

Instruction on Accessing an Offerings Via - The Learning Net (TLN)

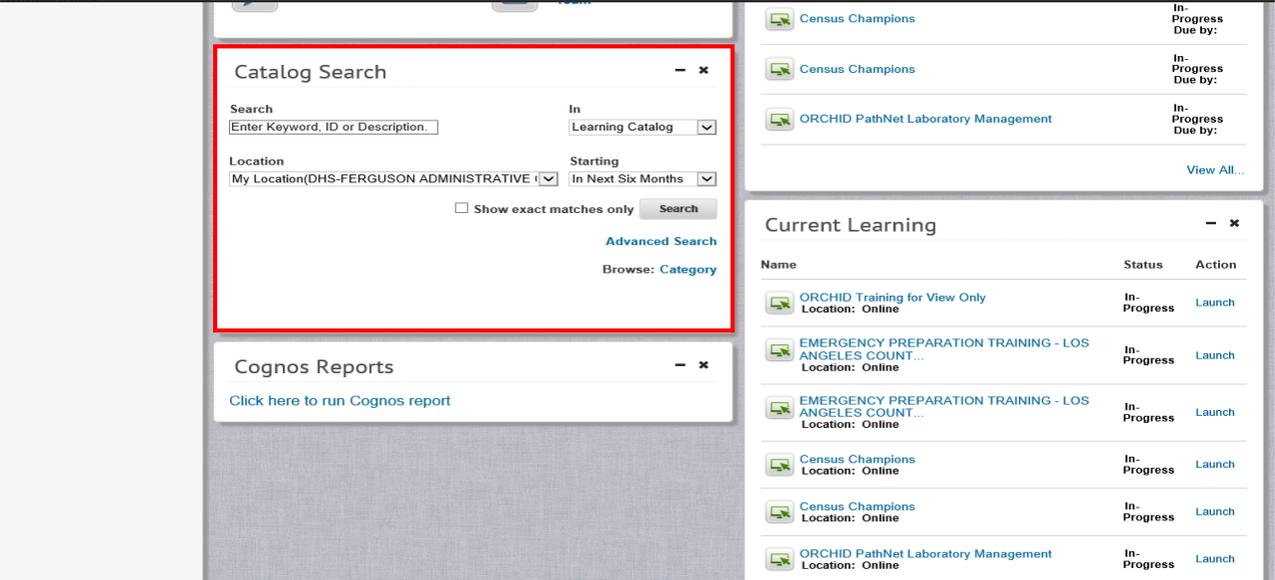
Step 1: Login to the Learning Net <https://learningnet.lacounty.gov/Saba/Web/Main> using your hosted user name & password (e or c number)



Sign On

Questions?
[Contact for assistance](#)
[Reset Password](#)

Step 2: In the Welcome Screen, look for Catalog Search (if you don't have that widget/or section, click on Personalize (upper right hand corner, to grab it from the Portlets, Check on Catalog Search, click Save & Close) I have the Catalog Search widget, see below:



Catalog Search - ✕

Search
Enter Keyword, ID or Description... In Learning Catalog

Location My Location(DHS-FERGUSON ADMINISTRATIVE) Starting In Next Six Months

Show exact matches only **Search**

[Advanced Search](#)
Browse: [Category](#)

Cognos Reports - ✕
[Click here to run Cognos report](#)

Name	Status	Action
Census Champions Location: Online	In-Progress Due by:	Launch
Census Champions Location: Online	In-Progress Due by:	Launch
ORCHID PathNet Laboratory Management Location: Online	In-Progress Due by:	View All...
Current Learning - ✕		
ORCHID Training for View Only Location: Online	In-Progress	Launch
EMERGENCY PREPARATION TRAINING - LOS ANGELES COUNT... Location: Online	In-Progress	Launch
EMERGENCY PREPARATION TRAINING - LOS ANGELES COUNT... Location: Online	In-Progress	Launch
Census Champions Location: Online	In-Progress	Launch
Census Champions Location: Online	In-Progress	Launch
ORCHID PathNet Laboratory Management Location: Online	In-Progress	Launch

Step 3: On the Catalog Search Widget, Click on **Advanced Search**

Catalog Search

Search: In:

Location: Starting:

Show exact matches only

Advanced Search

Browse: [Category](#)

Step 4: Knowledge Base Open – In the ID field enter the Offering ID and click Search Learning Catalog

Knowledge Base

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Title: Location:

Keyword: Delivery Type:

Start Date >=: Language:

End Date <=: Category:

Facility: Competency:

Currency: **ID:**

Field of Study: Course ID:

Course Ratings:

[Configure](#) | [Save Search Query](#)

Step 5 click on Search Learning Catalog button, the Offering should appear, click the Launch to Launch the web base training.

Title	<input type="text"/>	Location	<input type="text"/>
Keyword	<input type="text"/>	Delivery Type	All
Start Date >=	05/12/2020	Language	-Select One-
End Date <=	<input type="text"/>	Category	<input type="text"/>
Facility	<input type="text"/>	Competency	<input type="text"/>
Currency	US Dollars	ID	00468898
Field of Study	<input type="text"/>	Course ID	<input type="text"/>
Course Ratings	All		

[Configure](#) | [Save Search Query](#)

Courses

[Calendar View](#) | [Print](#) | [Export](#) | [Modify Table](#)

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Price	Add
ORCHID Provider Core Training	1	Web Based Training						English	0.00 USD		Launch Request Learning