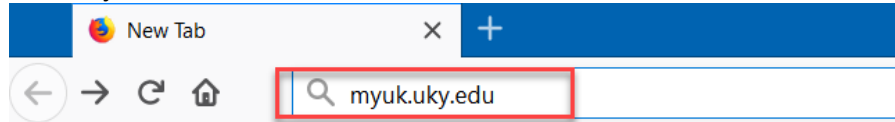


MyUK Learning Enroll and Complete Web Based Training (WBT)

Users can search and select Web Based Training (WBT) through the **Find Learning** tile.

1. Log in to myUK Learning using your linkblue ID and password.

- Type myuk.uky.edu in the address bar of Firefox or Chrome browsers and press enter on the keyboard.



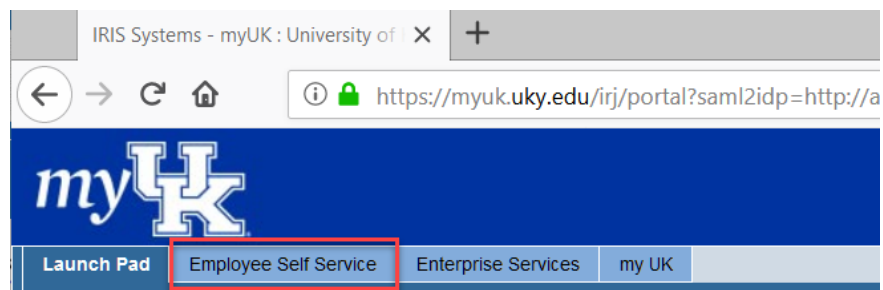
- Click the Log-In button.



- Enter your linkblue ID and password. Click the Sign In button.
Sign in with your linkblue account

Sign in

2. Click the Employee Self Service Tab

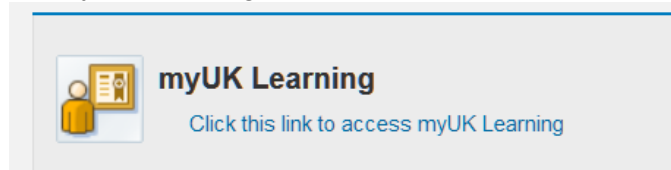


MyUK Learning Enroll and Complete Web Based Training (WBT)

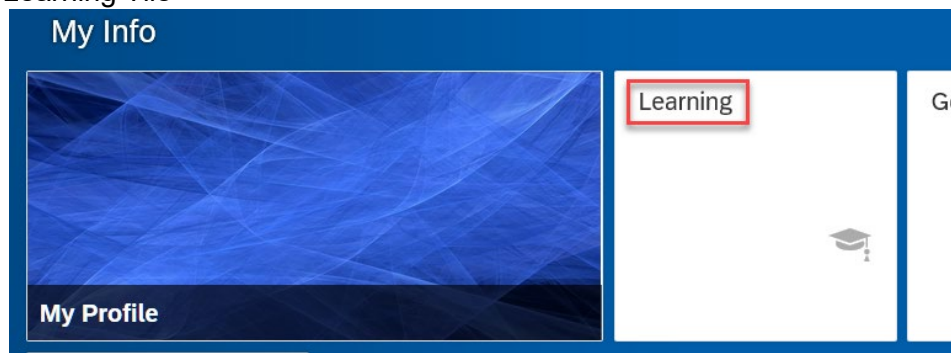
3. Click the myUK Learning link.



