

# Accessing Work Force Learn Online

**Step 1:** Access the Learning, Leadership and Development page at <https://www.augusta.edu/hr/leadership-development/> or by selecting <https://train.augusta.edu>.

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## Learning, Leadership & Development

**Investing in our Employees**  
The Office of Learning, Leadership, & Development exists to educate, develop, and recognize Augusta University and AU Health employees as lifelong learners, leaders, and providers of top-tier education and critical service.

**Announcements**

- [Welcome new employees!](#)
- [Upcoming courses and training sessions!](#)

**PROFESSIONAL DEVELOPMENT RESOURCES**

**PROFESSIONAL DEVELOPMENT OPPORTUNITIES**  
Professional Development Opportunities covers courses, trainings and classes to further your professional development. [Contact us](#) for questions.

**WORKFORCE LEARN ONLINE**  
Augusta University employees  
Complete compliance and other assigned training.

**HEALTHSTREAM LEARNING CENTER**  
Augusta University Health employees  
Complete compliance and other assigned training.

**Employee DISCOUNTS**  
**EMPLOYEE DISCOUNT PROGRAM**  
Visit our Employee Discount Page to view special offers for Augusta University employees!  
Contact [Tyler Gray](#) for questions.

### Training Request

Request departmental/customized training

All service requests will be responded to within five business days from submission. Requests for facilitation for departmental retreats need to be submitted at least 30 days before the scheduled retreat.

Name \*

First  Last

Email \*

Phone Number \*

Area  Prefix  Number

Department/Unit \*

Organization \*

Please provide a brief description of the services you're requesting. \*

**SUBMIT** ✓

**UPCOMING EVENTS**

**May 30**  
PCard Orientation

**May 01**  
Accessibility Compliance Training

**May 07**  
OU Campus Training - Beginner

[More upcoming events](#)

**CONTACT US**

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**Step 2:** Enter your User ID and Password, then select Sign In.



Sign in with your JagID. If you have an issue signing in, please contact the [service desk](#) at 706-721-4000.

Username

Password

[Sign in](#)

This system is the property of August University or one of its cooperative organizations. The system is restricted to authorized users only. The information on this system is also the property of August University or one of its cooperative organizations, unless applicable laws, contracts or policies indicate otherwise. All users should have no expectation of privacy in any data, format, or other kind of information or communications transmitted, received, printed, stored, or recorded on any of our systems unless applicable laws indicate otherwise. August University reserves the right to monitor usage of this system. You consent to such monitoring by authenticating. By authenticating you also agree to abide by the August University use policy located at <http://www.augusta.edu/compliance/policyinfo/policies.php>.

**Step 3:** You are now logged into Work Force Learn Online. Here you can register for training, view your Progress and also access your Profile.

The screenshot shows the Workforce Learn Online dashboard. At the top left is the Augusta University logo. A navigation bar contains links for "Register for Training", "Class Progress", "System Check", "Brightspace/D2L Assistance", and "Help". A user profile dropdown is visible in the top right, with a red callout bubble pointing to it that says "Access profile here." Below the navigation bar, there is an "Important Notice" section with a warning about HIPAA data security. To the right, there is a "Support" section with contact information for phone support (706-721-4000) and a "Role Switch" section showing the current role as "Learner" with a "Change Role" button. At the bottom left, there is an "Announcements" section that is currently empty.

**Step 4:** Registering for training is easy! First, select Register for Training.

The screenshot shows the "Self Registering Course Offerings" page. The "Register for Training" link in the navigation bar is circled in red. A blue callout bubble with an arrow points to the "Register for Training" link, containing the text "Select any course you wish to register for." The main content area is a table with two columns: "Course Offering Code" and "Course Offering Name". The table lists various training courses, including "2018-2020 Shipping Biological Substances and Support Materials Training", "Admit Orders Workflow Overview", "CMS, WLOL Issues Test Course", "Initial Biosafety and Bloodborne Pathogen Training", and "Electronic Sponsored Programs Route (eSproute)".

