

## 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

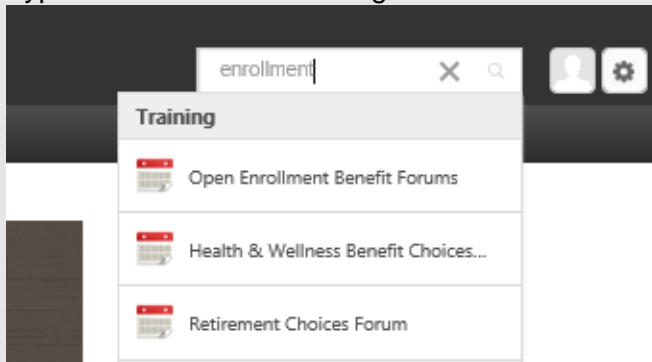
To access BuckeyeLearn:

1. Access BuckeyeLearn: <https://go.osu.edu/BuckeyeLearn>
2. Login using your name.# credentials

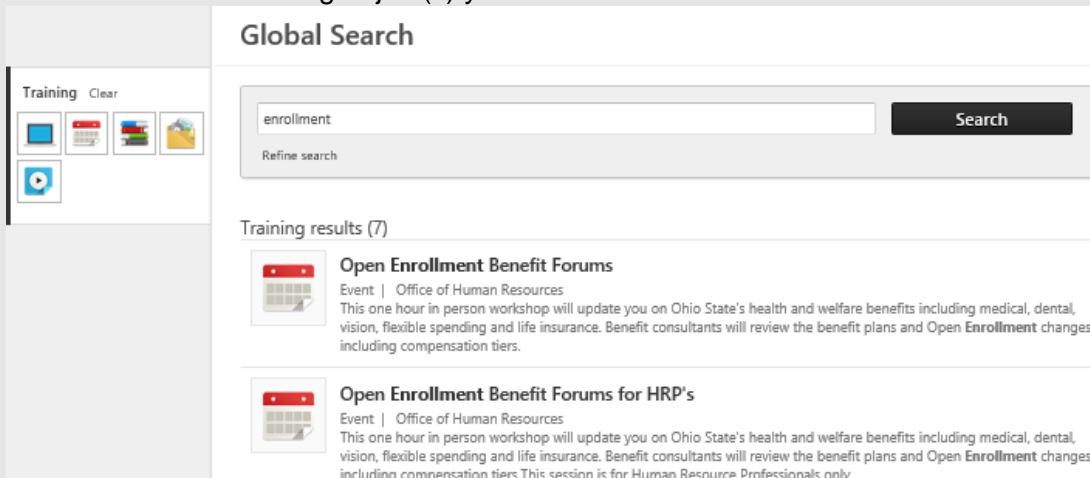
### Search for Training

To search for training available:

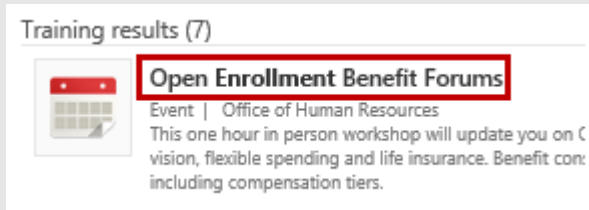
1. Type a search term into the global search box near the top right corner of BuckeyeLearn



