Using the catalogue

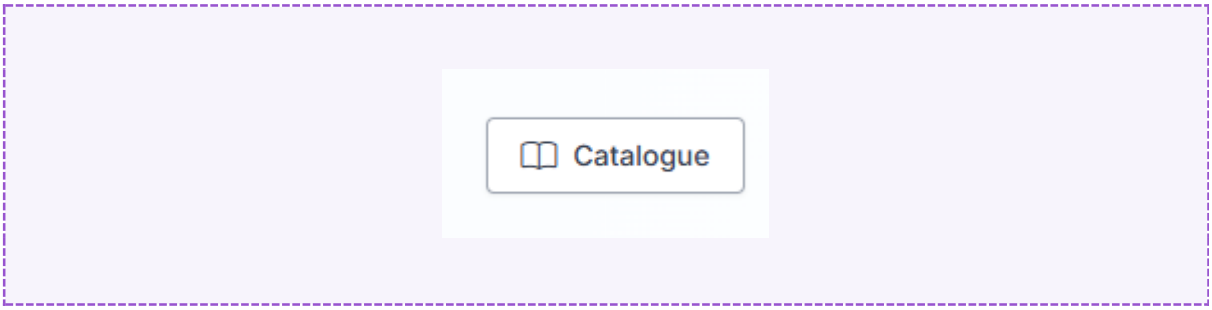
In this guide

Find a course
Enrol on a course
Unenrol from a course
FAQ

Find a course

The catalogue lists optional courses your organisation has made available. You don't have to do any of them, so enrol on whatever interests you.

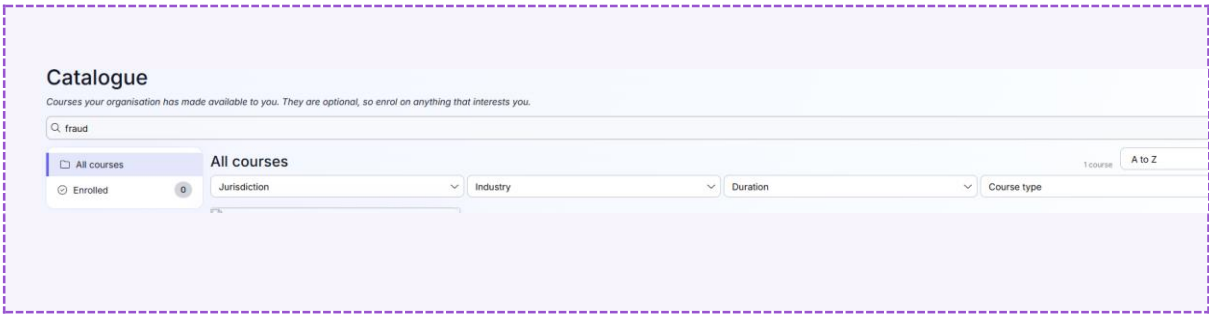
1 On your home page, click **Catalogue**



2 Search, or use the filters

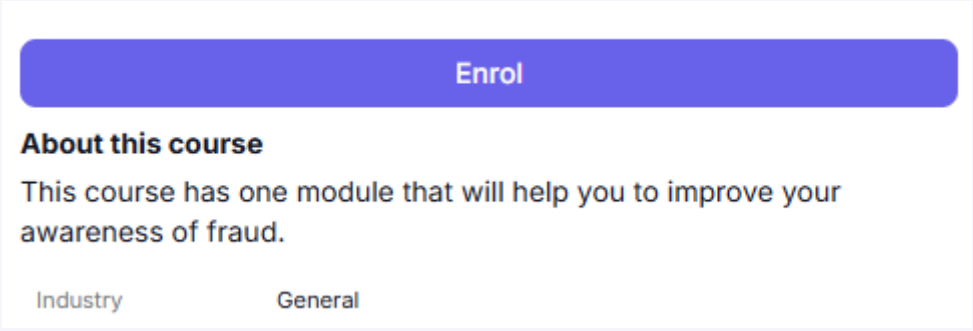
Filter by **Jurisdiction**, **Industry**, **Duration** or **Course type**.

To start again, click **Clear all filters**.



