

How to Register for a Brainier Learning Opportunity

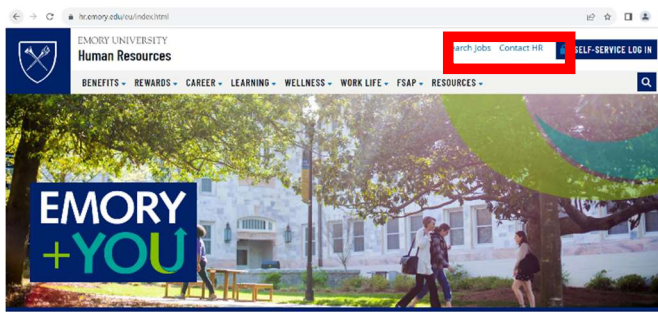
Brainier is Emory's newest learning management system. It contains online classes, on-demand courses, and related materials.

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

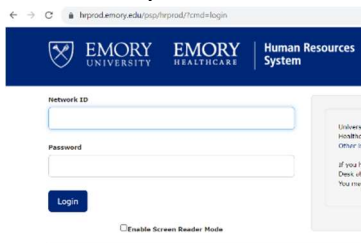
- Logging in directly and searching for a learning opportunity or resource (*preferred method*)
- Using a registration link while logged into Brainier (*preferred method*)
- Using a registration link when not logged into Brainier

Log Into Brainier

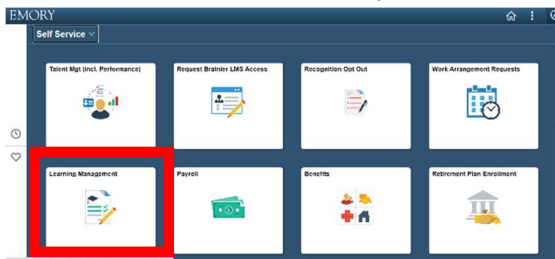
- To log in to Brainier, go to hr.emory.edu and select **"Self-Service Log In"** from the upper right-hand corner.



- 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.



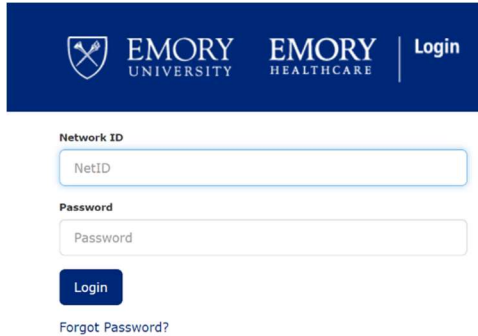
- Under the Self-Service menu, select the **"Learning Management"** tile.



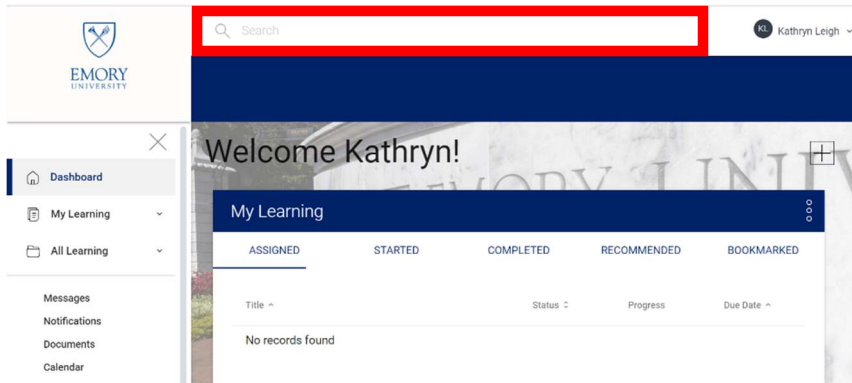
d. Select the “Learning Management – Brainier” tile.