4. Click this link to access myUK Learning.

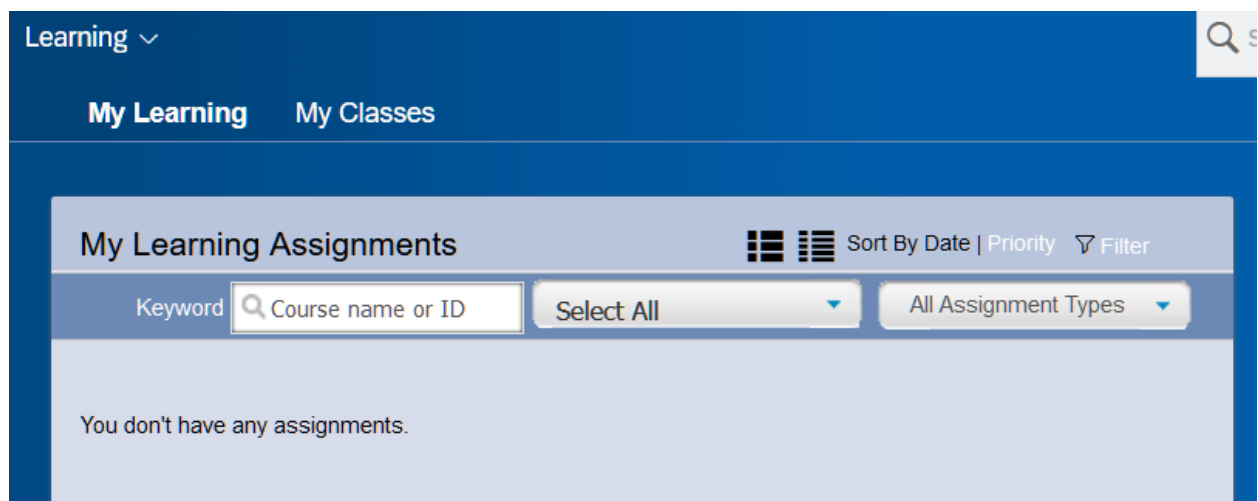


5. Click the Learning Tile



6. The **My Learning Assignments** tile displays all of your self-registered courses as well as courses assigned to you by your supervisor or someone else.

Note: If a WBT has been assigned to you, click on the WBT name to begin the course and proceed to step 9.

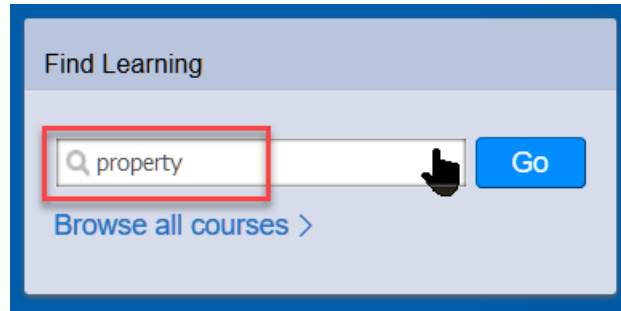


MyUK Learning Enroll and Complete Web Based Training (WBT)

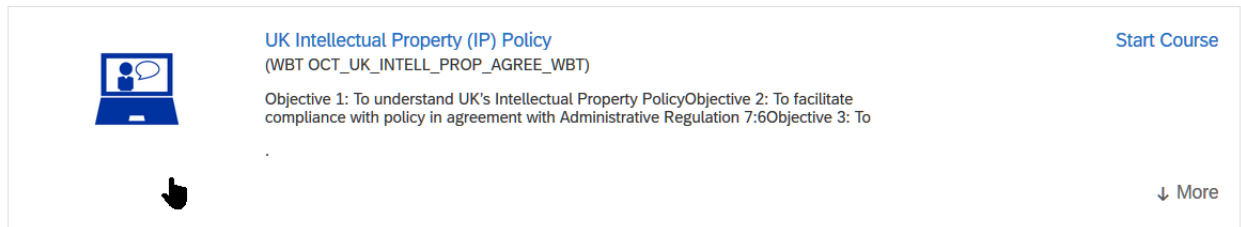
7. To search for a WBT:

In the **Find Learning** tile:

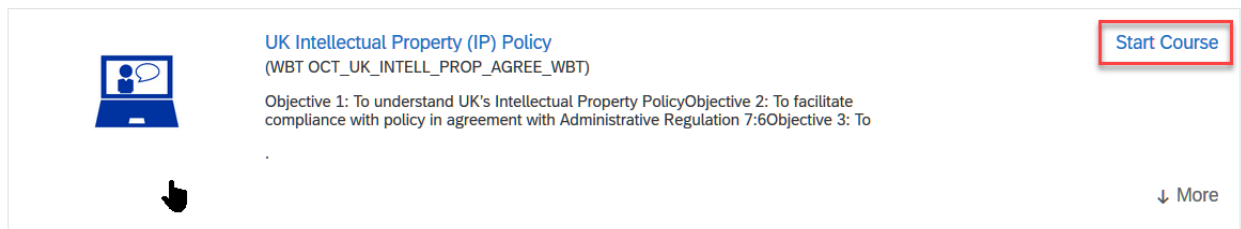
- Click in the “Find Learning” text box and type the keyword: **property**
- Click Go.



