

Wolff Learning Academy

Successful Course Registration and Access

How to Register for a Course in Wolff Learning Academy

- Navigate to the selected course.
- Click the *Register for a Class* button on the course landing page.
 - A Wolff Learning Academy account is required to register for any course.
 - Login using an existing Wolff Learning Academy username and password.
 - If there is no existing account, click *Create Account* at the bottom of the Login box.
 - **Use a UPMC email for account creation.** Some courses are restricted to UPMC employees and staff only and a UPMC email address will be used to permit entry into select courses.
- *Participant* must be selected in the *Role in Class* drop-down menu.
- Choose the only date available from the *Preferred Class Date* drop down menu then click *Submit*.
 - The date show as the *Preferred Class Date* is a course end date.
 - You will have access to the course content for 1 year even if you register on the course end date.

Accessing Educational Content and Surveys

- Immediately after registration, click on the *My Portfolio* box.
 - Participants receive an automated email confirmation from Wolff Learning Academy with access course content also.
 - Educational content can also be accessed by logging in to [Wolff Learning Academy](#) directly and clicking on the course name in the *My Portfolio* section of the left-sided menu.
- Click Incomplete, In Progress, or Complete associated with the chosen course.
- Click *Review Course Material*.
- Click either the *course title* or *Course Content* on the left.

- Click Return to Class Portfolio on the left to complete any surveys required for course completion.
- Click Review Course Material
- Click course title in the left-hand menu

Questions

For questions, contact WolffLearningA@upmc.edu.