

Use the following steps to enroll in BLS class:

- 1. Log into MARS and click LMS SuccessFactors under "My Learning"
- 2. Once you are in to the system, go to your "Learning" page (top left corner dropdown)
- 3. On the learning page look for the following search box on the rights of the screen.

Q, What do	you want to l	LEARN today	? Go
Browse a	Il courses	>	

 Type in <u>"HMSL CPR"</u> (always use HMSL when searching for classes held here at Houston Methodist Sugar Land)

Narrow Courses:	Records per Page: 10 ▼	«Previous) Page 1 Go of 6 Next
Category	HMSL - HPC, CPR 4 Hours (COURSE 2832)	
Instructor-Led Online	Instructor-led Course	
Other		
External	HMSL - HPC, CPR 4 Hours	
Curricula Program	See Offerings for Price	
QuickGuide	View Course Dates	_
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 Program
 GuickGuide

 QuickGuide

 Hide Course Dates
 12/10/2015 08:30 AM - 1 day
 Houston Methodist Sugar Land Hospital - HMSL Conference Rooms BC
 Free | 17 seats available
 Free | 17 seats available
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9. You will see a box with the correct course date and start time information. Available seats remaining in the class will also be displayed at the bottom of the box. Click "Register Now" when it appear on the right side of the box. *(this prompt will appear when you move cursor)*

MARS My Learning LMS SuccessFactors Course Enrollment Process

10. You will see the registration screen below.

← Back		
Registration		6
Lastly, enter any com	ments that you wish to be associated with your request and/or registration.	Previous Confirm
Offering		
 HMSL - HPC, CP COURSE 2832 Revision: 1 - 2/20/201 Start Date: 12/10/2015 End Date: 12/10/2015 Capacity: 7 of 24 enco Price : Free 	R 4 Hours 4 06:38 AM America/Chicago 5 08:30 AM America/Chicago 12:30 PM America/Chicago Iled, 0 waitlisted	
Registration C	omments	
User Name: Registration Status:	Cross, Deion M Active Enrollment (Enrolled)	
Comments		
		Previous Confirm

11. Click confirm and complete the enrollment process