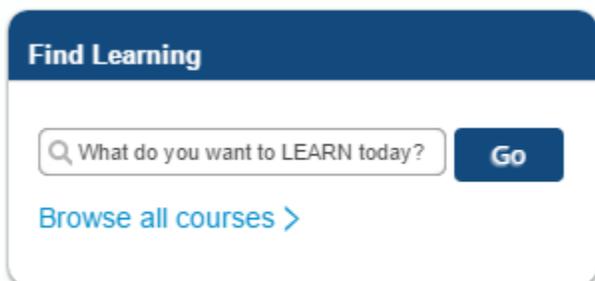


# MARS My Learning

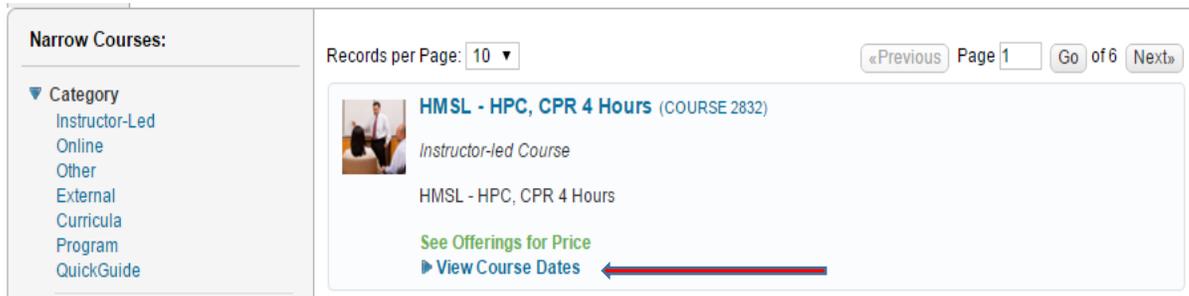
## LMS SuccessFactors Course Enrollment Process

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.



- 4.
5. Type in “**HMSL CPR**” ( always use **HMSL** when searching for classes held here at Houston Methodist Sugar Land)



- 6.
7. CLICK on “**View Course Dates**”
- 8.



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 ?

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous](#) [Confirm](#)

#### Offering

 HMSL - HPC, CPR 4 Hours  
COURSE 2832  
**Revision:** 1 - 2/20/2014 06:38 AM America/Chicago  
**Start Date:** 12/10/2015 08:30 AM America/Chicago  
**End Date:** 12/10/2015 12:30 PM America/Chicago  
**Capacity:** 7 of 24 enrolled, 0 waitlisted  
**Price :** Free

#### Registration Comments

**User Name:** Cross, Deion M  
**Registration Status:** Active Enrollment (Enrolled)

**Comments:**

[Previous](#) [Confirm](#)

11. Click [confirm](#) and complete the enrollment process