

▶ Start a Course

1. Click **Catalog** on the left navigation menu.
2. Locate the **Course Title** (see below).
3. Click the **Course Title** to see more details about the course. If there are multiple parts to complete, you will have to click which part of the course you wish to take.
4. Click **Start**.

➔ Exit a Course

To exit a course, click the **Exit** link at top right of course or close the course window. Your progress will be saved automatically.

⏸ Resume a Course

1. To resume the course where you left off, click on the **Course Title**.
2. The course may prompt you with a question like "Would you like to resume where you left off?" Click **Yes**.

🔍 Find a Course

To find a course, enter the course title or part of the title into the Search field and click **Go**. If you don't see the results you expect, choose a different tab and search again.

🔄 Complete a Course Again

If a course is required to be completed every year, one year after you complete the course, the "completion" status will be reset and there will not be a check mark in the Status box. You will need to take the course again to get credit for the course.

On the History page, you will see a completion record (and a certificate) for each time that you complete the Course.

The screenshot shows the 7University Catalog interface. Callouts point to the following features:

- Choose Different Program Tabs:** Points to the 'Ready to Serve', 'Certifications', and 'Store Operator' tabs.
- Search by Keyword:** Points to the search input field and 'Go' button.
- Sort by Category:** Points to the 'Display' dropdown menu.
- Activity Level:** Points to the progress indicators for 'Welcome', 'Compliance', 'Daily Operations', and 'Food & Beverage'.
- See Course Details:** Points to the dropdown arrow in the 'Status' column of the training plan table.
- Available Courses:** Points to the 'Workplace Awareness (U.S.)' row in the training plan table.

Title	Status
Welcome to 7-Eleven	<input type="checkbox"/> ▼
Customer Service	<input type="checkbox"/> ▼
Customers and You	<input type="checkbox"/> ▼
Workplace Awareness (U.S.)	<input type="checkbox"/> ▼
Workplace Awareness (Canada)	<input type="checkbox"/> ▼
Customers with Disabilities	<input type="checkbox"/> ▼