

Navigate to [www.uc.edu/hr/lldc.html](http://www.uc.edu/hr/lldc.html) and select the HR EDGE registration portal

1. In the HR EDGE registration system select “Log In” on the top right of the screen.

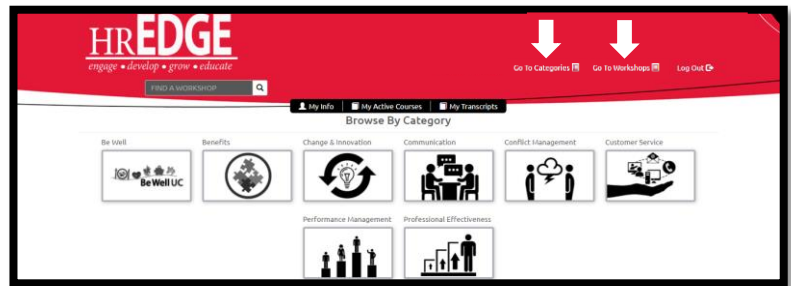


2. Log in using your University Central Login Account. If it is your first time logging in you will be required to confirm your profile information.



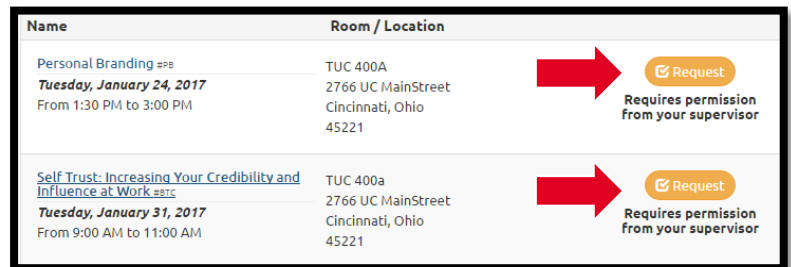
3. To view courses:

- Select a category to view specific course offering groups.
- Select “Go to Workshops” in the top right to view a list of all upcoming courses.



4. A list of current offerings will appear. Select “Request” for the course of your choice.

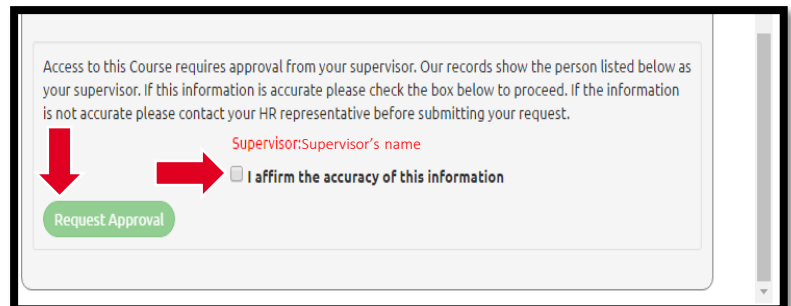
*Note: Some courses may be blocked because they are specific to only managers or require completion of a prerequisite course. Prior to submitting a request, please discuss your desire to attend a class with you supervisor.*



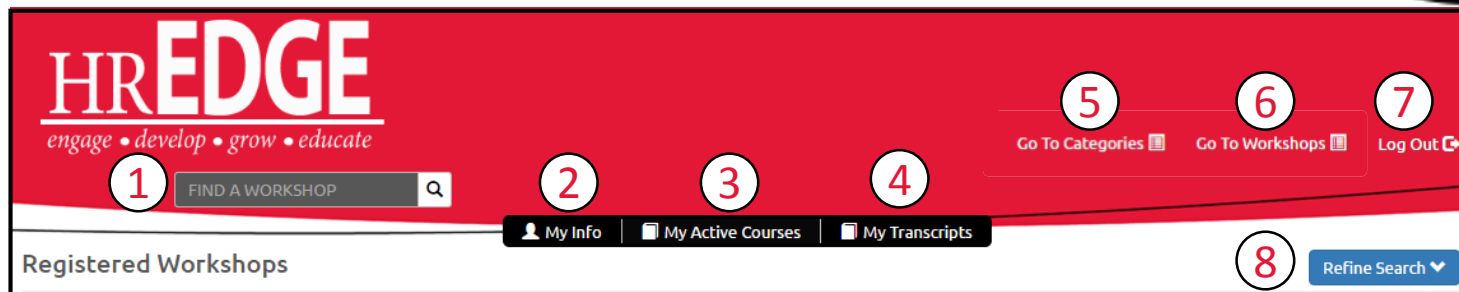
5. A window will appear indicating supervisor approval is needed. Scroll down on the pop-up window and confirm that your supervisor is correct.

