## How to Register for a Brainier Learning Opportunity

Brainier is Emory's newest learning management system. It contains online classes, on-demand courses, and related materials.

This job aid walks you through the three ways to register for a learning opportunity in Brainier:

- Logging in directly and searching for a learning opportunity or resource (preferred method)
- Using a registration link while logged into Brainier (preferred method)
- Using a registration link when not logged into Brainier

## Log Into Brainier

a. To log in to Brainier, go to <u>hr.emory.edu</u> and select **"Self-Service Log In"** from the upper right-hand corner.



b. Use your Emory Network ID and password to log in. If you experience issues logging in, you may need to be sure you use the Emory network or VPN.



c. Under the Self-Service menu, select the "Learning Management" tile.



d. Select the "Learning Management - Brainier" tile.



e. Use your Emory Network ID and password to login.



f. Once logged into Brainier, you will see your Dashboard and a "Search" option at the top of the page. Click the Search box and type the name of the training that you want to register for. For this example, we will use the training "Tuesday Tech Tip: ORA Using Brainier - TEST." Click on the training opportunity name when it populates below the search box.





g. The class landing page will display. Scroll down to the bottom of the page until you see the "Class Schedules" section. Under this section, there is a "Register" option with the associated class date and time. Click "Register."

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h. A new window will appear with the class details. **Click the "Register" button** within this window. This will complete your registration for the class. (For courses that do not require registration, you should see a '**Start**' button to begin the course.)

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i. You are now registered for the class.



j. If you navigate back to your Dashboard, scroll to the bottom of the page to see that you have registered for the class under the "Classes" section and "Registered" tab.



## Using a Registration Link While Logged into Brainier

a. While already logged into Brainier, click on the URL registration link. A new window will open in Brainier with the class details and a "Register" button. **Click on the "Register" button**.

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b. After you have clicked the "Register" button, you will see **that you have successfully registered for the class,** and "Registered" will appear on the right-hand side of the page.



c. You can now return to your Dashboard, and the class will now appear under the "Classes" section at the bottom of the page below "Registered."



## Using a registration link - create a password if you are not logged in

a. Click on the URL for the registration link. A new window will open requesting your login. This is NOT your Emory Network ID login.



b. Click on "Forgot Password" and proceed to enter your Emory email address to reset.



c. Check your Emory email for a message from <u>do not reply@lms.emory.edu</u> with the subject line "Password Reset." Open this message and click on the URL to create your new password. A new window will open, requesting that you enter and confirm your new password.



i. Note that your USERNAME is part of your Emory Employee ID Number and is listed in the email message received when you reset your password. d. Click again on the Brainier Class URL you want to register for. Use your new credentials to log in.

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e. Brainier will open the Class details page with a "Register" button in the upper left-hand corner. **Click on "Register."** 

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f. A "Registered Successfully" message will appear in the screen's bottom left corner. You will also see that you are registered for the class below the class image box.

