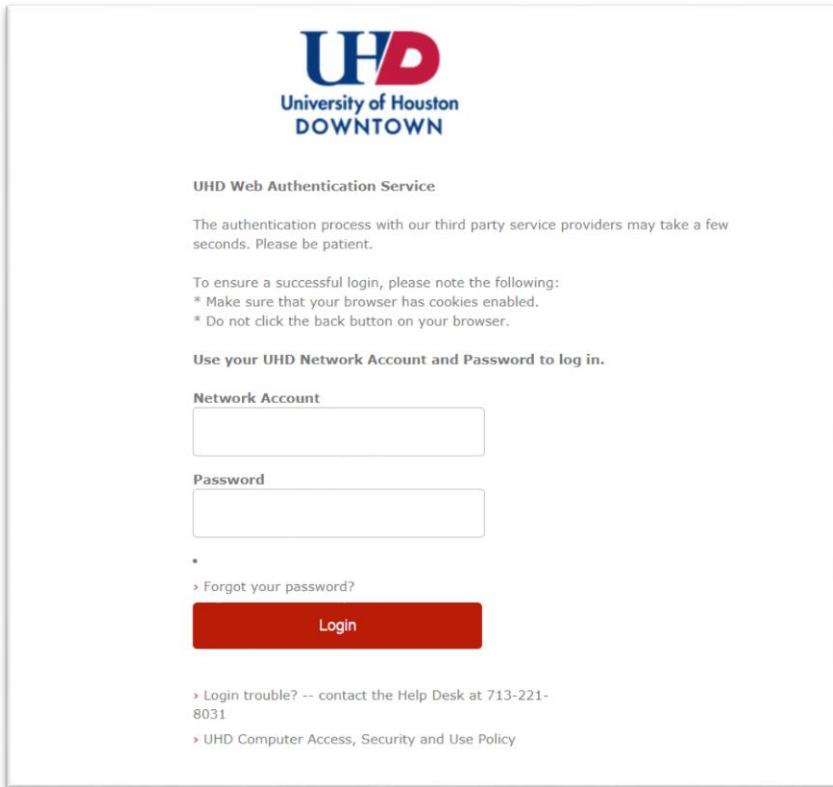


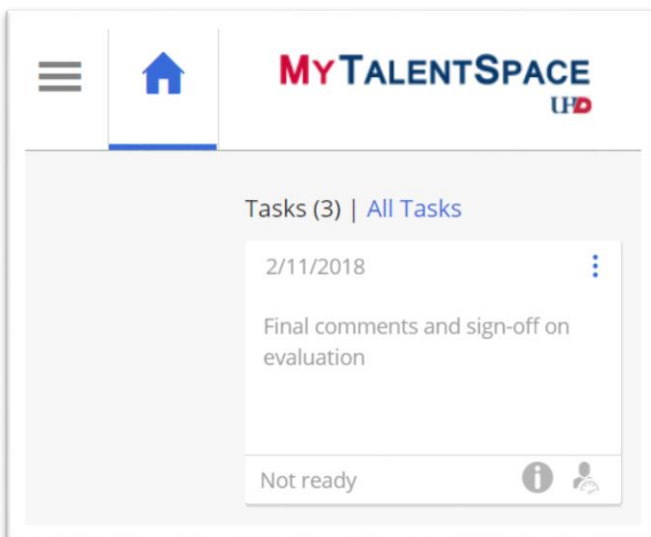
# Instructions on accessing the My TalentSpace Learning Library