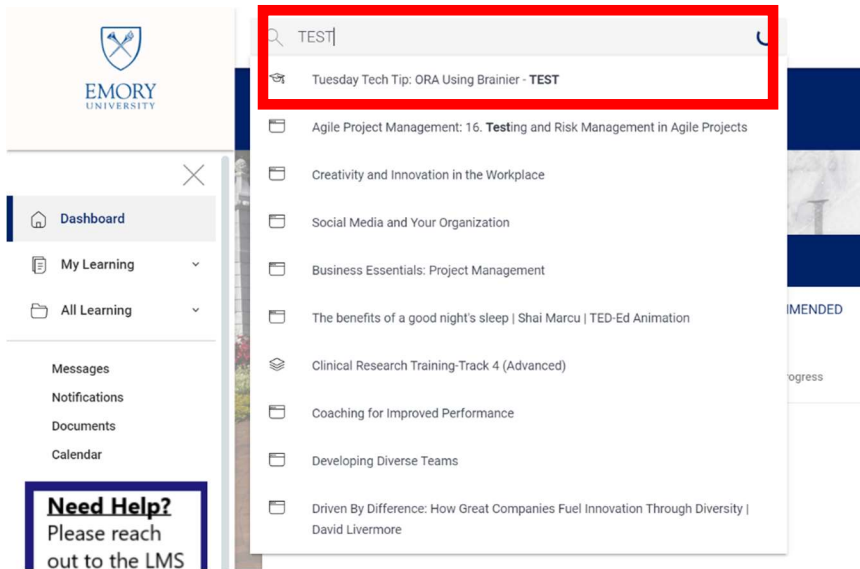


e. Use your Emory Network ID and password to login.

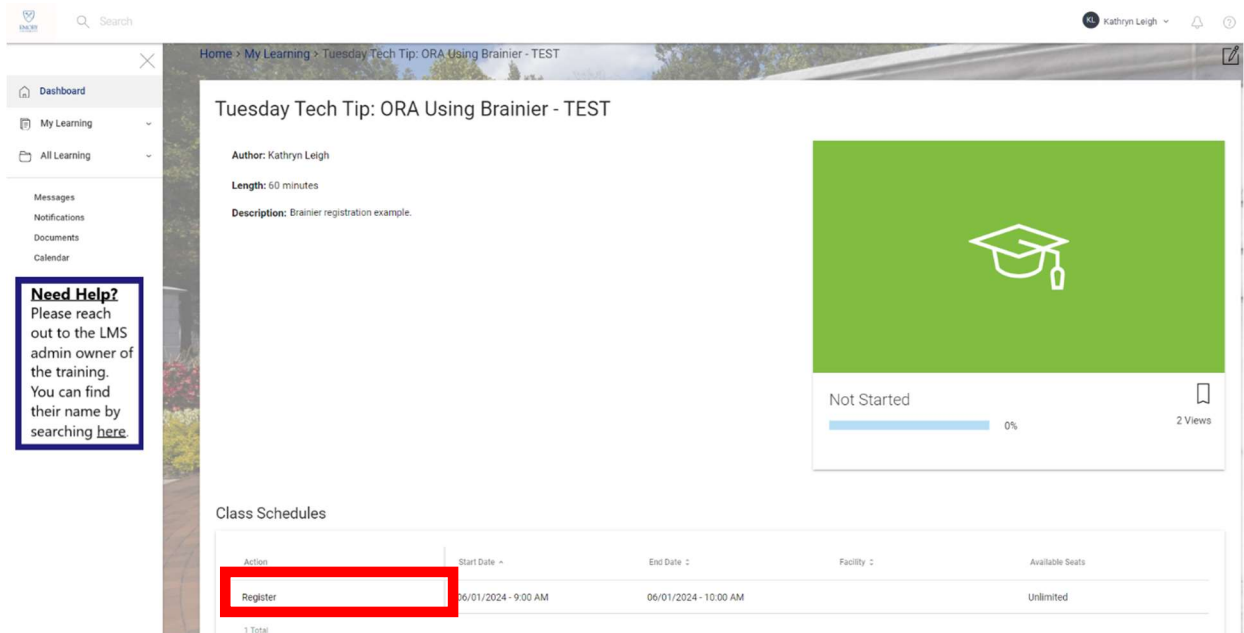


f. Once logged into Brainier, you will see your Dashboard and a “Search” option at the top of the page. **Click the Search box and type the name of the training** that you want to register for. For this example, we will use the training “Tuesday Tech Tip: ORA Using Brainier - TEST.” Click on the training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

