



# Getting Started in *LearningEDGE*

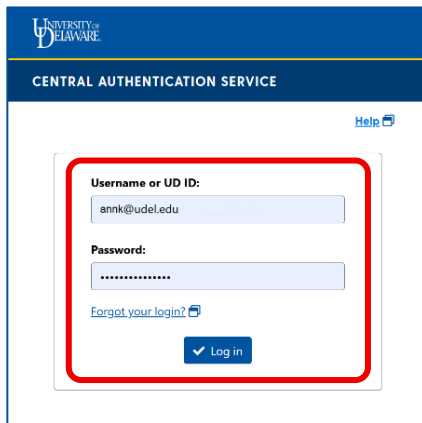
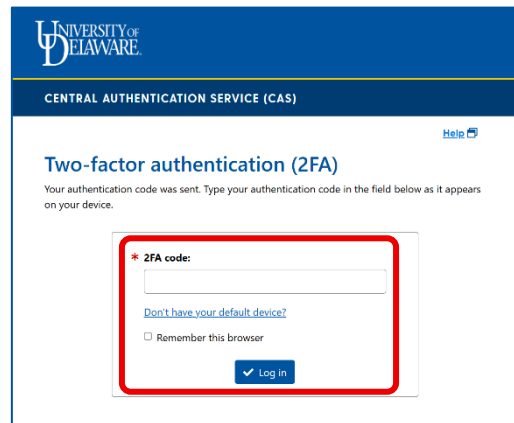
**LearningEDGE** is Human Resources' new, university-wide learning management system for faculty and staff. This tutorial will show you the basics when first getting into the system. For additional support, please contact the ODE team at [talent-dev@udel.edu](mailto:talent-dev@udel.edu).

## You will learn how to:

- Log into **LearningEDGE**
- Update your personal profile
- Register for or withdraw from a course

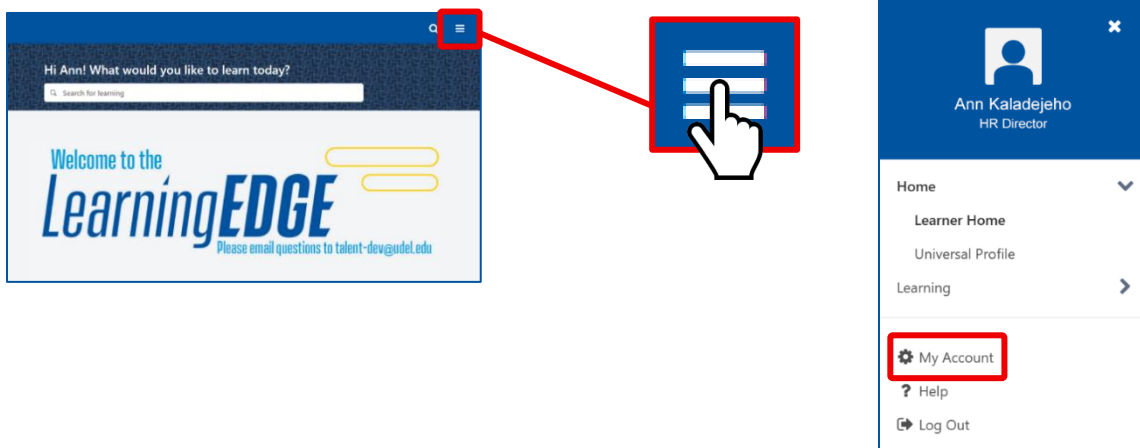
## Step 1 | Log into *LearningEDGE*

- Access the **LearningEDGE** system via [udel.edu/learningedge](http://udel.edu/learningedge)
- Enter your UD CAS credentials and click 
- Enter the two-factor authentication (2FA) and click 

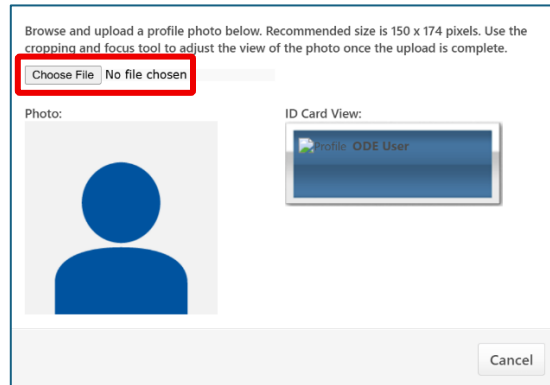
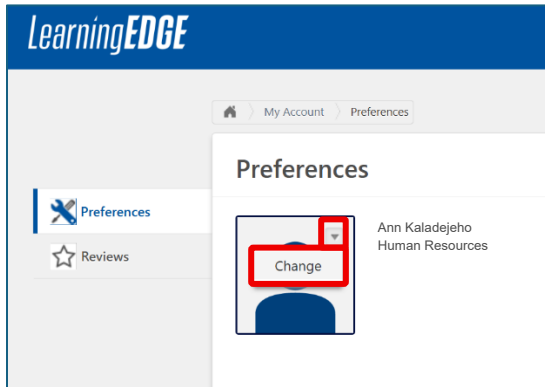
## Step 2 | Update your personal profile

