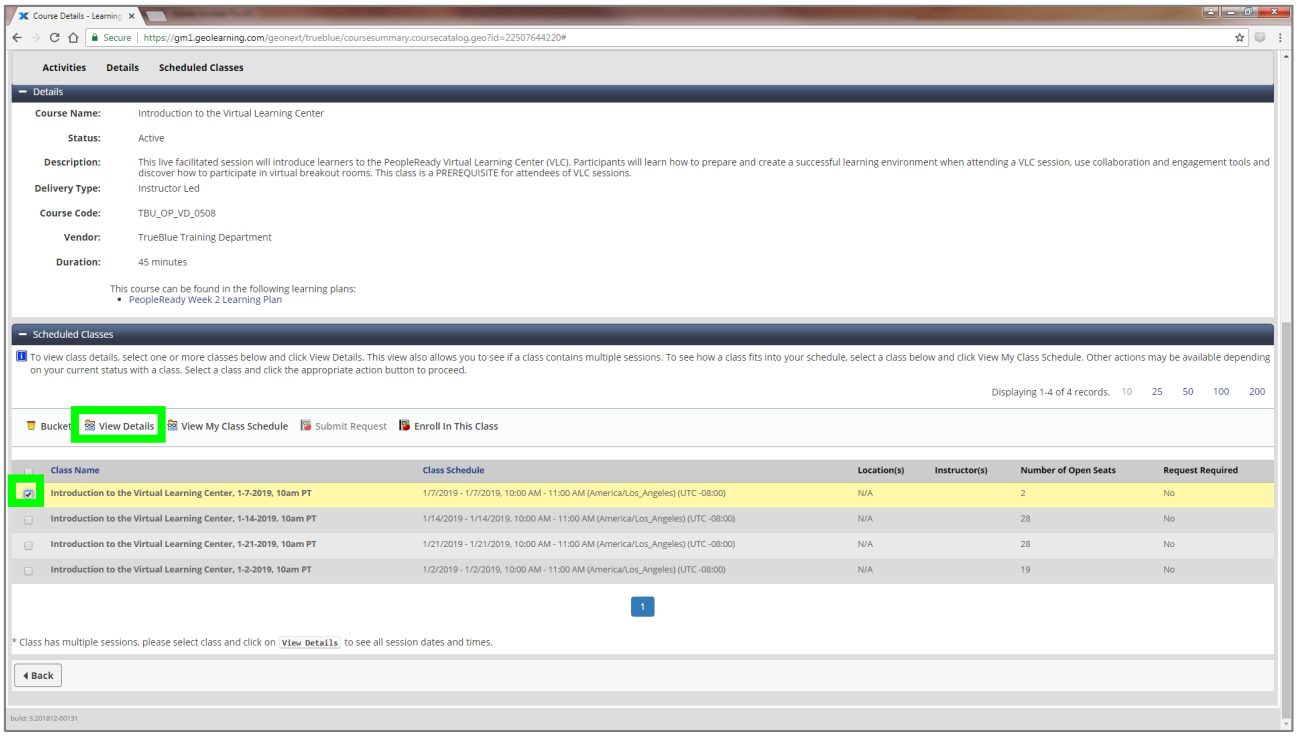
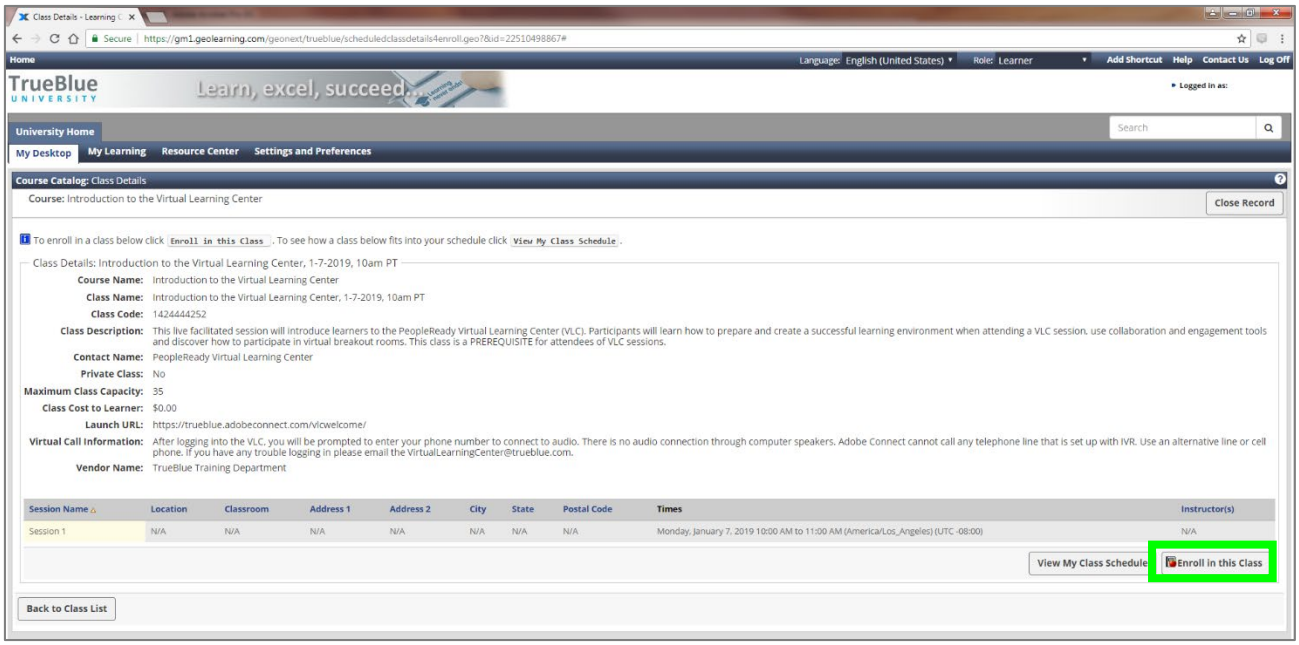
Purpose: Enroll in the 10 Ready2Go VLC classes listed in the Training Roadmap

