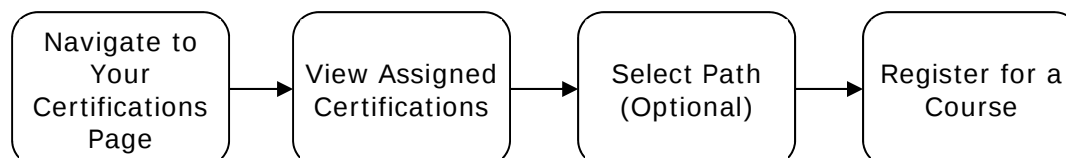


Job Aid: Viewing and Completing an Assigned Certification

Process

Process flow



Process steps

Step	Action
1. Navigate to Your Certifications page	Navigate to: Menu > Me > Learning & Certifications
2. View Assigned Certifications	- Click the name of the certification you wish to complete. - Note: If you are already registered for any of the elements within the certification, in the detailed status view you will be able to view the enrollment details.
3. Select Path (Optional)	- Note: A certification can be acquired by completing any one of the available paths. Follow the steps below to view the available paths and make your selection. - Note: A certification may only have one path defined. - Note: This only displays if there is more than one path available. - Click the To register for a path, click here link. Select path dialog box appears. - Note: The application displays the name of the modules in a certification. - Select the checkboxes for the most desirable path and click the Complete Registration button.
4. Register for a Course	- Click the Register button. - Review the requirements to complete each module and decide which courses you will take. For each course you decide to register for: - Click the View classes button. - Click the Register button next to the course name use filters if necessary. - Click the Close button in the Registration Confirmation box. - Note: If the content is WBT the Register button will be a Launch button.

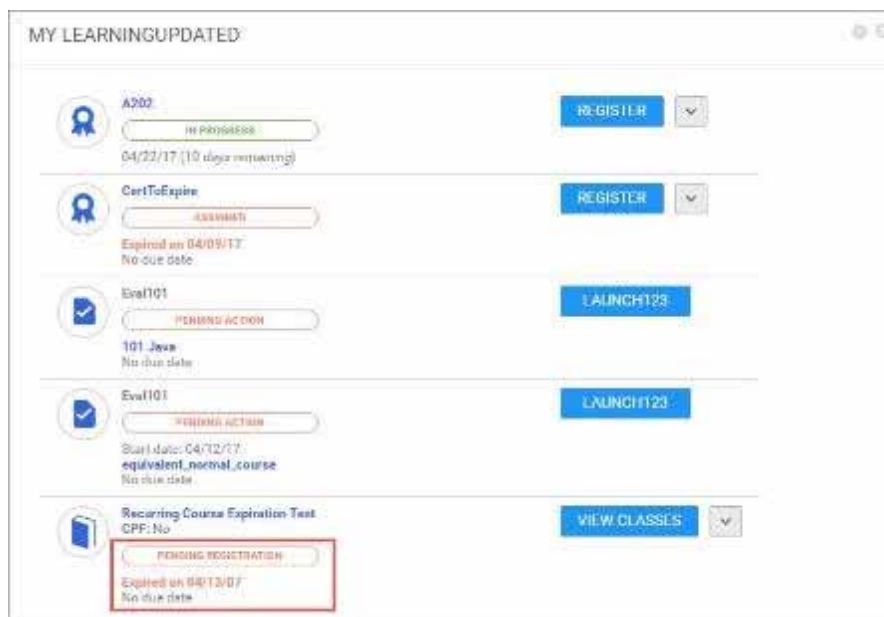
Step	Action
	➤ <i>Note: Depending on the certification details you may be able to select classes at a later time.</i> ➤ <i>Note: If no suitable classes are available, click the Submit a Request link.</i> • Repeat step above for all courses needed to acquire the certification. ➤ <i>Note: The courses for which you have not selected a class will have a status of "Pending Schedule." At any time, you can go to your In-Progress Learning page and click the View Classes button for the course to select a specific class.</i> ➤ <i>Note: On completing all the required classes within the provided time frame, your certification will be marked "Acquired."</i>

Additional Information

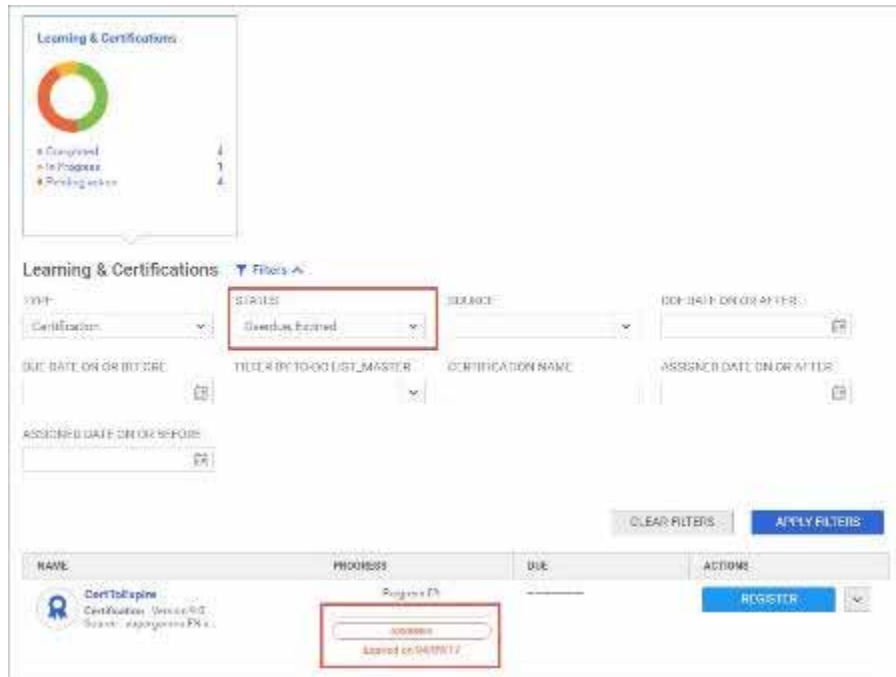
Saba Cloud provides a visual indicator to help learners identify such certifications and recurring courses. The indicator is the new Expired on date that is displayed along with the status of the learning activity that is reassigned.

The new Expired on date is displayed on the following pages in Saba Cloud:

- My Learning portlet



- Learner's Plan page
Searching for certifications or recurring courses with Expired or Revoked statuses returns even certifications or recurring courses that are expired and reassigned to learners.



Learning & Certifications

Filter by: **STATUS** (Completed)

NAME	PROGRESS	DUE	ACTIONS
 CertToExpire Certification (Service)	 100%	04/19/17	REGISTER

- Certification/Recurring Course Details page for learners



CertToExpire

STATUS: **Completed**

DUE: 04/19/17

PROGRESS: 100%

[VIEW DETAILS](#)

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page