- Click on the Navigation icon in the upper right corner
- A drop-down menu will appear and click on "My Account"

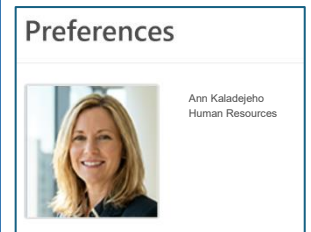
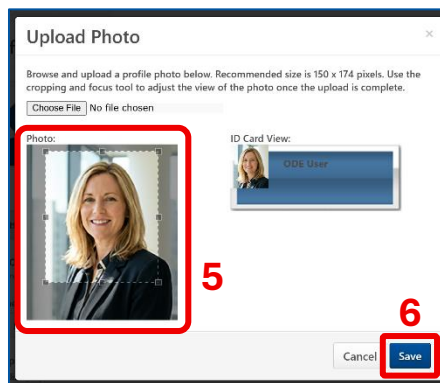
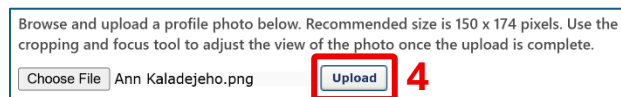
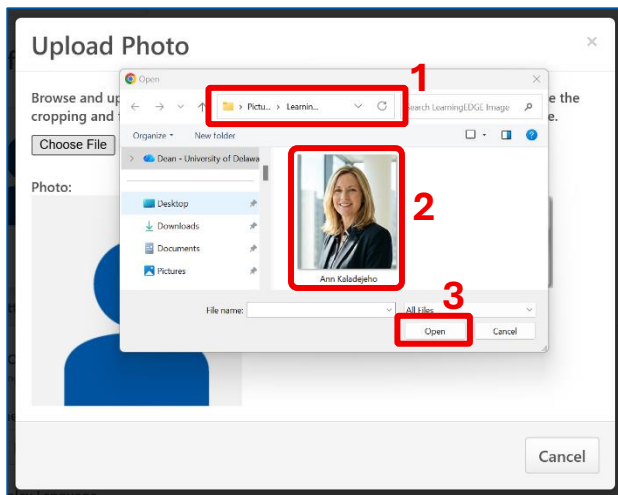


## Profile Picture

- Upload a profile picture (optional) by hovering your cursor over your profile photo and open the carrot menu. Select “Change” and “Choose file”

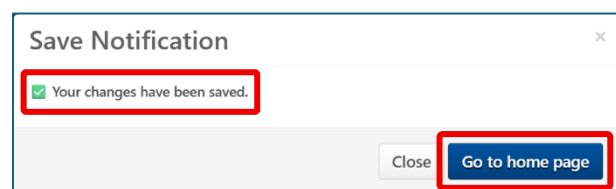
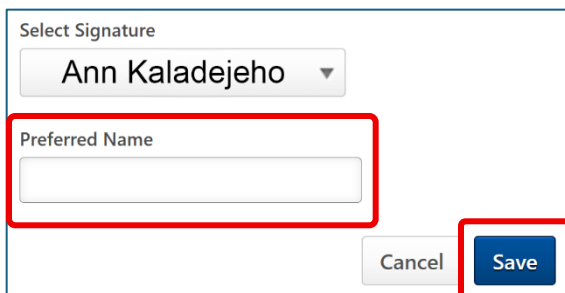


- Select a photo from your files (recommended size of 150x174 pixels) and select “Upload.” Adjust the crop of your photo and select “Save”



