MOBIUS QUICK GUIDE – ENROLLING IN A CLASS

To access a class in PWC University that you were not assigned, you will have to go through the process to enroll yourself.

Start by clicking on the **Search** tab at the bottom of the screen. This will open up the **Learning Catalog** for you to explore.



Use the search box at the top of the screen to filter the content to training topics you are interested in. In this example we will filter with the term 'interview'.



Click on the course that comes up that you would like to take the content for. Then click the **Get Started** button.



This will take you into the course and allow you to enroll in **available offerings**. You can click the **Enroll** at the top of the screen and this will navigate you to the **Available Offerings**.



You can also find Available Offerings by scrolling down on the page. Identify the offering you wish to enroll in. Click on **View Details** to see times, dates, and locations for the **Offering**. Click on the Enroll button on the right-hand side to reserve your space.

		Enroll
10/18/2023 - 10/18/2023		
American English	25 Seats Remaining	
View Details		
		Enroll
10/25/2023 - 10/25/2023		
American English	25 Seats Remaining	
View Details		
44/04/2022 44/04/2022		Enroll
11/01/2025 - 11/01/2025		
American English	25 Seats Remaining	

You then have the option to add the **offering** to your calendar. Just click the **Add to Calendar** button and follow the prompts.

You're enrolled in this learning item. For details on how to complete this	learning, view the Completion Status section.	
Required Activities Completed O Enrolled By Rhieley Jordan	Total Require 1	td Activities
Completion Status [search ९] sh	ow Filters	^
 Not started Class 1 Required HR Conference Training Room 1 County Complex Ct WOODBRIDGE, VA 22192 Prince William UNITED STATES 		View By All Activities
10/18/2023, 3:00 PM - 4:00 PM EDT		

If you no longer wish to be enrolled in the **course**, scroll down further and click on the **Withdraw** button. Note that you can only withdraw from **courses** you enroll in or that are not a required assignment.

		View By All Activities
O Not started		Add to Cale
Class 1 Required		
HR Conference Training Room		
WOODBRIDGE, VA 22192		
Prince William		
UNITED STATES		
10/18/2023, 3:00 PM - 4:00 PM EDT		
Instructor	Expected Effort	
Rhieley Jordan	1.5 hours	
ected Offerings		+ Add
ected Offerings Primary	Not started	+ Add Withdraw
ected Offerings Primary American English	Not started	+ Add Withdraw
ected Offerings Primary American English View Details	Not started	+ Add Withdraw
ected Offerings Primary American English View Details	Not started	+ Add Withdraw
ected Offerings Primary American English View Details	Not started	+ Add Withdraw
ected Offerings Primary American English View Details ated Materials	Not started	+ Add Withdraw