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.
     ![New Tab](image)
   - Click the Log-In button.
   - Enter your linkblue ID and password. Click the Sign In button.

2. Click the Employee Self Service Tab
3. Click the myUK Learning link.

![myUK Learning](image)

Search for UK offered courses, register for courses, and review your myUK Learning training history. Recommended browsers for completing training within myUK Learning are Internet Explorer and Firefox.

4. Click this link to access myUK Learning.

![myUK Learning](image)

5. Click the Learning Tile

![Learning Tile](image)

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.
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.

![Find Learning](image)

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

![UK Intellectual Property (IP) Policy](image)

9. Click the Start Course link.

![Start Course](image)
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.
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.

To complete the training and record your response please close this browser window.
13. Click the Return to Content Structure button.

14. If you successfully completed the training this message will appear in the Content Structure Window: The item has been completed.
15. Click on the My Learning tab to return to the Learning page.

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