

# CORNERSTONE BASICS – QUICK REFERENCE GUIDE

## How to Access Cornerstone

To access Cornerstone, use Google Chrome to:

- Go to [learning.seattle.gov](https://learning.seattle.gov)
- **Or**, Login to ESS and select the **Training** tab

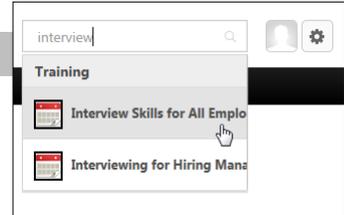
If you have difficulty logging in, contact your IT help desk at **(206) 684-4357** for assistance.

## How to Search for Courses

You have three options to search for training courses:

### Search Box

1. Use the search box in the upper right corner of the site to search for a class by title or keyword.

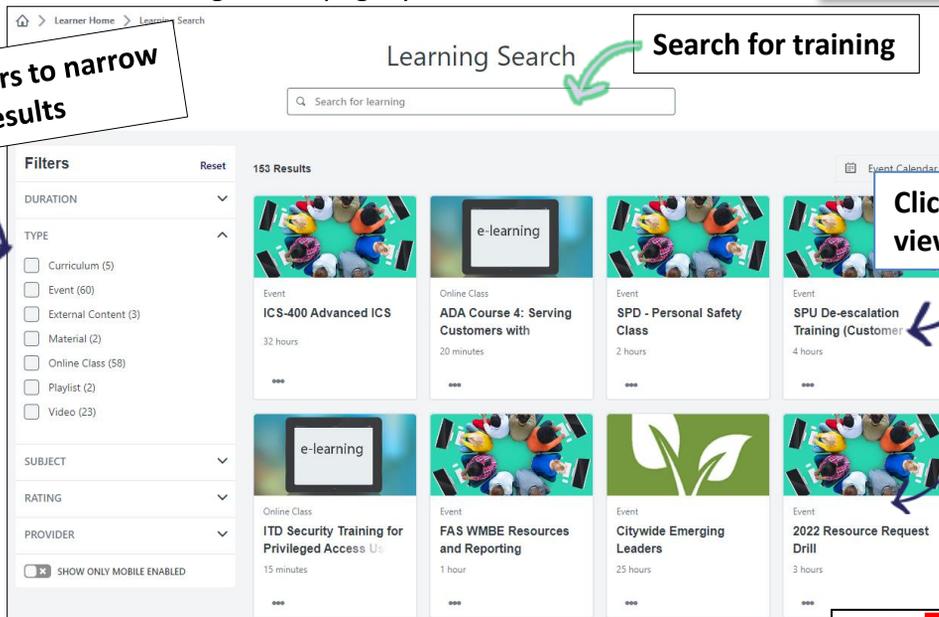


### Learning Search

1. From the welcome page, click on the **Learning Search** button.
2. From the learning search page, you can:



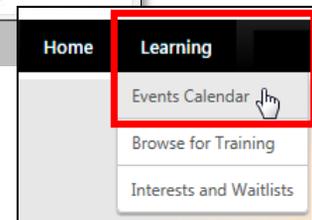
Use filters to narrow down results



Click on course title to view training details

### Event Calendar

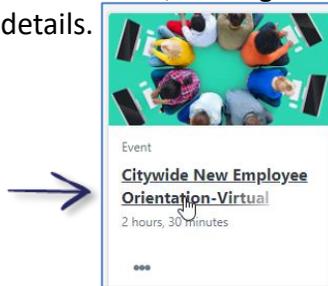
1. From the welcome page, click on the **Learning** tab and then select **Events Calendar**.
2. By default, all scheduled sessions will be displayed. Select the **My Events** radio button to view classes for which you are registered.
3. To narrow down the results, use one of the Filter options to the left of the calendar such as Location or Title.



## How to Enroll in Training (Register for a Class)

To register for a training class:

1. Search for the course using the search tool, catalog or calendar (page 1).
2. Click on a course title to view details.



3. Find the session you want to attend. Click **View Details** for more information about that class date (session). Or, click on the drop down and select **Request**.

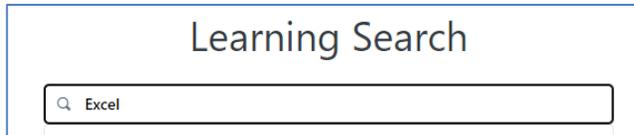
A screenshot of the event details page for 'Citywide New Employee Orientation-Virtual'. The page shows the event title, last updated date (08/04/2020), and duration (2 hours, 30 minutes). Under the 'Details' section, there is a description and a list of topics: Citywide Core Values, Race and Social Justice Initiative, and Anti-Harassment and Anti-Discrimination. Below this is a 'Show More' link. The 'Upcoming Sessions' section has a dropdown menu set to 'Date (Ascending)' and shows '4 Sessions'. Two sessions are listed: one for March 18, 2021, and one for April 15, 2021. For each session, there is a 'View Details' button. A red arrow points from the top right towards the 'Request' button in the dropdown menu for the March session.