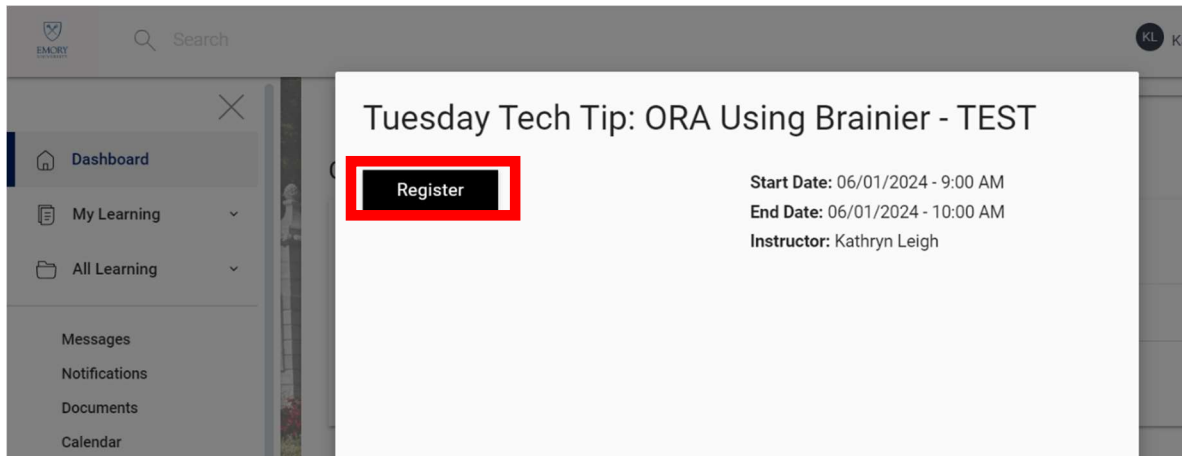




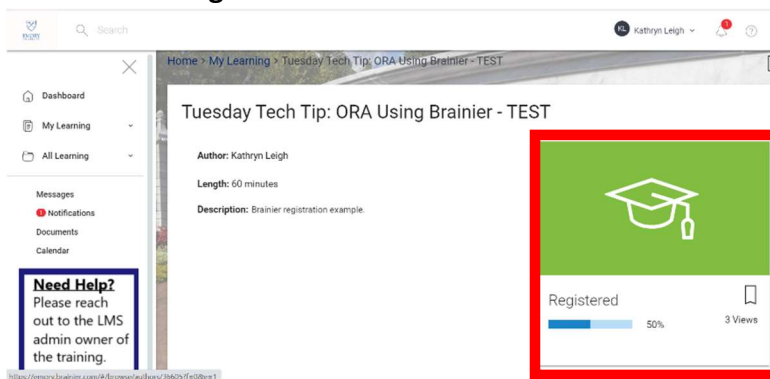
- g. The class landing page will display. Scroll down to the bottom of the page until you see the “Class Schedules” section. **Under this section, there is a “Register” option with the associated class date and time. Click “Register.”**