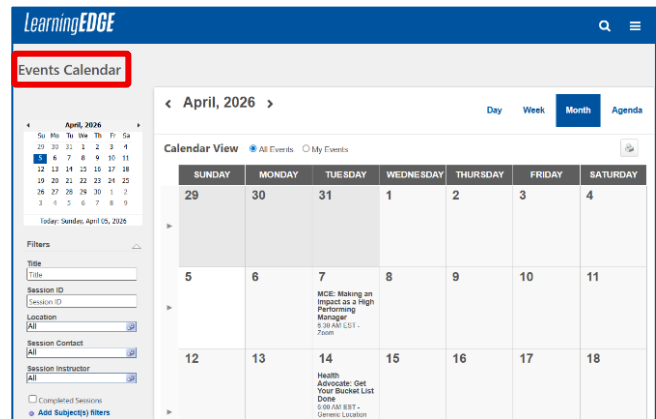
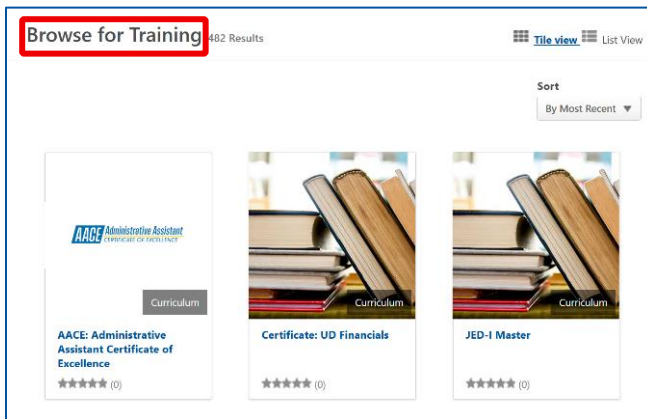
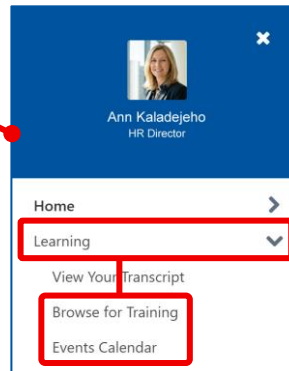
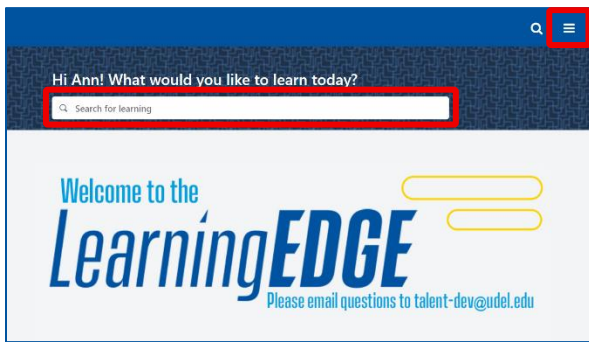
## Preferred Name

- To change your profile display name, enter your preferred name into the “Preferred Name” field and select “Save”  
**NOTE:** If you’ve updated your name in the UD Directory, that name will automatically be loaded into the **LearningEDGE** system

