TO ACCESS THE LEARNING ZONE

1. To access the Learning Zone, you must be a registered “Inside LAUSD” user.
2. Log into Inside LAUSD.
3. From the Inside LAUSD homepage, locate “Quick Links.”
4. Click on “Learning Zone Catalog and Registration – Authenticated User” link.

TO ENROLL IN A CLASS

1. From the LZ homepage, click on the Courses tab.
2. Click on the “View Class Offerings” link.
3. In the Program field, use the drop down and select Information Technology Training Branch.
4. Click on the search button.
5. A list of scheduled classes will display by month.
6. Locate the class of interest by clicking on the red link.
7. The class will open in a new window.
8. Maximize the window by clicking on the middle-sizing button in the upper right hand corner.
9. Click on the Enroll Now button.
10. Click on the OK button to confirm your enrollment.
11. Print a hard copy (for your records) by clicking on the print button in the upper right hand corner. (Optional)
12. You will receive the following message: “You have successfully enrolled in the class.”
13. Check your email for a Learning Zone class enrollment confirmation.
14. Close the window and return to the homepage.
15. Click on the Classes tab (on the right) to verify that you are enrolled.
16. Note: there is a Withdrawal button located on the right.
17. When you have completed the enrollment process, click on the Logout tab to terminate your session.