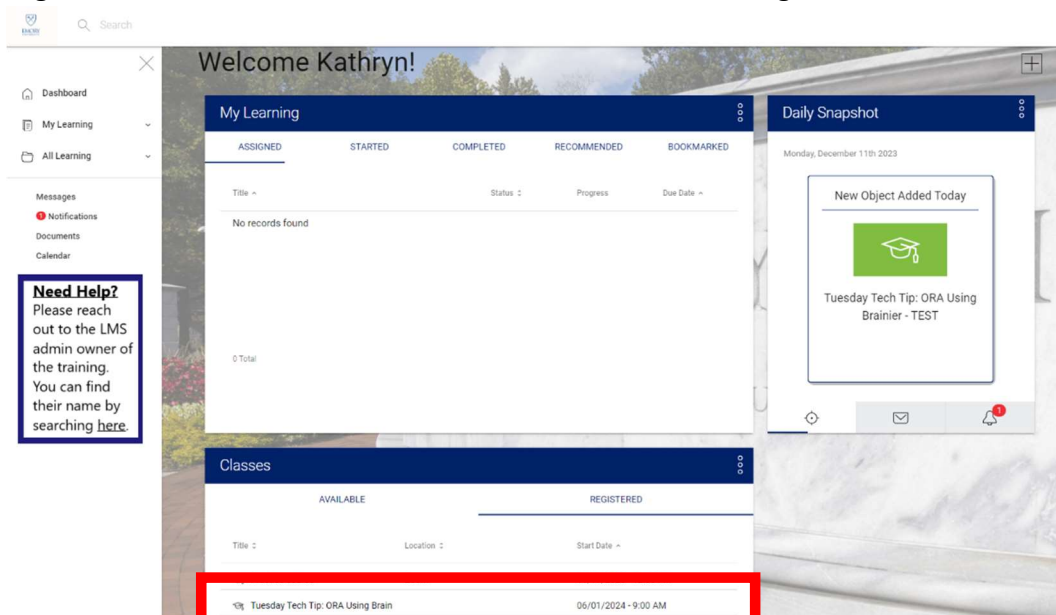
- h. A new window will appear with the class details. **Click the “Register” button** within this window. This will complete your registration for the class. (For courses that do not require registration, you should see a ‘Start’ button to begin the course.)



- i. **You are now registered for the class.**

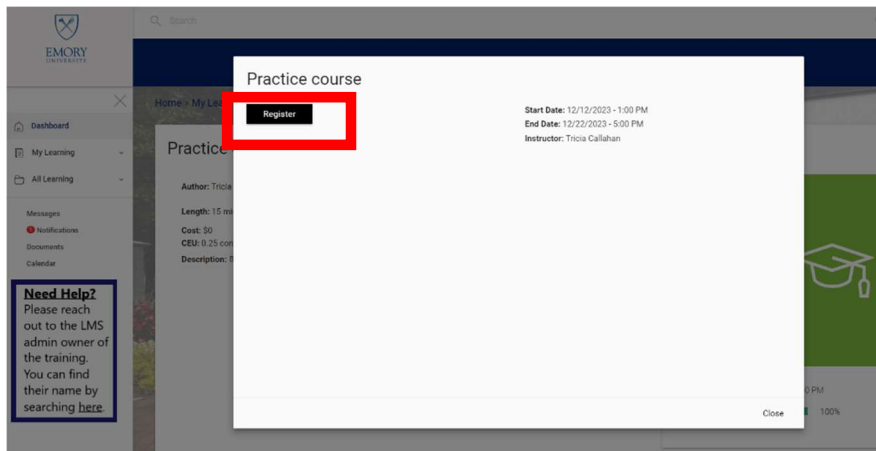


- j. If you navigate back to your Dashboard, scroll to the bottom of the page to see that you have registered for the class under the “Classes” section and “Registered” tab.