1. Login to [My TalentSpace](#) using your network ID and password.

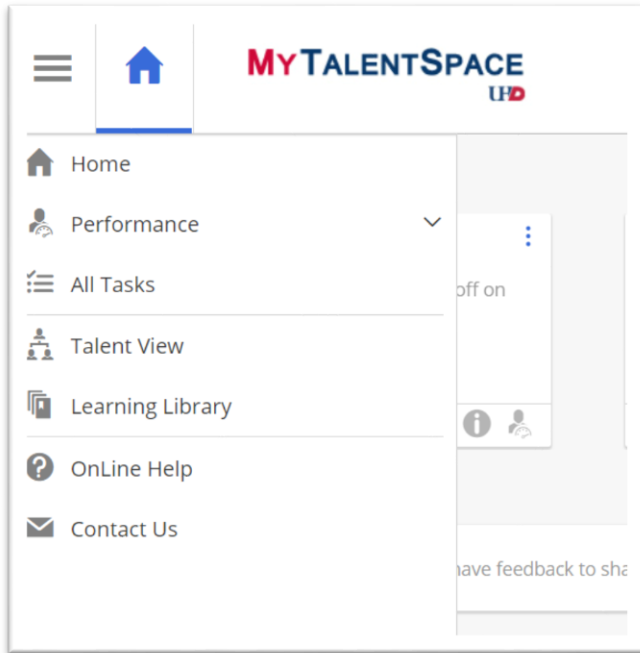


The screenshot shows the UH Downtown Web Authentication Service login page. At the top is the UH Downtown logo. Below it, the text reads "UHD Web Authentication Service". A message states: "The authentication process with our third party service providers may take a few seconds. Please be patient." Instructions for a successful login are provided: "To ensure a successful login, please note the following: \* Make sure that your browser has cookies enabled. \* Do not click the back button on your browser." The user is prompted to "Use your UHD Network Account and Password to log in." There are two input fields: "Network Account" and "Password". A red "Login" button is located below the password field. A link for "Forgot your password?" is also present. At the bottom, there are links for "Login trouble? -- contact the Help Desk at 713-221-8031" and "UHD Computer Access, Security and Use Policy".

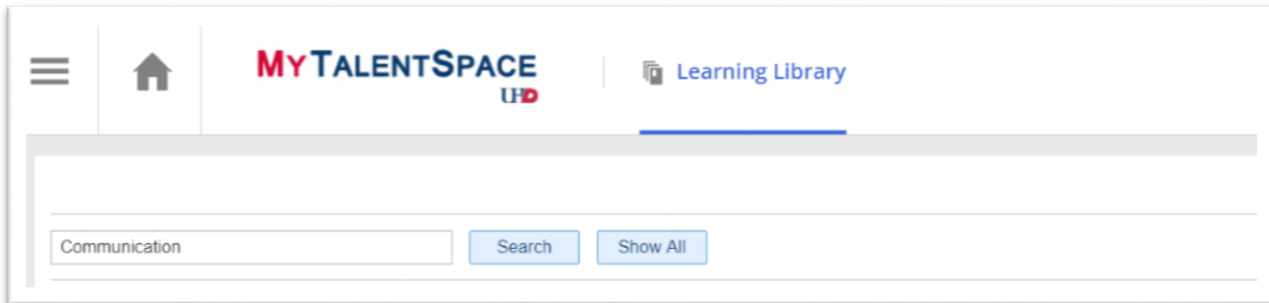
2. Click on the Three Line Icon in the upper left corner of the screen.



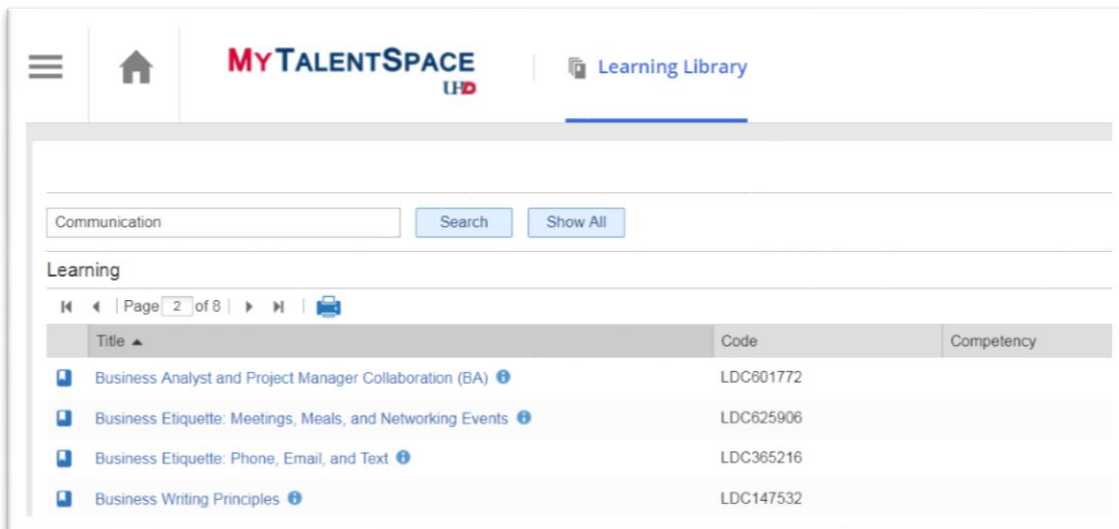
3. Click on Learning Library in the dropdown menu.