3 Click a course to find out more

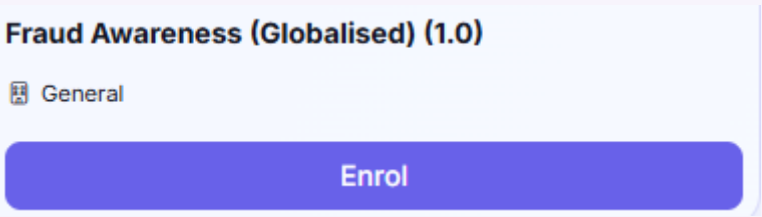
You'll see what it covers, what you will learn and who it's for.



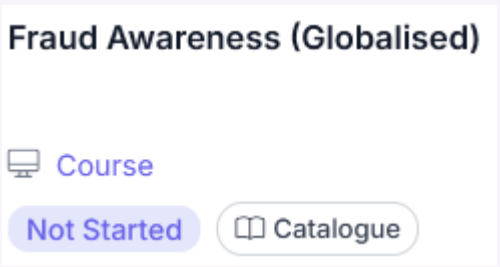
Enrol on a course

1 Click **Enrol**

It shows **Enrolling…** for a moment, then **Enrolled**.



2 Go to your home page to start it



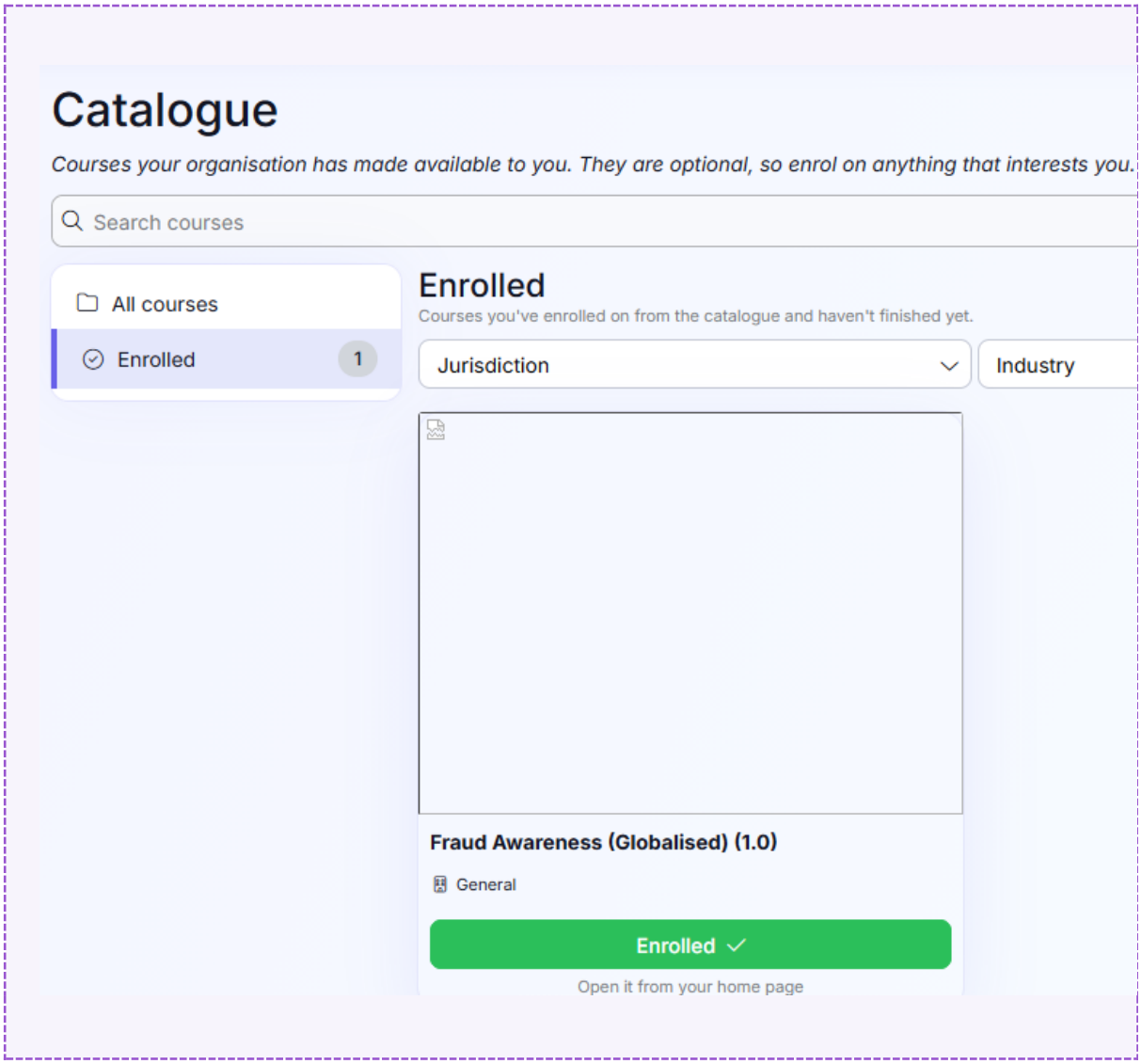
✓ You're enrolled.

