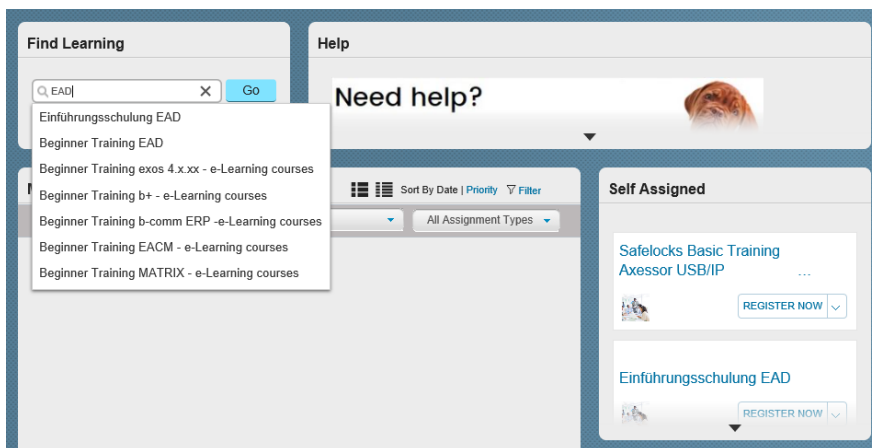


# Search and run content

## User Guide: dormakaba Learning Portal

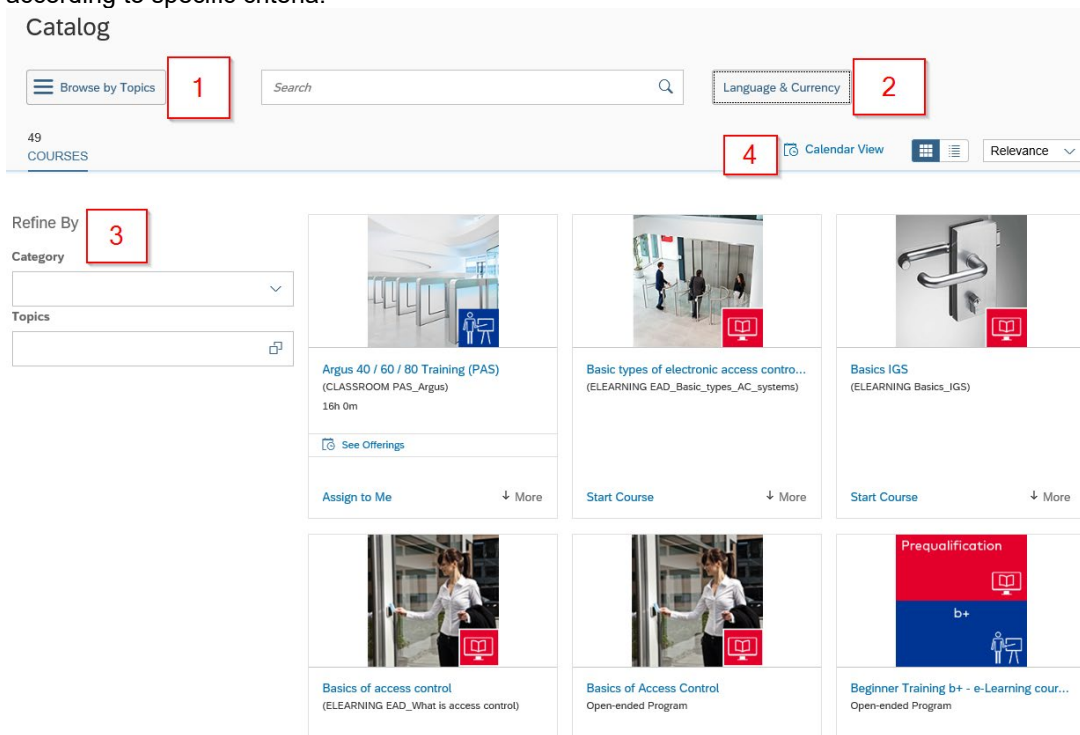
### Simple search

Use the search mask in the “Find Learning” block on the start page to find training content.



### Advanced search

Alternatively, click the “advanced search” button directly below the simple search field to search our catalog according to specific criteria.



Here you can:

- 1) Filter the content by product category
- 2) Filter by language of course content (for example: English and German)
- 3) Filter training content by training type. For example, select
  - "Online" or "Program" to see free of charge elearning courses
  - "Instructor led" to see all classroom training courses
- 4) Click on "Calendar view" to get a better overview of all upcoming classroom training courses.

### Register for classroom trainings

- 1) Click on the title of a classroom training. Classroom training courses are identified by blue pictograms with a blackboard.
- 2) Read the description. If you would like to register for this training and there are already dates for this training, select "Register now" and follow the instructions.

participants from one partner, 10% of the fee will be charged (EUR 200 per participant, per day). For three or more participants from one partner, 50% of the training fee is charged (EUR 200.00 per participant, per day).

