Find a Training Resource in myHR Learn

**Quick Reference**

A **Curriculum** is an organized collection of class sessions and training items. A **Course** is part of a curriculum. Courses can be hands-on classes that you can register for, or anything intended for learning, training, or support. Alumni Relations and Development recommends searching for CATracks and Our Northwestern content based on the following curricula:

- CATracks Introduction Track
- CATracks Prospect Management Track
- CATracks Giving Track
- CATracks Events Track
- CATracks Committee and Volunteer Management Track
- CATracks Gift and Record Services Track
- Our Northwestern Email Track
- Our Northwestern Events Track
- Our Northwestern Membership Track
- Our Northwestern Giving Track

**Start**

Go to [learn.northwestern.edu](http://learn.northwestern.edu) and login using your NetID and Password

**Option A. Use the Advanced Filter**

1. From the myHR Learn Home Dashboard, click the Filter icon.
2. In the Learning Event Type field, select **Curriculum**.
3. In the **Search Bar**, type the topic you are looking for (i.e., CATracks Prospect Management Track).
4. Click **Search**. Result: A list of all curricula in myHR Learn appears.
5. Option: You can filter the list in the Category portlet on the right-side of the page.
   - For example, select CATracks.
6. Click the title or image of the curriculum you need.
    - Contents may include classroom sessions, web-based training, and related materials, as applicable.
7. Choose a registration option (at right).

**Option B. Use the Search**

1. From the Home Dashboard, type a keyword in the **Search** field.
2. Click the **Search** icon.
3. In the Learning Event Type portlet, select the **Curriculum** checkbox.
4. Click the title or image of a curriculum you need (for example CATracks Introduction Track).
5. Choose a registration option (at right).
Option C. Use the Browse Feature

1. From the Home Dashboard, click **Browse**.
2. Select **Systems & Processes** from the drop down options.
3. Select **CATracks**.
4. Select the topic, for example, **Biographic**.
5. Here you can search for all related items for the selected topic.