Course Offering Code	Course Offering Name
2018-2020 Shipping Biological Substances and Support Materials Training (Online)	2018-2020 Shipping Biological Substances and Support Materials Training (Online)
AA_Cerner Millennium - mPages Upgrade Req Training	AA_Cerner Millennium - mPages Upgrade Req Training
Admit Orders Workflow Overview	Admit Orders Workflow Overview
CC180	PeopleSoft Financials: Basic Navigation (May 16, 2019 - 8:30 to 10:30 a.m.) Annex 1
CC210	PeopleSoft Financials: Basic Query (July 25, 2019 - 9:00 a.m. to 11 a.m.) Annex 1
CC273	Workforce Learn Online Instructor Training (May 9, 2019 - 1:00 to 3:30 p.m.) Annex 1
CMS, WLOL Issues Test Course	CMS, WLOL Issues Test Course
CS 198	Say Yes to Excellence - 05/08/2019 2 PM AB 1005
CS 185	Email Matters - Spring 2019 Series AB1005
EAP104	FISH Philosophy: Catch The Energy (April 18, 2019 9:00-11:00 (Greenblatt Library))
EAP104	[Registration Ended on: Apr 16, 2019]
EAP105	Diversion (May 15, 2019 - 11a.m. - 12p.m.) AU Medical Center - Terrace Dining (Dogwood)
EAP105	Diversion (May 15, 2019 - 12 to 1p.m.) AU Medical Center - Terrace Dining (Dogwood)
HRA	Bullying (June 19, 2019 - 11a.m. to 12p.m.) AU Medical Center - Terrace Dining (Dogwood)
HRPMP327Online	Bullying (June 19, 2019 - 12 to 1p.m.) AU Medical Center - Terrace Dining (Dogwood)
Initial Biosafety and Bloodborne Pathogen Training	OIC 211: Hands-On Examples of Intellectual Property Management in Clinical Trials
LD101	AU Health Performance Management Training for Employees (Online)
LD101	Initial Biosafety and Bloodborne Pathogen Training (Online)
MGT100	Emotional Intelligence in the Workplace June 6, 2019 2:00-4:00 Summerville AH
MGT402	Emotional Intelligence in the Workplace May 14, 2019 9:00-11:00 Health Sciences
NIH101	Coaching Employees to Improve Performance Through Engagement (May 7, 2019 - 2 to 4:30p.m.)
PC181	Building, Restoring & Sustaining Trust in the Workplace (April 23 - 9 to 11:30 a.m.)
PC181	[Registration Ended on: Apr 22, 2019]
PC181	NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Materials
PC280	Electronic Sponsored Programs Route (eSproute) April 23, 2019 - Noon to 1:00 p.m.
PC280	[Registration Ended on: Apr 21, 2019]
PC600	Electronic Sponsored Programs Route (eSproute) - May 14, 2019 (Noon to 1:00 p.m.)
PC600	Electronic Sponsored Programs Route (eSproute) - May 28, 2019 (Noon to 1:00 p.m.)
PC600	PCard Orientation (April 30, 2019 - 11a.m. to 12 p.m.) Health Sciences Campus - Annex 1
PC600	PCard Orientation (June 18, 2019 - 10 to 11 a.m.) Health Sciences Campus - Annex 1
PC600	OneUSG Time & Absence - May 21 EC2216 9AM
PC600	OneUSG Time & Absence - May 22 EC2216 1PM
PC600	OneUSG Time & Absence - May 29 EC2204 9AM
PC600	OneUSG Time & Absence - May 30 UH223 9AM
PC600	OneUSG Time & Absence - June 3 EC2231 9AM
PC600	OneUSG Time & Absence - June 3 EC2231 1PM
PC600	OneUSG Time & Absence - June 5 UH223 9AM

**Step 5:** Once you have selected Register for Training, select any course that strikes your interests and complete your registration.

The screenshot shows the August University registration portal. At the top, there is a navigation bar with the August University logo on the left and several utility icons (home, mail, chat, notifications, user profile) on the right. Below the navigation bar is a breadcrumb trail: Register for Training > Class Progress > System Check > Brightspace/D2L Assistance > Help. The main content area displays a modal window titled "Description" with the following information:

- [Course Offering List](#) > Course Offering Description
- Step 1: View Course Offering Information
- Course Offering Name: Say Yes to Excellence - 05/08/2019\_2 PM\_AB 1005
- Course Offering Code: CS 183
- Description: Say Yes to Excellence AB 1005 2-4 PM May 08, 2019

At the bottom of the modal window, there are two buttons: "Cancel" on the left and "Register" on the right. Both buttons are circled in red in the image.