4. If the course requires supervisor approval, an email will be sent to your supervisor with the approval request.

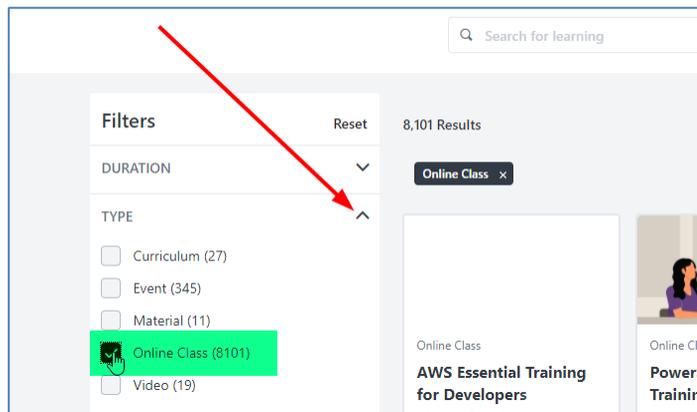
**NOTE: You are not registered for the class until your manager approves the request.**

## How to Enroll in an Online Course

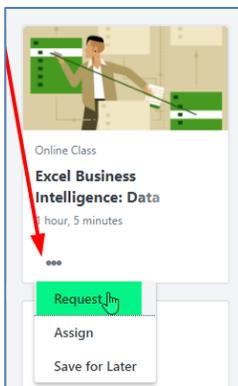
1. From the welcome page, click on the **Learning Search** button.
2. Click in the search box and enter a keyword (like “Excel”) or leave blank to browse all courses.



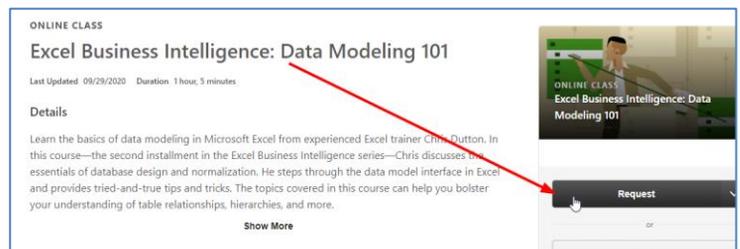
3. If you want to narrow search results to online courses only, click on the arrow by TYPE in the Filters section and select **Online Class**.



4. To request a class, click on the three dots in the bottom left of the course tile and then select **Request**.



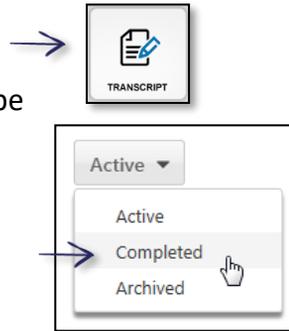
**Or** Click on the course title to view details and then click **Request** on the details page.



*\*Note: If approval is required to take the online course, a **Request** button will be displayed. If approval is not required, a **Launch** button will be displayed.*

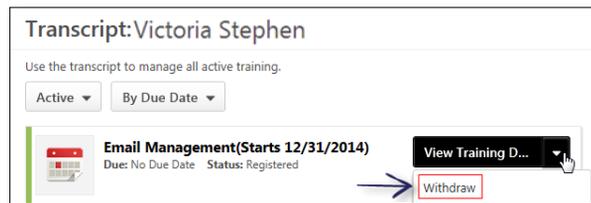
## How to View Your Training Record (Transcript)

1. From the welcome page, click on the **Transcript** button.
2. All of your upcoming and requested training classes will be displayed. (**Active** tab)
3. To view your training history, select “**Completed**” in the drop-down above the class list.

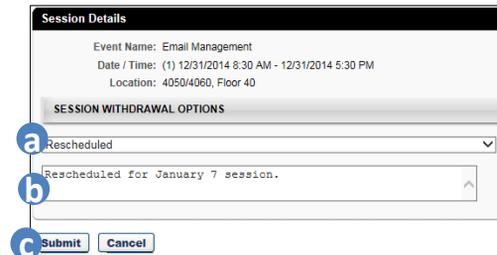


## How to Cancel (Withdraw from a Class)

1. From the welcome page, click on the **Transcript** button.
2. Click on the drop-down to the right of the class you want to cancel and select **Withdraw**.



3. On the **Withdraw Registration** page:
  - a. Select a reason for withdrawing
  - b. Enter supporting comments
  - c. Click submit



4. You will be returned to the transcript page and the course will now show a status of **Withdrawn**.

## Resources

For assistance with...	Contact
<ul style="list-style-type: none"> <li>• Login issues</li> <li>• Password Resets (if needed)</li> </ul>	Your IT Help Desk at <b>206-684-4357</b>
<ul style="list-style-type: none"> <li>• Updating your account information</li> <li>• Correcting errors in your profile or transcript (training record)</li> <li>• Assistance with training registration</li> </ul>	Your Department Training Coordinator