ENROLLING FOR CIOL TRAININGS
• In order to enroll, we must start at the Miami Dade College homepage. (www.mdc.edu)
1. Select “Portals” to reveal a submenu.
2. Underneath “Employees,” Select “MDConnect.”
1. Once at the MDConnect sign in page, enter username and password.
2. Select “Sign-In.”
After selecting sign-in, you will be prompted to the Duo Security authentication.
This page may or may not show up depending on how often you log into the computer.
If you have not yet setup your Duo Security access, you can reach out to your campus’ Network services team for assistance.
Once fully logged in, you will make your way to the “Main Menu.” This can be found at the top left of the screen beside “Favorites.”

1. Select “Main Menu” to reveal a submenu.
2. Select “Employee Learning” to reveal another submenu.
3. Select “Learning Home.”
- From here a lot of information will be offered to the user.

1. “Announcements” and “Quick Links” will be on the far left with useful links and user accomplishments.

2. “Learning Calendar” and “My Current Learning” will be found at the center, which shows what courses you are currently enrolled in.

3. “New Learning” is on the far right, which are new trainings offered by MDC.
1. Select “Find Learning” under “Quick Links,” to search for your specific training.
You will arrive at a search engine which can be used to locate trainings offered by the college.
You can search for trainings using its name or class code.
- As an example, we will use the Academic Support Tutor Training. Class code: **TUT1001-1**.
- If this code is entered into the search bar, it will filter through all available courses and leave only the applicable results.
- The courses shown will display the class code, type, duration, name of training, start date, duration, and price.

1. Select the **“Enroll”** button to enroll in the training.
You will arrive at the review page in order to verify the training details and ensure that you have selected the correct training.

1. To confirm enrollment, select "Submit Enrollment."
This page is your confirmation page and indicator that you have successfully enrolled in the CIOL training of your choice.

1. To return to the home page, select “Learning Home.”
Once enrolled, the status of the enrollment can be seen on the “Learning Home” under the “My Current Learning” section.