# Signing Up for the Staff Voluntary Retirement Incentive Plan (VRIP) Course in the Ignite

### 1. Go to Learning tile.

QUECK ACTIONS   APPS     Image: Personal Details   <	My Team My Client G	oups Help Desk	Projects Pro	curement Tools	Others	
Personal Details   Personal Details <td< th=""><th>K ACTIONS</th><th>APPS</th><th></th><th></th><th></th><th></th></td<>	K ACTIONS	APPS				
Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info   Image: Contact Info   Im	) ] Personal Details		Ger Ste	[¥]	Â	
Contact Info   Image: Contact Info     Image: Contact Info   Image: Contact Info	Document Records	Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Image: Partially and Emergency Contacts   Image: Partially and Emergency Cont	Contact Info					
By Organization Chart Career and Performance Personal Information Learning Current Jobs Web Clearning   Image: My Public Info	ည် ကြာ Family and Emergency Contacts	ĴĈ	Ř		þ	<u>رم</u>
월 My Public Info	My Organization Chart	Career and Performance	Personal Information	Learning	Current Jobs	Web Clock
	My Public Info					
Change Photo	Change Photo	[2]		+		
Roles and Expenses 습수습 Share Data Access Delegations	) ြှ Share Data Access	Roles and Delegations	Expenses			

2. Click on **Browse Catalog**. You can also type the name of the course in the search bar.

Search the learning catalog		~ ~	
	Browse Catalog		

# 3. Select course by clicking on the course name.

	Overview of Ignite for Managers Course Managing personnel in Ignite	
-		$\sim$
Staff Voluntary	Staff Voluntary Retirement Incentive Plan (VRIP) Course	•••
Incentive Plan	This course covers Staff Voluntary Retirement Incentive Plan (VRIP) eligibility, plan incentives, participation timeline and resources available to eligible retirees.	$\sim$
	Student Employee Supervisor - Ignite Demo	••••
Overview of Student Employment	Live Demo sessions reviewing the updated Student Employment processes in Ignite for Supervisors. Classes offered on Tuesdays at 11am-12pm and Thursdays at 2pm-3pm.	$\sim$
The	The Focused Leader Course	•••
Focused Leader	Helping managers improve leadership focus through self-awareness, emotional intelligence, and creative thinking.	$\sim$

#### 4. Select View Offerings.



#### 5. Enroll in the offering of your choice. Click on View Details under each offering to see times and other information.

	Sort Start Date - Earliest to Late $ \smallsetminus $
09/09/2020 - 09/09/2020	Enroll
American English	
View Details	$\sim$
09/16/2020 - 09/16/2020	Enroll
American English	
View Details	$\checkmark$
09/23/2020 - 09/23/2020	Enroll
American English	
View Details	$\checkmark$

6. Click **Add to Calendar** to download a calendar invite. Open the invite and the Zoom meeting details will be accessible in the calendar appointment.