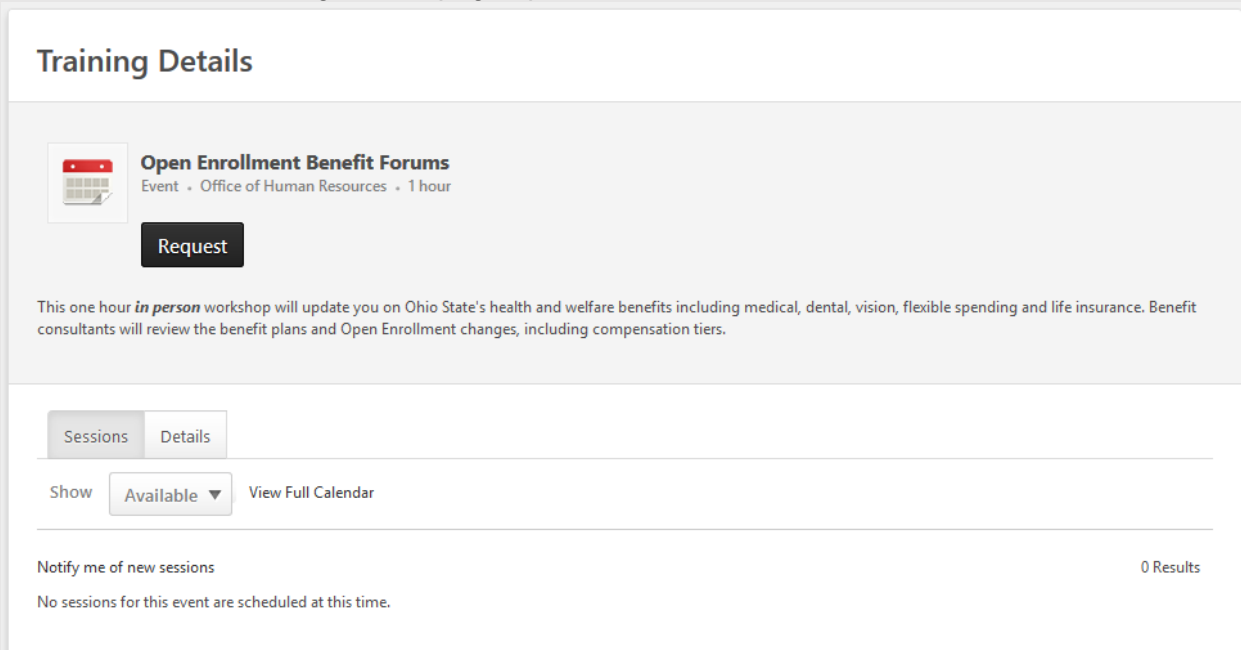
2. When search results appear, press *Enter* on the keyboard
3. Observe that the learning object(s) you searched for is/are listed



- Click on the event name



- Observe that the Training Details page opens

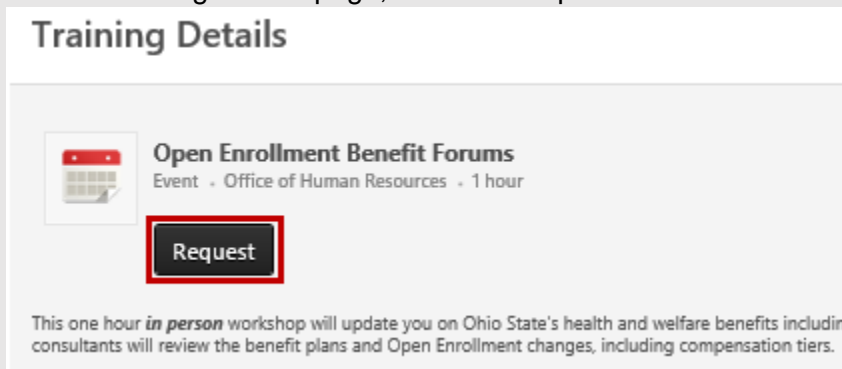


Note: The event pictured above has no sessions. You can select the Notify me of new sessions link to be notified when sessions are scheduled in the future.

## Request ILT Event

To request an ILT event:

- 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 Options ▾


Use the transcript to manage all active training.

Active ▾ By Date Added ▾ All Types ▾

Search Results (77)

 **Open Enrollment Benefit Forums**  
Due: No Due Date Status: Approved Select Session ▾

3. Once on your transcript, click Select Session

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


**Open Enrollment Benefit Forums**  
Event • Office of Human Resources • 1 hour

Request Assign

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.


Sessions Details

Show Available ▾ [View Full Calendar](#)

 **831 - Location: 55 W 12th Ave Room 130**  
Session • Office of Human Resources • 1 hour 230 Openings Available Request ▾

**Location**  
Drinko Hall, The Ohio State University  
English (US)


**Duration**  
5/2/2016, 1:30 PM - 5/2/2016, 2:30 PM

 **832 - Location: 55 W 12th Ave Room 130**  
Session • Office of Human Resources • 1 hour 230 Openings Available Request ▾

**Location**  
Drinko Hall, The Ohio State University

**Duration**  
5/3/2016, 2:30 PM - 5/3/2016, 3:30 PM

2. Locate the session you'd like to attend



**831 - Location: 55 W 12th Ave Room 130**  
Session · Office of Human Resources · 1 hour

**230 Openings Available**

**Location**  
Drinko Hall, The Ohio State University

**Duration**  
5/2/2016, 1:30 PM - 5/2/2016, 2:30 PM

**Request** ▾

3. Click Request for that session

**230 Openings Available**

**Request** ▾

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