Optional Click **Enrolled** on the left of the catalogue to see the catalogue courses you haven't finished yet.

Unenrol from a course

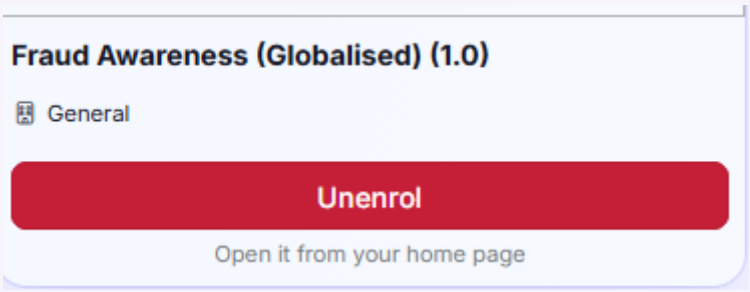
You can unenrol from a catalogue course you haven't finished. All your progress on it will be lost.

1 In the catalogue, point at **Enrolled** on the course and click **Unenrol**



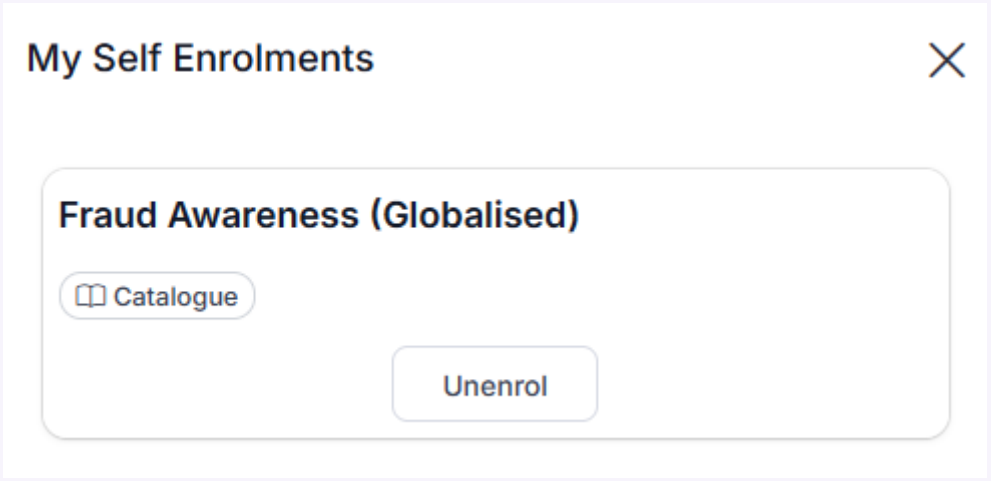
2 Click **Unenrol** to confirm

Changed your mind? Click **Stay enrolled**.



From your home page

Click **My Self Enrolments**, then **Unenrol** next to the course. The warning appears in the same row.



FAQ

Catalogue courses

Do I have to do catalogue courses?

No, they're optional. Training you have to do is given to you, and shows on your home page without a Catalogue label.

Can I take a course again?

Yes. Once you've finished it, the button goes back to **Enrol**, so you can do it again, for example as a refresher.

Can I unenrol from a course I've finished?

No. Finished courses stay in My Self Enrolments, so you keep your record of them.

If something looks different

Why can't I see the Catalogue button?

Your organisation hasn't switched the catalogue on, or hasn't added any courses to it yet.

A course has gone from the catalogue. Can I still finish it?
Yes. It stays on your home page. Under **Enrolled** in the catalogue it's marked No longer in the catalogue. You can still unenrol from it, but you won't be able to enrol on it again.

Need a hand?
Speak to your Astute administrator.