

Deltek Learning Zone Learning Path and Course Enrollment



Enrollment in DLZ

You may access content in DLZ by enrolling in learning paths or courses in the **Learning Search Page**.



Learning Path

A learning path is a set of courses with a common learning objective.



Course

A course is a learning program regarding a specific product and role.

How to Enroll for a Learning Path

1. Learning path enrollment through the Learning Search Page:

- 1 In the **Learning Search Page**, select your preferred learning path from the list.
- 2 Click the **Actions** button.
- 3 Click **Enroll**.

The screenshot shows the 'Learning Search' interface. On the left, there is a filter sidebar with 'Learning Paths' selected. The main content area displays a list of learning paths. The first item, 'CP001: Getting Started with Deltek Costpoint', is highlighted. A red box labeled '1' surrounds the entire list item. A second red box labeled '2' highlights the 'ACTIONS' button (gear icon) at the end of the list item. A third red box labeled '3' highlights the 'Enroll' button within the 'ACTIONS' dropdown menu.

2. Learning path enrollment through the Learning Profile Page:

- 1 In the **Learning Search Page**, select your preferred **Learning Path** from the list.
 - 2 On the Learning Path Profile Screen, click **Enroll**.
- Confirm enrollment by clicking **OK**.

The screenshot shows the 'Learning Path Profile' page for 'CP001: Getting Started with Deltek Costpoint'. A red box labeled '2' highlights the 'Enroll' button in the top right corner. Below this, the 'DESCRIPTION' section is visible. In the bottom left, a 'Learning Search' sidebar is shown with 'Learning Paths' selected, and a red box labeled '1' highlights the first item in the list, 'CP001: Getting Started with Deltek Costpoint'.

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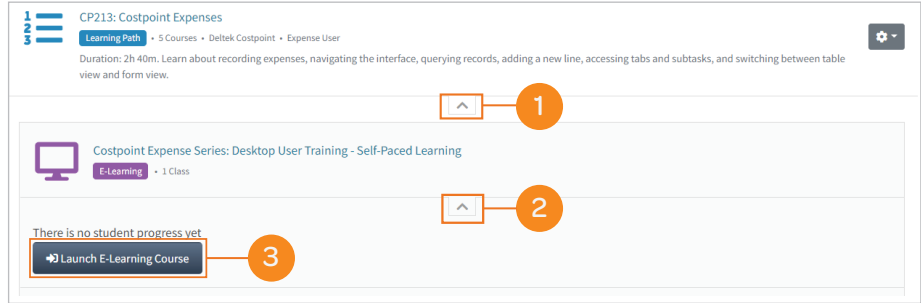



How to Enroll for a Course

You can enroll for a course either through the Learning Search page or the Course Profile page.

1. Course enrollment under a Learning Path:

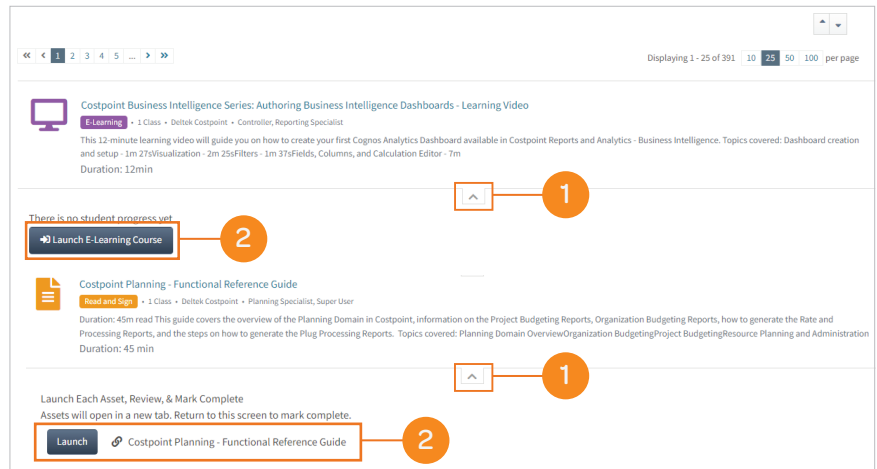
- 1 Click the pull down tab of the preferred learning path to view all the courses it contains.
- 2 Click the pull tab of your preferred course.
- 3 Click the **Launch E-Learning Course** button.



 **Note:** There are three available course types: E-Learning, Instructor-led and Read and Sign. Auto enrollment functionality is only available for E-Learning and Read and Sign courses.

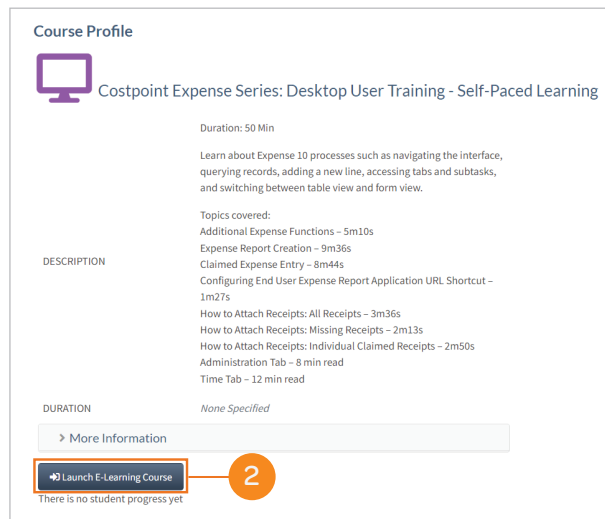
2. Course enrollment directly through the Learning Search:

- 1 On the Learning Search page, click the pull tab of your preferred course.
 - 2 For E-Learning courses:
Click the **Launch E-Learning Course** button.
- For Read and Sign courses:
Click the **Launch** button.



3. Course enrollment through the Course Profile page:

- 1 On the Learning Search page, select your preferred course.
 - 2 For E-Learning courses:
Click the **Launch E-Learning Course** button.
- For Read and Sign courses:
Click the **Launch** button.



Questions? Email us at DeltekUniversity@dlz.deltek.com.