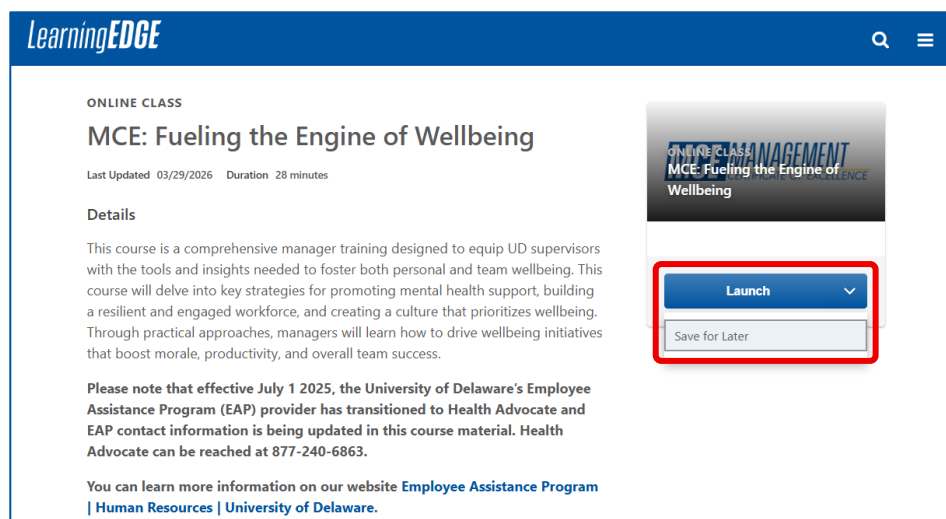


## Step 3 | Register for or withdraw from a course

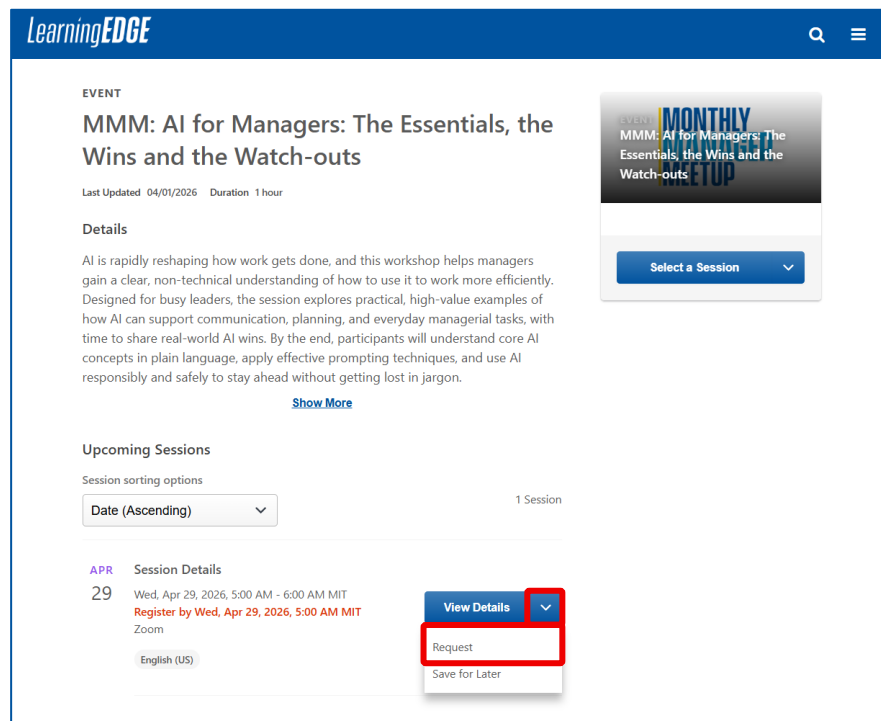
- Find a course by searching for it by name or by opening the top-right menu, clicking on “Learning”, and exploring the “Browse for Training” page or the “Events Calendar” page



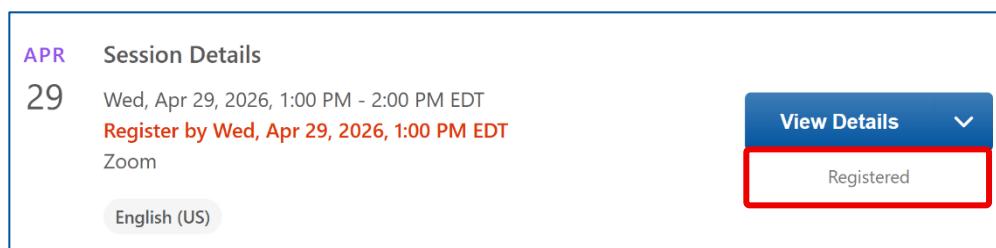
- Select a course to see additional details.
  - On-Demand classes** are called “Online Classes” and are available for immediate viewing. Click the “Launch” button to start the class or click the carrot menu button to save it for later.



- **Live (online and in-person) instructor-led classes** are called “Events” or “Sessions”, and they are scheduled for specific dates and times. Registration is typically required for these class offerings.
  - **To register** for a live learning session, select the course and click the “Request” button to request to enroll. For most sessions, enrollment will be immediate. For some sessions, your request for enrollment will be sent to a manager or instructor for approval.



- **Once enrolled**, the word “Registered” will appear under the session’s “View Details” button and the course will be listed in your Learning Transcript (available in your profile)



- **To cancel your registration** from a live class or event, open the course and click the carrot menu next to “View Details.” Click “Withdraw.”
  - Select a reason for withdrawing, add comments (optional) and click “Submit”

Session sorting options

Date (Ascending) ▾

**APR 29** Session Details  
Wed, Apr 29, 2026, 1:00 PM - 2:00 PM EDT  
**Register by Wed, Apr 29, 2026, 1:00 PM EDT**  
Zoom  
English (US)

Withdraw  
View Training Details  
Save for Later  
View Details ▾  
Registered

**Withdraw Registration**

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

**Session Details**

Event Name: MMM: AI for Managers: The Essentials, the Wins and the Watch-outs  
Date / Time: (1) 4/29/2026 1:00 PM - 4/29/2026 2:00 PM  
Location: Zoom

**SESSION WITHDRAWAL OPTIONS**

Please select a reason ▾

Comments **1**

**3** **2**

Submit Cancel

Please select a reason ▾  
Please select a reason  
Other  
Illness  
Inclement Weather  
Ineligible for this class  
No show  
Personal Reasons  
Reschedule due to conflict  
Travel Disruption  
Vacation