Start: During new hire training week 1

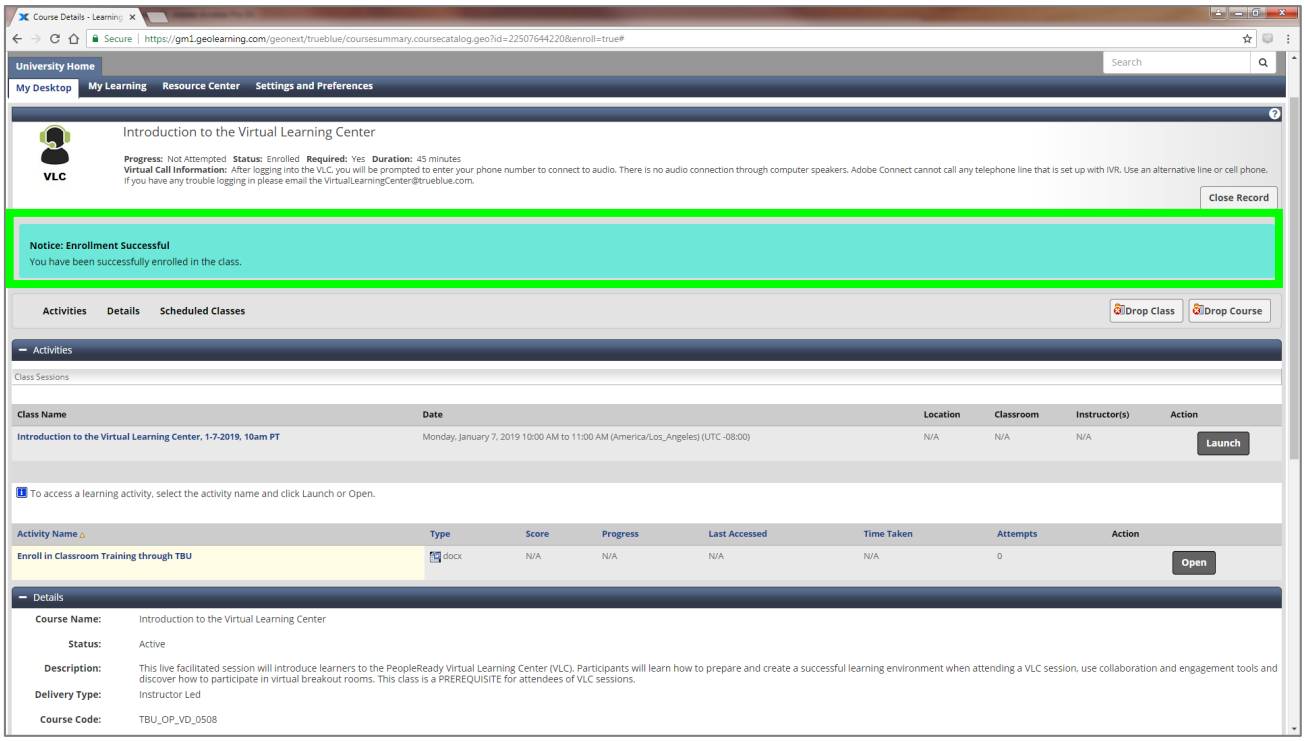
Materials: Access to True Blue University
Ready2Go new hire portal
Printer (optional)

