HOW TO ACCESS EDGE AND ENROLL IN TRAININGS
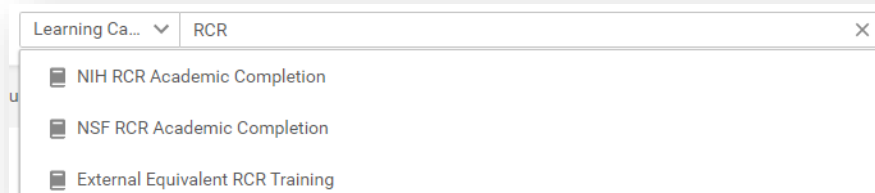
ACCESSING EDGE

1. Go to: https://arizona.sabacloud.com/
2. Login with your UArizona NetID and password

FIND AND ENROLL IN TRAINING

1. Enter a keyword, course, or certificate name into the search field at the top of the page.
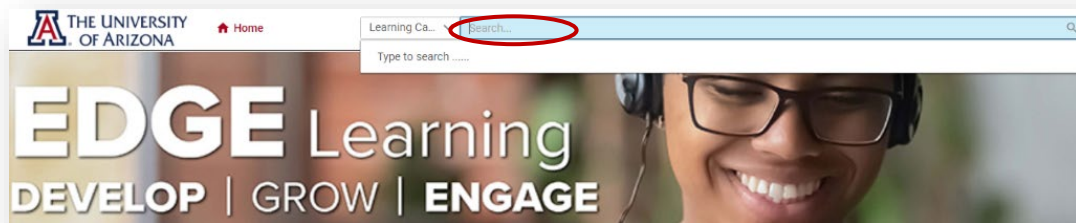

2. Select enter to view full search results or select a suggested training from the drop-down list.

3. When you search for a training, the terminology may differ based on the training delivery method (e.g., a certification/curriculum, web-based training, or instructor-led training).

   For example, a certification/curriculum shows **Register**; a web-based training shows **Enroll;** an instructor-led training shows **View Classes.**

   Select **Register** to sign-up for a Certification; **Enroll** to enroll in a web-based training; or, **View Classes** to choose a class session.
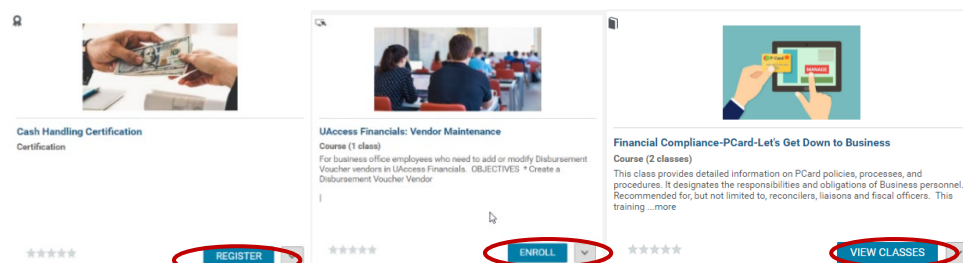
4. The options for completing enrollment will vary depending on the training delivery method.

   Select **Complete Registration** to complete enrollment in a certificate/curriculum.

   PATH DETAILS

   Path: Cash Handling

   | CANCEL | COMPLETE REGISTRATION |

   Certification * | Complete 1 of 1

   Or, select **Enroll** to finalize enrollment in a web-based training or instructor-led class.

   01-SEP-2020 - 01-SEP-2020 | English | Instructor-Led
   📍 TUCSON | 🏢 University Services Building
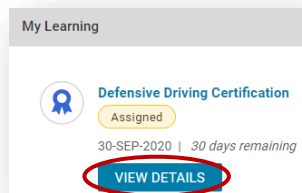   Total duration: 02:00 Hrs | **Check cancellation policy**
   20 seats available | 5 Waitlist available

   ENROLL

HOW TO LAUNCH TRAININGS
ACCESS OR RETURN TO TRAINING

1. If you have just registered or enrolled in a web-based training, you can select the **Launch** option to immediately launch the training.

2. If you are not ready to begin the web-based training, you can select the UArizona logo to return to the homepage.

3. You may launch the web-based learning at any time by going to the My Learning section of the homepage. To launch, find the learning and select **View Details**.
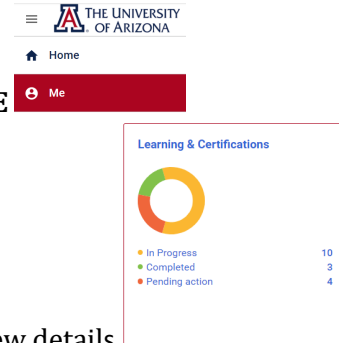
   My Learning

   🎗️ **Defensive Driving Certification**
   Assigned
   30-SEP-2020 | *30 days remaining*
   VIEW DETAILS

4. Select **Launch.**

5. If you have enrolled in an instructor-led training, you may review the class details in the My Learning Section, as well

   *Note: If the class is not listed, you can either select **View All** at the bottom of the My Learning section or search for the class again and select **Launch**.*
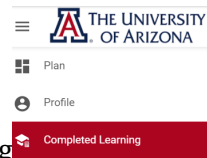
HOW TO VIEW LEARNING

VIEW LEARNING AND COMPLETED LEARNING

1. Select the navigation button, , Select **ME**

2. A list of your learning will appear with a selectable menu to view details

3. To view your completed learning select, Completed Learning

HOW TO VIEW CERTIFICATES

VIEW, PRINT, AND EXPORT CERTIFICATES

1. Select the navigation button, , Select **ME**

2. Select, **Completed Learning**

3. Your available certificates will display

4. To print select, **Print Certificate** or the dropdown arrow , select **Print Certificate**

5. To export select, **Export Certificate**