LMS HELP DOCUMENTS

**How to Enroll in Halogen Learning**

**Step-By-Step Instructions**

***Session-Based Courses***

*Session-based courses are considered learning activities that occur on a fixed date and time, and are instructor led. For example, sessions could be classroom, conference, and live WebEx trainings.*

1. Launch Halogen from your desktop shortcut or URL: <https://global.hgncloud.com/mjb/welcome.jsp>
2. If Halogen is launched by URL, on the login page click the link for “single-sign on access” or log in.
3. On the Halogen home, click “Learning.”
4. Search for a course and click on the course title.
5. Review course details and click “Enroll.”
6. You will be prompted to “Pick a session now” or “Pick a session later.” To pick a session: Dialog box displayed with list of available session dates and time. Review date/time and available seats. Select a session and click “Enroll”.
7. A Learning Activity dialog box will displayed, review the content and then click “OK.”
8. You will receive a systems email notification on your course status.
9. When you have an enrolled course status, go to My Performance > Development Plans > Learning Activities. Click on the calendar icon to the right of the course in order to send session details to your Outlook calendar.

***Non-Session Courses***

*Courses that you can take OnDemand, at your own time and pace. For example, non-session courses are recorded WebEx trainings, books and videos.*

1. Launch Halogen from desktop shortcut or URL: <https://global.hgncloud.com/mjb/welcome.jsp>
2. If Halogen is launched by URL, on the login page click the link for “single-sign on access” or log in.
3. On the Halogen home, click “Learning.”
4. Search for a course and click on the course title.
5. Review course details and click “Enroll.”
6. A Learning Activity dialog box will be displayed, review the content and then click “OK.”
7. You will receive a systems email notification on your course status.
8. Go to *My Performance > Development Plans >* *Learning Activities*
9. *Click the play button* to launch the course.