Enrol in a Session

This reference guide details how users can enroll in a session of professional learning.

Step 1: Login to MyPL and click the *Browse Learning* menu item.

Step 2: In the *Search Catalogue* box, type in your search criteria. *Course Title* or *Course Code* will give you the quickest result.

Step 3: Click the search icon to start your search.
Step 4: Click on the course title you wish to potentially enrol in.

Step 5: Venue and Session information is available by clicking the location or View Session Information hyperlink.

Step 6: Click the Attend Session button to enroll in your selected session.
Step 7: You may be required to answer some additional questions during enrolment. You can leave these blank if they are not appropriate to you.

Click the **Next** button to continue.
Step 8: Confirmation of your enrolment should appear.

A confirmation email will be sent to you and your supervisor.

You will also receive a meeting request to add a calendar entry in your DoE staff email account.

Click the Finish button to continue.
Step 9: You are now listed as **Attending** the session.