

April 2017			
Course	Date	Time	Location
<b>Supervision, Management and Leadership</b>			
Delegation Skills	4/26/17	8:30 a.m. – 12:00 p.m.	HR Training Room University Village, Suite 208
<b>UC/UCR Essentials</b>			
UCR Staff Orientation	4/25/17	7:45 a.m. – 4:00 p.m.	HR Training Room University Village, Suite 208
Benefits Orientation Webinar	Fridays	10:15 a.m. – 12:00 p.m.	Virtual Classroom
<b>How to Enroll</b>			

All enrollments are conducted through the UC Learning Center (LMS). To enroll, please follow these instructions:

1. Log into the UC Learning Center at <http://ucrlearning.ucr.edu>
2. Use the search tool to with a keyword from the course title to find the course
3. In the search results click on Register for the course of interest
4. Select the upcoming class you wish to attend
5. Click the Next then Submit buttons

For information about the UC Learning Center (including step-by-step instructions and FAQs) visit the UC Learning Center Support website at <http://cnc.ucr.edu/lms>.

If you have any questions, please contact Michelle Knighton at extension 2-4794 or via email at [michellk@ucr.edu](mailto:michellk@ucr.edu).