8. The UK Intellectual Property (IP) Policy course title should appear.

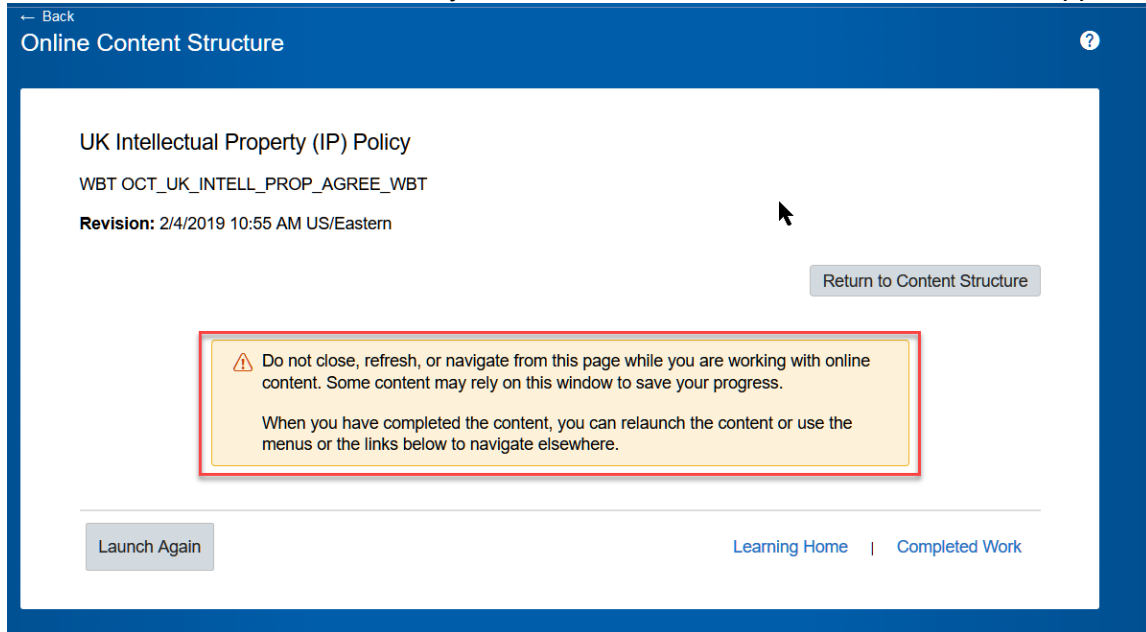


9. Click the Start Course link.

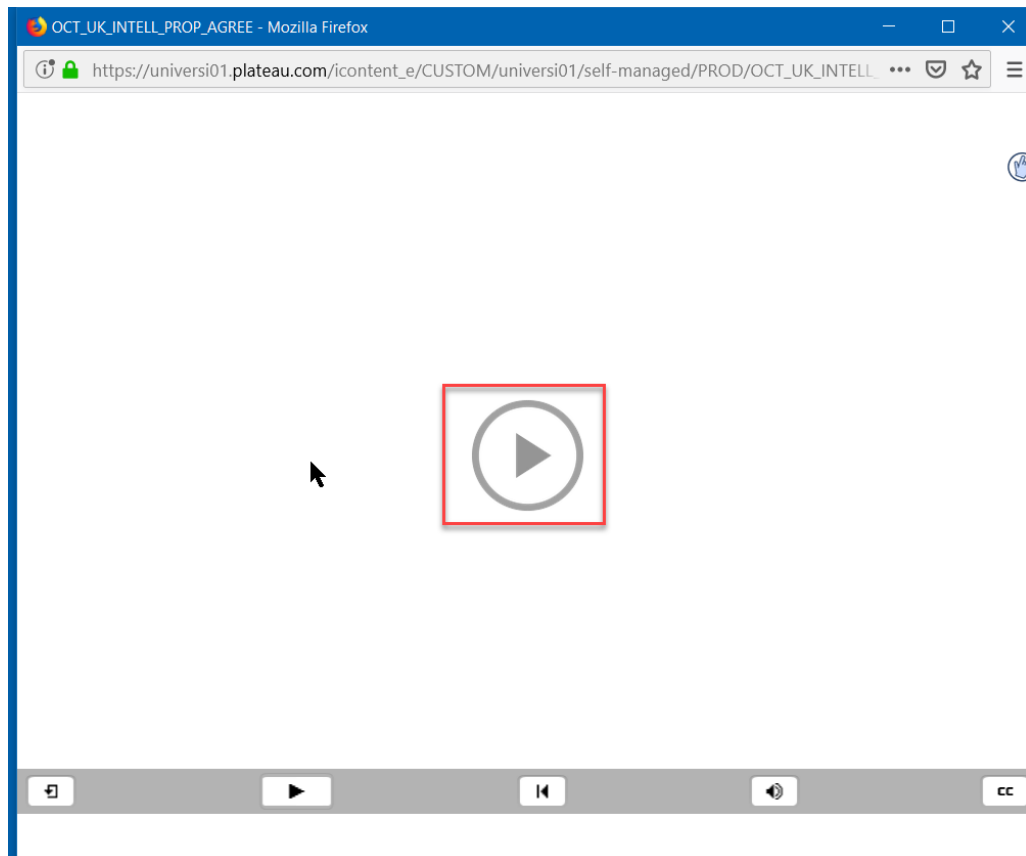


MyUK Learning Enroll and Complete Web Based Training (WBT)