**If Incorrect:** Contact your HR representative to correct information before requesting approval. This will ensure your request will be processed promptly and accurately.

**If Correct:** Select “Request Approval.” Your supervisor will receive an email with direction for the approval process. **You will be registered for the course once your manager has completed the online approval process.**



# Navigation Guide



1. **Search Bar:** Search for course by keyword

2. **My Info:** Personal Information from UCFLEX. You are unable to change your information in HREDGE

3. **My Active Courses:** View your upcoming registered courses after they have been approved by your supervisor

4. **My Transcripts:** View courses that you have attended

5. **Go To Categories:** View specific course offering groups

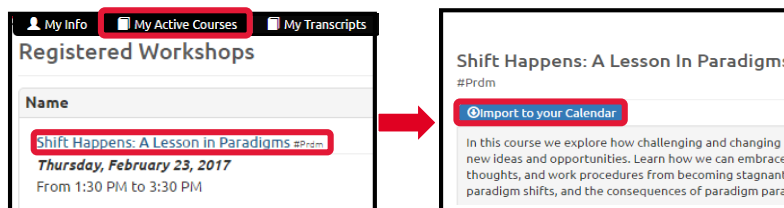
6. **Go To Workshops:** View all upcoming courses

7. **Log Out:** Log out of registration system

8. **Refine Search:** Search for course by keyword, category, or date

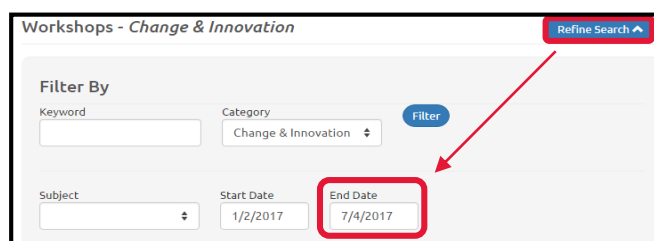
## How to add a course to your calendar

Once a course has been approved by your supervisor it will show up in “**My Active Courses**” view. In the “**My Active Courses**” view click on the course title. In the course description pop-up window select “**Import to your Calendar.**”



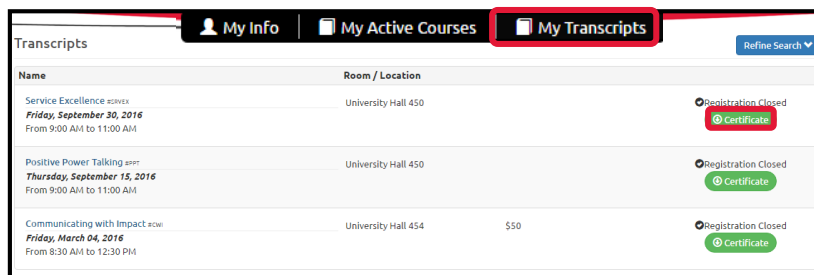
## How to view courses beyond 6 months

Course Categories and Workshops default to a view of 6 months out from current date. To view course schedule dates beyond 6 months out click on “**Refine Search**” then adjust the **End Date**.



## How to view attended courses & certificates

Select “**My Transcripts**” at the top menu bar. This will display all course that you have attended. Select “**Certificate**” to download a completion certificate for that course.



## How to unregister from a course

Select “**My Active Courses**” from the top menu bar and click “**Unregister.**” You will only be able to view courses that have been approved by your supervisor.

