

Community of Learning Program



Revised August, 2008

What is the CLP?

The Community of Learning Program (CLP) offers work-related continuing education for SEFLIN member library staff. Course types include:

- Instructor Led Courses
- Teleconferences and Webcasts
- Audio Video Loans
- Web Based Training
- Accounts with Learning Partners (Element K, WebJunction, Neal-Schuman)

New User

If you are new to SEFLIN's Community of Learning Program, click the *Login* link in the Member Staff Login area at the top of the CLP page (www.seflin.org/clp). On the Login form, use the [Create New User Account](#) link. Complete the form.

- Enter First Name and Last Name
- Select a **Username** and **Password**
- Enter your email address, telephone number and fax number
- Select your Institution and Service Location from the drop-down menus.

Already a User

Click *Login* in the Member Staff Login area. Enter your **Username** and **Password**. A personalized Welcome page shows CLP and other services.

Forgot Your Login

You can request an email with your **Username** and **Password**. Click the *Login* link. Use the [Email me my login info](#) link to get your password.

Account Settings

Login to your SEFLIN account with your **Username** and **Password**. Select *My Account Settings* on the personalized Welcome page. On the form, update your information and click *Update Settings*.

Area of Interest

SEFLIN sends email announcements of new courses based on selected Area of Interest topics. To update your Areas of Interest, login with your **Username** and **Password**. Select *My Areas of Interest—Email Alerts* on the personalized Welcome page.

- Set Email Notifications to **Yes**
- Check box by desired Area of Interest
- Click *Modify CLP Preferences*.

Finding A Course

The Community of Learning main page (www.seflin.org/clp) offers several ways to search for CLP learning activities.

- Scan: Interest Areas or Course type
- List: Featured Courses or Complete Course Listing
- Search: Keyword
- Dates: SEFLIN Events Calendar

Registering For A Course

Searches in CLP result in a summary listing of courses. The summary listing includes the title, availability and a summary statement. Clicking the title of the course displays the course description, instructor and a registration link.

- To register, click the *Register* link
- On the Register for a Course Page, select a session if there is more than one session
- Then click the *Register* button
- A page with Registration Status: Registered (or Wait List) displays. An email confirmation is also sent.

MORE



Canceling A Course

If you cannot attend, please cancel to allow a person on the wait list to attend.

- Login with **Username** and **Password**
- Select *My Transcript* on the personalized Welcome page
- On the Transcript, locate the course and click *Cancel Course*
- A message will appear asking if you want to cancel Click **YES**.

To Complete a Course

- Login with **Username** and **Password**
- Select *My Transcript* on the personalized Welcome page
- Locate the course, click on *Course Completed*
- Verify or add the date completed, click *Course Evaluation*.

Complete the Evaluation

You must complete the entire course evaluation to print your certificate.

- Answer the questions by selecting the best number
- Add comments if you wish
- Click *Submit Survey*
- Return to your Transcript page.

Printing Your Certificate

- On your Transcript, a *Print Certificate* button appears next to the course title
- Click *Print Certificate* to view and print a PDF file of the Certificate.

Who are Training Administrators?

SEFLIN Training Administrators have been appointed by member institutions to serve as liaisons between the CLP and staff working in their libraries.

- Training Administrators assist SEFLIN in planning, implementing, and evaluating the CLP
- The listing of Training Administrator phone and email contact information is linked from the CLP page Additional Resources.



<http://www.seflin.org/clp/>