Requesting Instructor-Led Training

This job aid is to help learners request instructor-led training (in-person). In BuckeyeLearn, events are instructor-led training courses that contain general information about the course, such as the description, objectives, vendor/provider, and subjects. Sessions are the specific occurrences or classes for the event which you will need to be registered for in order to attend.

- **Access BuckeyeLearn**
- **Search for Training**
- **Request ILT Event**
- **Request ILT Session**

**Access BuckeyeLearn**

To access BuckeyeLearn:

1. **Access BuckeyeLearn**: [https://go.osu.edu/BuckeyeLearn](https://go.osu.edu/BuckeyeLearn)
2. **Login using your name.# credentials**

**Search for Training**

To search for training available:

1. **Type a search term into the global search box near the top right corner of BuckeyeLearn**

   ![Global Search](image)

   **Global Search**
   
   ![Global Search](image)

   **Training results (7)**

   - **Open Enrollment Benefit Forums**
     
     Event | Office of Human Resources
     
     This one hour in-person workshop will update you on Ohio State’s health and welfare benefits including medical, dental, vision, flexible spending and life insurance. Benefit consultants will review the benefit plans and Open Enrollment changes, including compensation tiers. This session is for Human Resource Professionals only.

   - **Open Enrollment Benefit Forums for HRP’s**
     
     Event | Office of Human Resources
     
     This one hour in-person workshop will update you on Ohio State’s health and welfare benefits including medical, dental, vision, flexible spending and life insurance. Benefit consultants will review the benefit plans and Open Enrollment changes, including compensation tiers. This session is for Human Resource Professionals only.

2. **When search results appear, press Enter on the keyboard**
3. **Observe that the learning object(s) you searched for is/are listed**

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4. Click on the event name

5. Observe that the Training Details page opens

Note: The event pictured above has no sessions. You can select the Notify me of new sessions link to be notified when sessions are scheduled in the future.

Request ILT Event

To request an ILT event:

1. On the Training Details page, click the Request button for the ILT Event
2. Observe that requesting the event will take you to your transcript

Transcript: Kathleen Rains

Use the transcript to manage all active training.

Search Results (77)

Open Enrollment Benefit Forums
Due: No Due Date  Status: Approved

Select Session

3. Once on your transcript, click Select Session

Note: If you only request the event but do not select a session, you will not be registered for any sessions

Request ILT Session

To request an ILT session:

1. On the Training Details page, scroll down to view the available sessions

The one hour in-person workshop will update you on Ohio State’s health and welfare benefits including medical, dental, vision, flexible spending and life insurance. Benefit consultants will review the benefit plans and Open Enrollment changes, including compensation taxes.
2. Locate the session you’d like to attend

3. Click Request for that session

Note: If you have already requested the event, you will need to select the session from your transcript