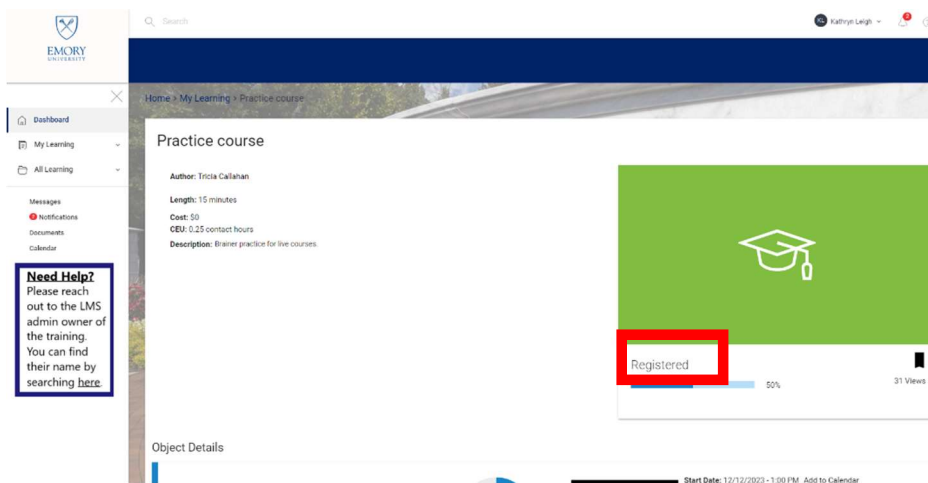


Using a Registration Link While Logged into Brainier

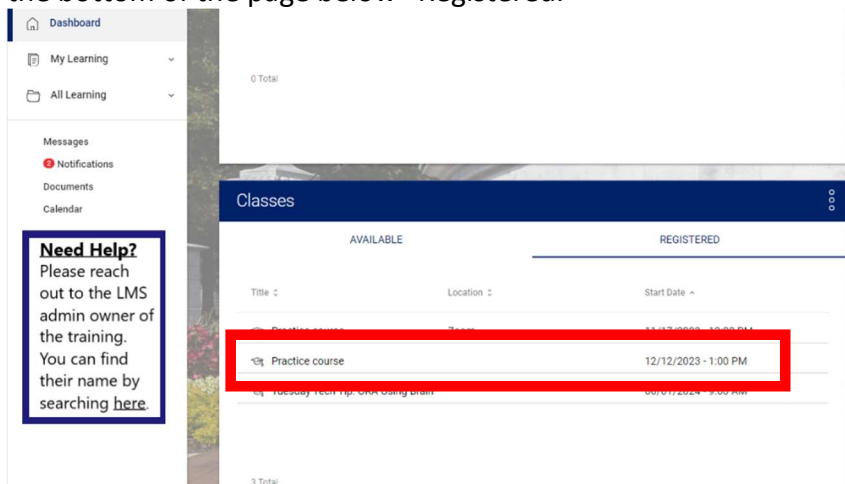
- While already logged into Brainier, click on the URL registration link. A new window will open in Brainier with the class details and a “Register” button. **Click on the “Register” button.**



- 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.

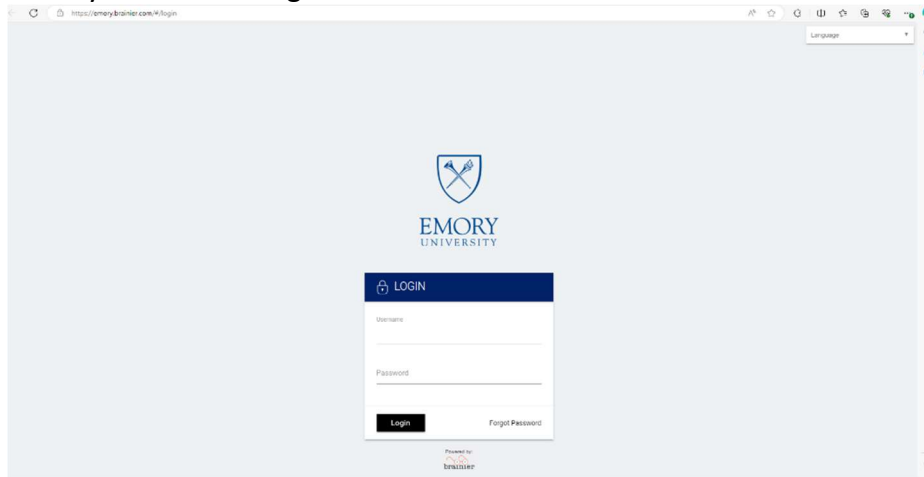


- You can now return to your Dashboard, and the class will now appear under the “Classes” section at the bottom of the page below “Registered.”