Step	Action
1.	Open the Ready2Go new hire portal.
2.	Select your role: **Staffing Specialist**, **Hiring Manager**, or **Mentor**. 
3.	Click the **Training Roadmap** link under Get Started. 

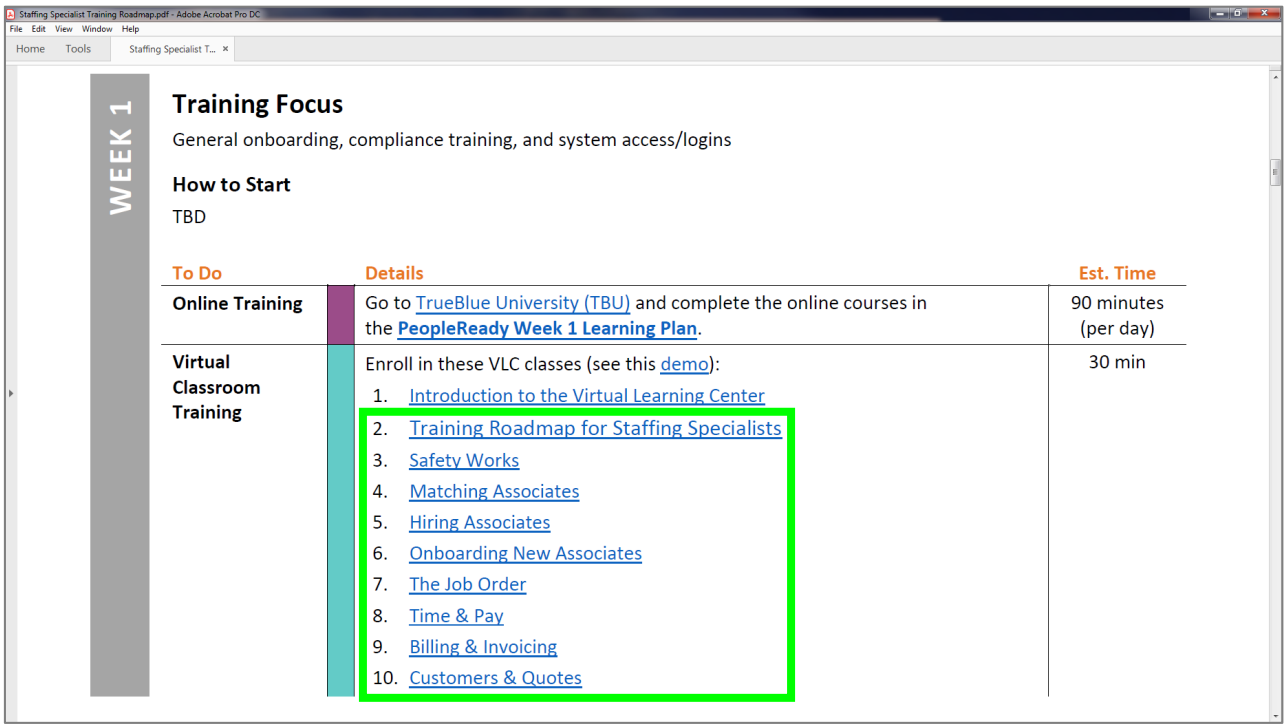
Step	Action
4.	The Training Roadmap document opens in a new browser tab. Download the Training Roadmap and note the location where you save the file on your computer. Close the browser tab, and then open the Training Roadmap file. 
5.	Select the first VLC class on page 2 of the Training Roadmap, *Introduction to the Virtual Learning Center*. 

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**. 
7.	Click **Enroll in this Class**. 

Step	Action
8.	TrueBlue University displays an "Enrollment successful" notice and sends you a confirmation email.



9.	Repeat steps 5-7 for the remaining classes listed on page 2 of the Training Roadmap. **Important:** For each class, choose the next available date *after* the date of the previous session. This will ensure you attend all 10 VLC classes in the order listed in the Training Roadmap.



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.