Min: 3 Max. 6 participants

[less](#)

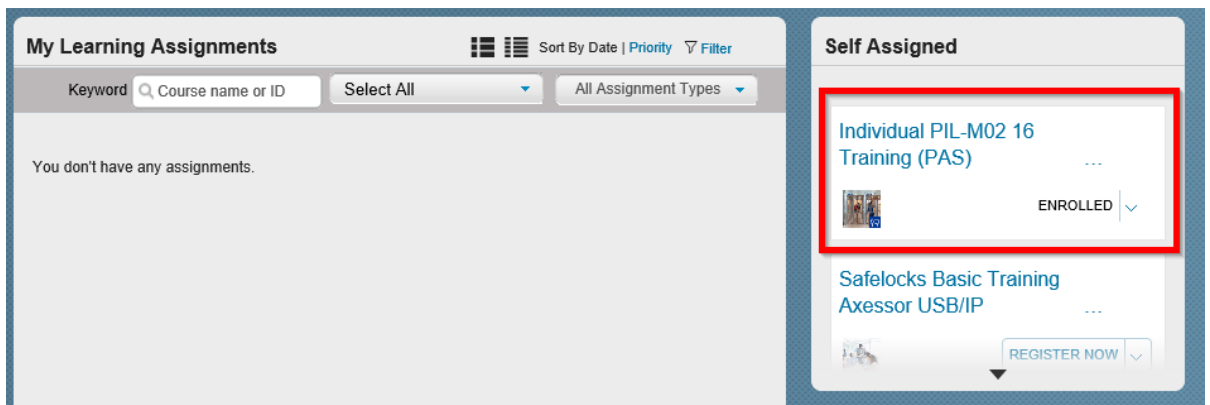
**8.5**<sup>HOUR(S)</sup>  
LENGTH

3 subject areas [more](#) ▾

[Assign to Me >](#)

You may also:  
[Register Now >](#)

- 3) After successful registration you will find the course on your self-assigned list. You will also receive a calendar entry and a registration confirmation by e-mail.



**My Learning Assignments** Sort By Date | Priority Filter

Keyword  Select All All Assignment Types

You don't have any assignments.

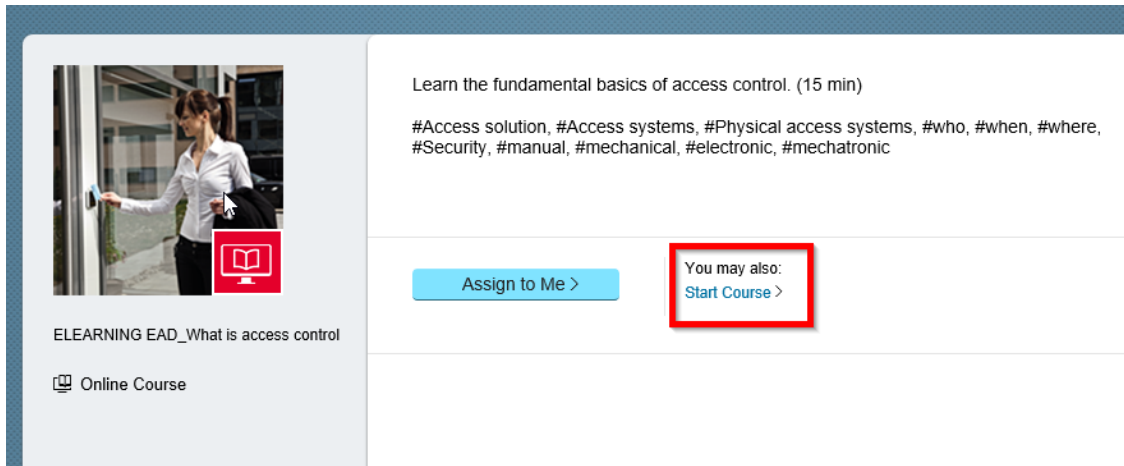
**Self Assigned**

Individual PIL-M02 16 Training (PAS) ... ENROLLED ▾

Safelocks Basic Training Axessor USB/IP ... REGISTER NOW ▾

## Register for Online Trainings

- 1) You can register for eLearnings at any time and free of charge. eLearnings are identified by a red pictogram with a book + computer monitor.
- 2) Click on the title of the eLearning. Read the description. To start the eLearning, click on "Start course".



The screenshot shows a course card with a blue header. On the left, there is a photo of a woman using a door handle, a red icon of a book and monitor, the title 'ELEARNING EAD\_What is access control', and an 'Online Course' label. On the right, the text reads 'Learn the fundamental basics of access control. (15 min)' followed by a list of hashtags: '#Access solution, #Access systems, #Physical access systems, #who, #when, #where, #Security, #manual, #mechanical, #electronic, #mechatronic'. Below this, there are two buttons: a light blue 'Assign to Me >' button and a red-bordered 'You may also: Start Course >' button.

- 3) If the content is available in several language versions, you can select your preferred language before the module starts.
- 4) Once you have started the module, it will remain on your self-assigned learning plan until you complete it or remove it from your learning plan.

### Important note:

eLearnings are interactive elements. Not every browser version supports all necessary functions. If something doesn't work correctly for you, please try to use another browser first.