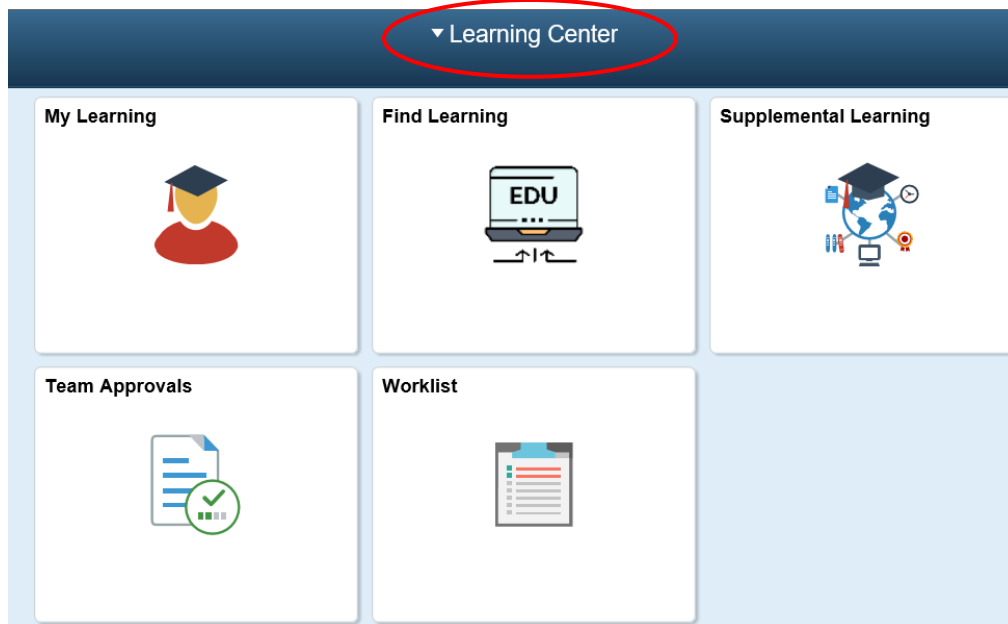




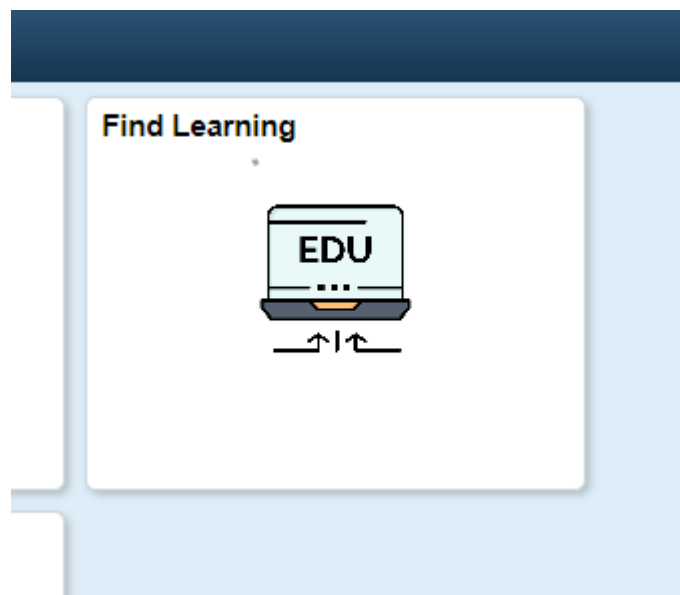
Maryland Judiciary
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Enrolling in Classes as a POI

To enroll in classes as a City/County-paid Judiciary Employee:

1. Once you are logged into CONNECT, from your Home page, select the **Learning Center** from the drop-down menu.



2. On the Learning Dashboard, select **Find Learning** tile.






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- Under **Find Learning**, enter search criteria to narrow your results. Classes are listed in alphabetical order. Select the double arrows in a circle to complete the search request.

Find Learning

Basic Search | [Advanced Search](#)

Search by keyword 

- From the class menu, select the class in which you would like to enroll and select **Enroll**.

▼ **2021 Judicial Assistant CORE (PD-JACORE-2021)**



Plan for Later

Judicial Assistant CORE, or JA CORE, is proficiency-based training designed by a group of experienced judicial assistants to guide you in gaining the foundational awareness, knowledge, and skills necessary for you to act independently in your new role. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price	
PD-JACORE-2021-07	Online-Canvas	12 Hrs	07/01/2021	None		Enroll
PD-JACORE-2021-08	Online-Canvas	12 Hrs	08/02/2021	None		Enroll
PD-JACORE-2021-09	Online-Canvas	12 Hrs	09/01/2021	None		Enroll
PD-JACORE-2021-10	Online-Canvas	12 Hrs	10/01/2021	None		Enroll
PD-JACORE-2021-11	Online-Canvas	12 Hrs	11/01/2021	None		Enroll
PD-JACORE-2021-12	Online-Canvas	12 Hrs	12/01/2021	None		Enroll

- The **Review Information** screen will populate with the class name and corresponding information. If this is the correct class, select **Submit Enrollment**.

Review Information

[Return to Previous Page](#)  [Classic Learning Dashboard](#)

Search bar

Class Code	PD-JACORE-2021-07	Class Name	2021 Judicial Assistant CORE
Type	Online-Canvas	Contact	ELIZABETH TAYLOR
Price Per Seat	--	Drop Charge	--
Start Date	07/01/2021	End Date	12/31/2021
Last Enrollment Date	12/31/2021	Last Drop Date	--
Available Seats	49	Available Waitlist	0
Language	English	Duration	12 Hrs

Submit Enrollment



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7. Upon successful enrollment, you will receive the highlighted message. Select **Classic Learning Dashboard** to navigate back to your **My Learning** page.

Review Information

[Return to Previous Page](#)

[Classic Learning Dashboard](#)

This enrollment needs approval for 2021 Judicial Assistant CORE. This change in status will be updated on the My Learning page.

Class Code	PD-JACORE-2021-08	Class Name	2021 Judicial Assistant CORE
Type	Online-Canvas	Contact	ELIZABETH TAYLOR
Price Per Seat	--	Drop Charge	--
Enrollment Status	Pending Approval	Confirmation Number	140102
Start Date	08/02/2021	End Date	01/31/2022
Last Enrollment Date	01/31/2022	Last Drop Date	--
		Duration	12 Hrs

8. On the top left of the screen, click on **My Learning**.

Quick Links

- Find Learning
- My Learning**
- Certifications
- Learning Competencies
- Learning Plans
- Application for EDU Assistance

Announcements

- No Current Announcements.



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9. In the center of the page, under **My Learning**, find the status of all your learning. Once a class is approved, it will change from **Pending Approval** to **Enrolled**.
When a class has been successfully completed, the status will change from **Enrolled** to **Completed**.

View

My Learning

Title	Type	Status	Reason	Status Date	Action	My Ratings
2021 Judicial Assistant CORE	Online-Canvas	Pending Approval		12/08/2021	<input type="button" value="Drop"/>	★★★★★
2021 Judicial Assistant CORE	Online-Canvas	Pending Approval		12/08/2021	<input type="button" value="Drop"/>	★★★★★