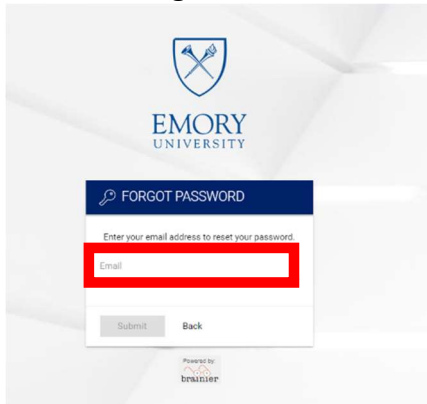


Using a registration link - create a password if you are not logged in

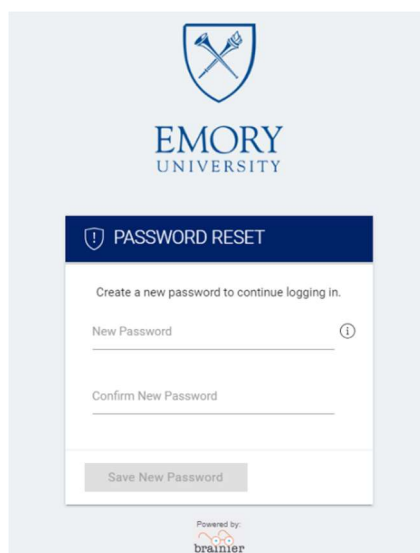
- a. Click on the URL for the registration link. A new window will open requesting your login. This is NOT your Emory Network ID login.



- b. Click on **“Forgot Password”** and proceed to enter your Emory email address to reset.

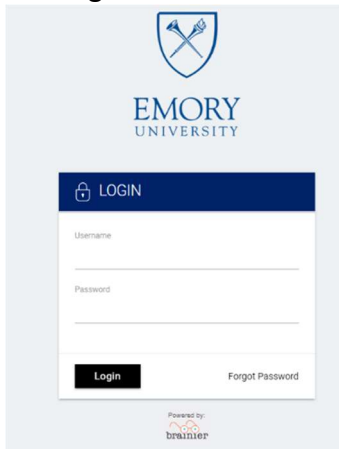


- c. Check your Emory email for a message from do_not_reply@lms.emory.edu with the subject line “Password Reset.” Open this message and click on the URL to create your new password. A new window will open, requesting that you enter and confirm your new password.

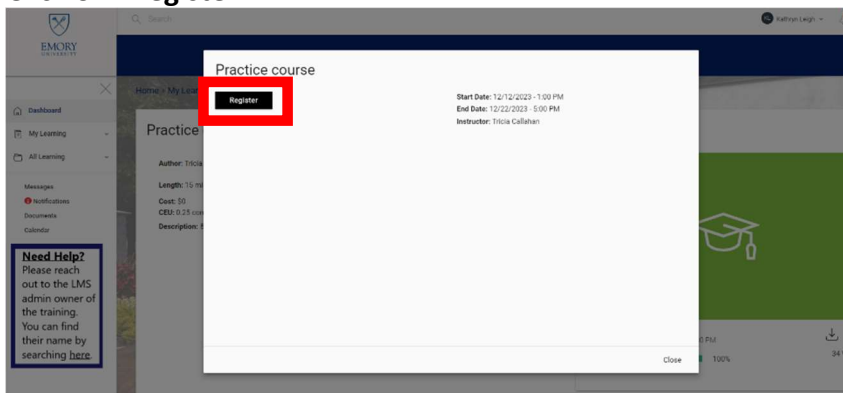


- i. Note that **your USERNAME is part of your Emory Employee ID Number and is listed in the email message** received when you reset your password.

- d. Click again on the Brainier Class URL you want to register for. **Use your new credentials to log in.**



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



- 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.

