Step-by-Step Guide for the UAB Faculty & Staff Learning System

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How to Access the Faculty & Staff Learning System

1. Using Internet Explorer, go to http://www.hrm.uab.edu/learningsystem
(The site may not display the same in browsers other than Internet Explorer.)

2. Click on Access Learning System and login with your Blazer ID and strong password.

3. If you have more than one affiliation in the system, select the appropriate affiliation and click “Proceed with Login”. NOTE: The term “student” applies to all learners in this system. If you are registering for a class, please select “student/manager.”
How to Register for Classes

1. Select the **Catalog** tab.

2. Type the course name (or part of the course name) in the search box and click **Search**.

   ![Search engine](image)

3. Select the course by clicking the name in the results list.

   ![Results list](image)

4. Click, “Show Class Schedule”
5. If class sessions have been schedule for the course, they will appear.

6. Click “Register.”

7. You are now registered.
How can I confirm that I’m registered?

1. Click on the “My Learning” tab.
2. If you have successfully registered, the class will appear in both in the “Elective Learning” section with a status of “in progress” and in the “Upcoming Classes” section. If the status states “not started yet”, you are not registered for the class. You are only enrolled in the course. You must be Enrolled and Registered for the course.

How do I drop a class?

To drop a class:
1. Click on the “My Learning” tab.
2. In the “Elective Learning” section, click the Class Name.
3. Click “Un-enroll”.

You are now Un-enrolled and dropped from the class.