



What Is The Training Library?

The Training Library screen allows A and H roles to record training courses provided by their specific Agency. Therefore each Agency would have a different Training Library listing only those courses offered by that Agency including the nine (9) Statewide courses.


How Do I Access The Training Library Screen?

1. Click on the **Management** tab on the **People First Home Page**. The Management Home Page will display.
2. Click on **Training Library** under **Quick Links**. The E-Learning Training Library screen will display.





How Do I Enter Courses?

1. Click on the **New** button in the **E-Learning Training Library Overview** section. The Training Library Detail box will display with fields open for editing.
2. Complete all fields in the **E-Learning Training Library Details** section.
3. Click on the **Save** button. The course information will be saved.
4. Return to Step 1 to enter another course.
5. Click on the **Menu** button to exit the screen and return to the **Management Menu** screen.

How Do I Edit A Course?

1. Click on the  button in front of the course to be changed in the **E-Learning Training Library Overview** section.
2. Click on the **Edit** button in the **E-Learning Training Library Details** section.
3. Make the necessary changes.
4. Click on the **Save** button. The changes will be saved.
5. Return to Step 1 to enter another course.
6. Click on the **Menu** button to exit the screen and return to the **Management Menu** screen.

Did You Know?

-  A and H roles have the ability to enter courses for their agency only.
-  Courses are listed in descending order (Last date entered showing at the top).
-  Once the end date has passed, the course will still be viewable in the Overview section, but will not be available for editing in the Details box.
-  Managers have view access only to the screen.