4. Enter keyword(s) into the box and click Search.



5. Arrow through the list pages and click on desired course.



## 6. Enroll in desired course.

**Business Writing Principles** Enroll Share Close

General Info

**Description**  
Discover the secrets to effective business writing and crafting messages that others want to read and act on. Judy Steiner-Williams, senior lecturer at Kelley School of Business, introduces you to the 10 Cs of strong business communication and provides you with before-and-after writing samples that give you the opportunity to apply each principle and sharpen your communication skills. Judy also points out common grammar and writing mistakes and shares special considerations for formats like emails and reports. Lynda.com is a PMI Registered Education Provider. This course qualifies for professional development units (PDUs). To view the activity and PDU details for this course, click here. The PMI Registered Education Provider logo is a registered mark of the Project Management Institute.

**Prerequisites** | **Certifications** | **Paths**

This learning unit has the following prerequisites:

Title

Type: Online  
Code: LDC147532  
Region:  
Cost: No cost  
Approver:  
Content Language:  
Duration:  
Professional Credits: None  
Provider: lynda.com, Judy Steiner-Williams  
Competency:  
Catalog: Lynda

## 7. Choose a Due Date and click OK

**Learning Activity** Business Writing Principles

Add to a Development Plan: Create a new plan...

**Description:**  
Discover the secrets to effective business writing and crafting messages that others want to read and act on. Judy Steiner-Williams, senior lecturer at Kelley School of Business, introduces you to the 10 Cs of strong business communication and provides you with before-and-after writing samples that give you the opportunity to apply each principle and sharpen your communication skills. Judy also points out common grammar and writing mistakes and shares special considerations for formats like emails and reports. Lynda.com is a PMI Registered Education Provider. This course qualifies for professional development units (PDUs). To view the activity and PDU details for this course, click here. The PMI Registered Education Provider logo is a registered mark of the Project Management Institute.

**Competency:**

Approvals: No approvals required  
Entered By: Lisa Jean Raynor-Keck  
Results Entered By: Lisa Jean Raynor-Keck

Cost: No cost

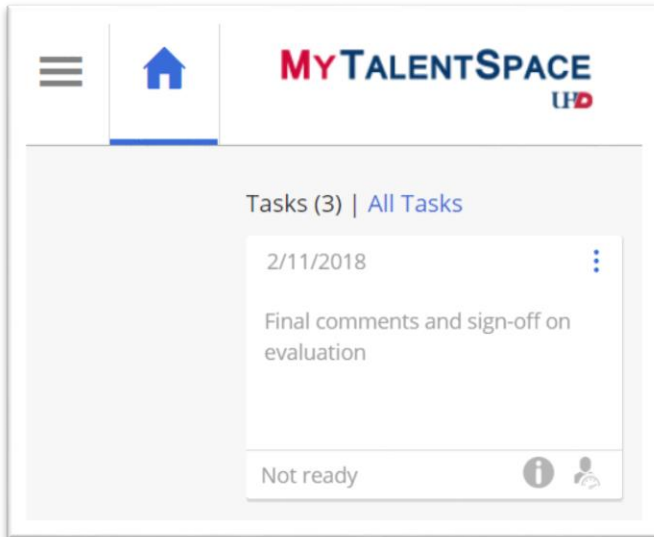
Due Date:

Mandatory

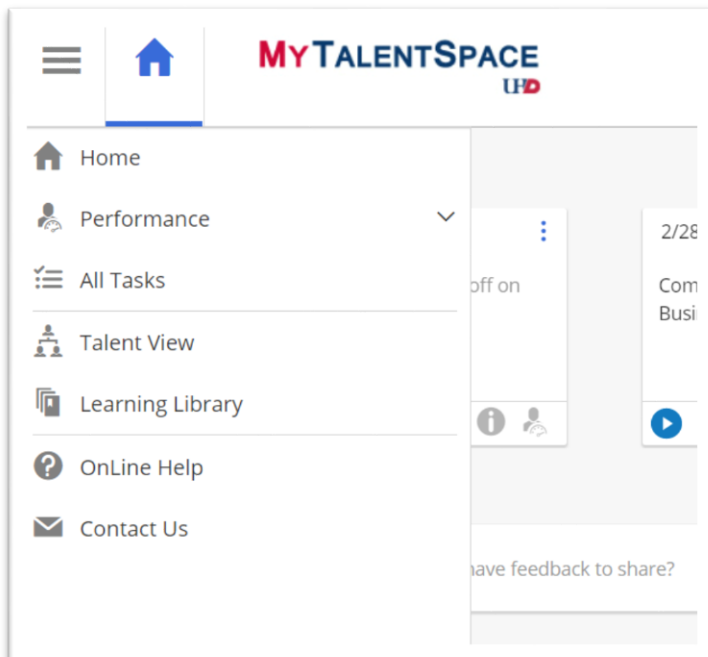
**Add Note:**

OK Cancel

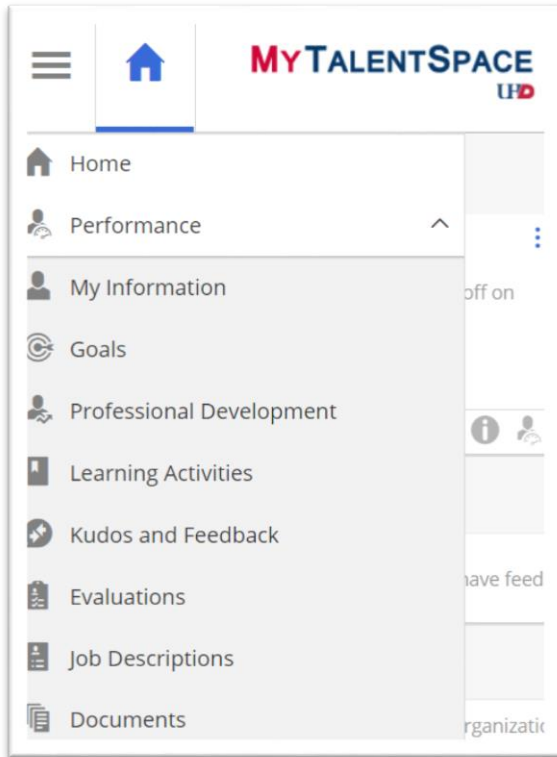
8. Click on the Three Line Icon in the upper left corner of the screen.



9. Click on Performance.



10. Click on Learning Activities under the Performance section.



11. Click the Play button for the course you enrolled in to launch the course.

A screenshot of a table displaying learning activities. The table has a header row with columns for 'Learning Activity', 'Professional Development', and 'Type'. Below the header, there are three rows of data. The first row is 'Business Writing Principles' with a play button and 'Online' type. The second and third rows are 'MANAGEMENT DEVELOPMENT PROGRAM: Tier 1: Administrative/Financial Responsibilities' with a play button and 'Online' type. The second and third rows also have a warning icon (exclamation mark in a triangle) next to the activity name. The table is on page 1 of 1, as indicated by the page navigation controls at the top.

Please ensure you browser's pop up blocker is disabled to ensure courses launch.