10. Be sure to read the information fully when the “Online Content Structure” screen appears.

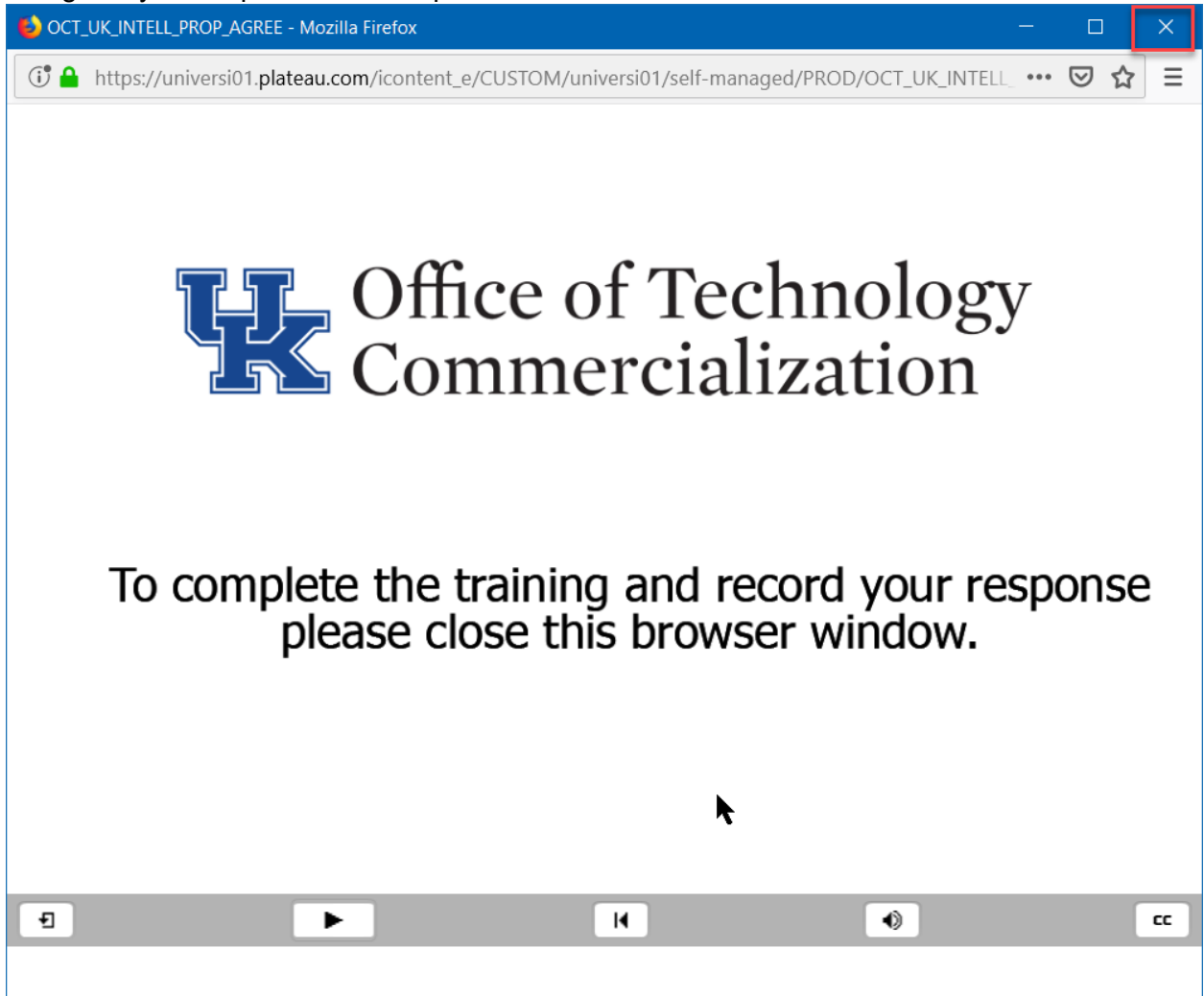


11. The WBT will launch in a separate window. Click the play button to start the WBT.



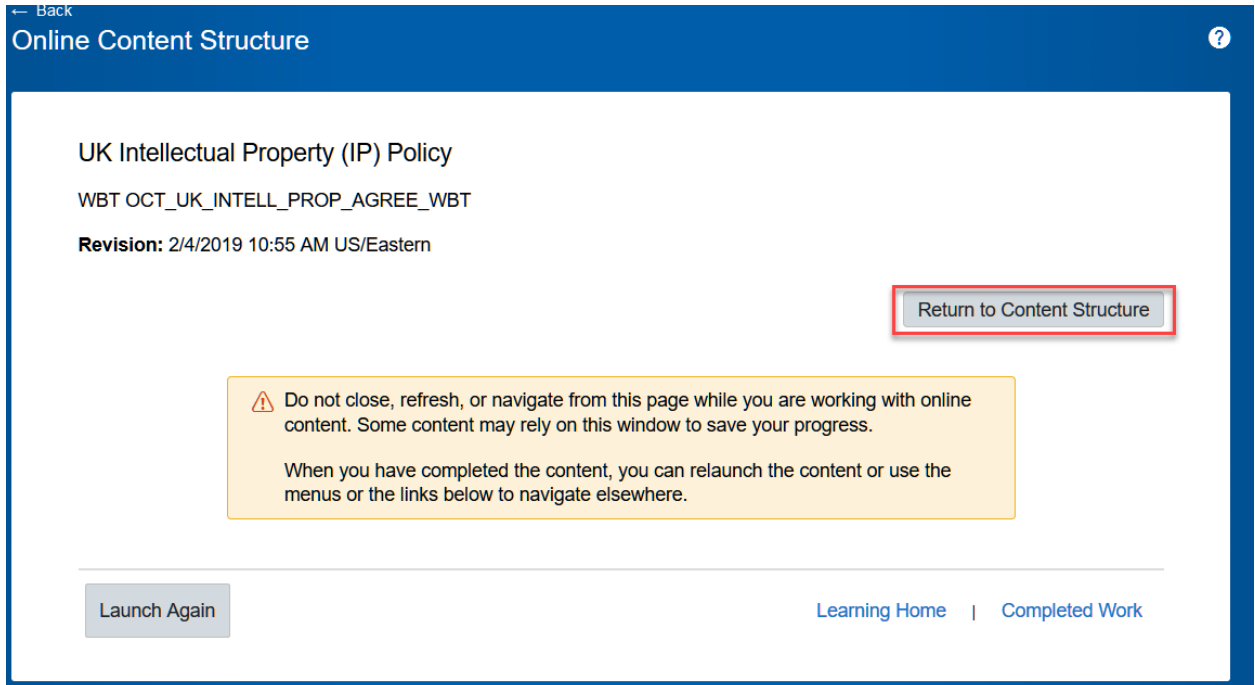
MyUK Learning Enroll and Complete Web Based Training (WBT)

12. After the WBT has been completed, click the X in the top right corner of the player window to register your response and complete the course.



MyUK Learning Enroll and Complete Web Based Training (WBT)

13. Click the Return to Content Structure button.



← Back
Online Content Structure ?

UK Intellectual Property (IP) Policy
WBT OCT_UK_INTELL_PROP_AGREE_WBT
Revision: 2/4/2019 10:55 AM US/Eastern

Return to Content Structure

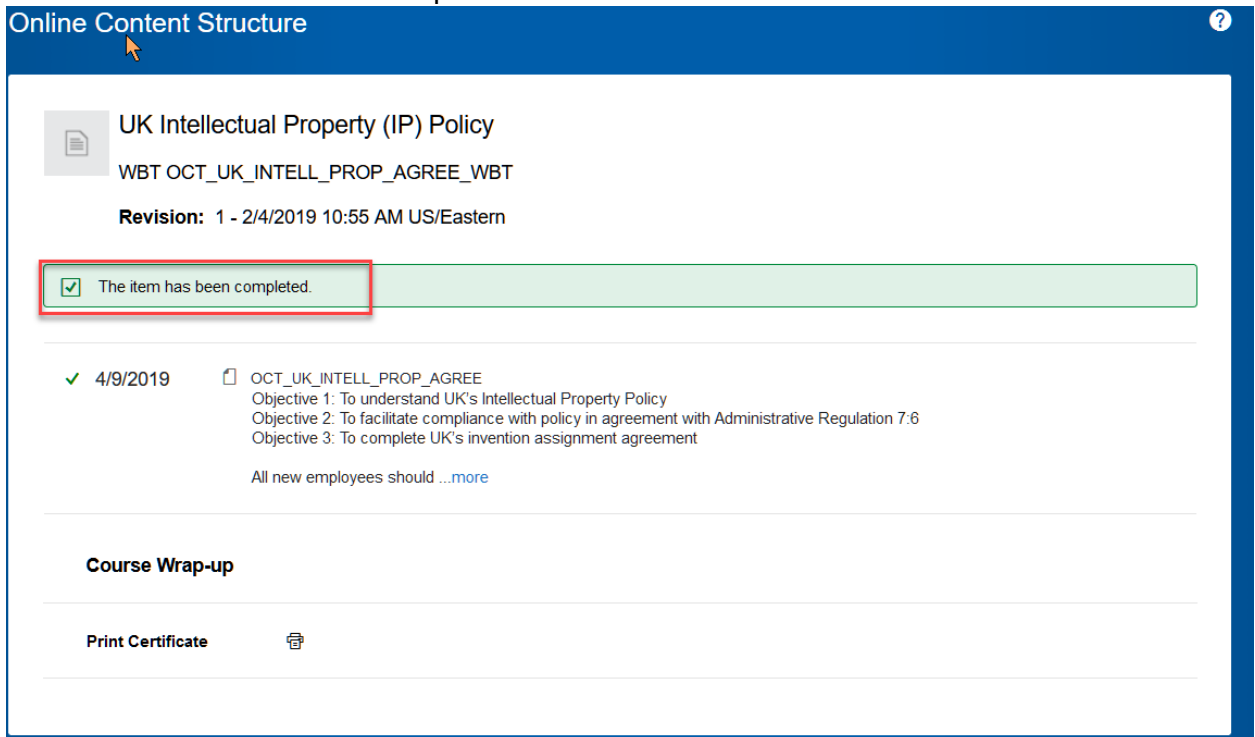
⚠ Do not close, refresh, or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

Launch Again

Learning Home | Completed Work

14. If you successfully completed the training this message will appear in the Content Structure Window: The item has been completed.



Online Content Structure ?


UK Intellectual Property (IP) Policy
WBT OCT_UK_INTELL_PROP_AGREE_WBT
Revision: 1 - 2/4/2019 10:55 AM US/Eastern

The item has been completed.

✓ 4/9/2019 OCT_UK_INTELL_PROP_AGREE
Objective 1: To understand UK's Intellectual Property Policy
Objective 2: To facilitate compliance with policy in agreement with Administrative Regulation 7.6
Objective 3: To complete UK's invention assignment agreement

All new employees should ...more

Course Wrap-up

Print Certificate 

MyUK Learning Enroll and Complete Web Based Training (WBT)

15. Click on the My Learning tab to return to the Learning page.

The screenshot shows the MyUK Learning interface. At the top, the 'My Learning' tab is highlighted with a red box. Below it, the 'My Learning Assignments' section is visible, showing a search bar and a message: 'You don't have any assignments.' To the right, there are several widgets: 'Find Learning' with a search bar and a 'Go' button; 'My Curricula' with a green checkmark and the text 'You currently have no required curricula. Go to Curriculum Status'; 'Learning History' with a 'View All' button and a list of 'MOST RECENTLY ADDED' items, including 'UK Intellectual Property (IP) Policy' with a green checkmark; and a 'Links' menu with options like 'Approvals', 'News', and 'Options and Settings'.

16. In the Learning History tile you should see a green checkmark next to the UK Intellectual Property (IP) Policy WBT to indicate completion.

17. This concludes the training. Log off and close any remaining browser windows.

Additional information and troubleshooting tips can be found here:

<https://www.uky.edu/hr/training/get-to-know-myuk-learning>