

E-Learning Interim Solution

Employees, Managers & HR Professionals



Training Course Links Screen

- ◆ This screen contains links to the nine (9) Statewide courses, which are available for viewing using either a Flash video format or a PDF (Adobe Reader) format.
- ◆ Employees will be able to launch any of these courses by clicking on the link.
- ◆ The courses are stored on the DMS website and will be maintained by DMS.
- ◆ It is the employee's responsibility to notify his/her manager when a course has been completed so that it can be recorded in the Training History screen.
- ◆ Any issues relating to Statewide courses should be reported to designated DMS contact.

How Do I Access The Training Courses?

1. Click on the **Training Management** link, under **Quick Links** on the People First Home Page. The Training Employee Home Page will display.
2. Click on the **Training Course Links** link, under **Quick Links** on the Training Employee Home Page. The E-Learning Course Links screen will display.
3. Click on the appropriate format link (i.e., Flash Video or PDF) located to the right of the desired course name. A new window will open in the browser and a File Download box will display.

Employee Training Entry Screen

- ◆ This screen contains a history of recorded courses the employee has taken.
- ◆ Course data can only be entered by the employee's manager or HR Professional.
- ◆ Course records are immediately available for viewing once they have been saved.

How Do I View My Training History?

1. Click on the **Training Management** link, under **Quick Links** on the People First Home Page. The Training Employee Home Page will display.
2. Click on the **Training History** link, under **Quick Links** on the Training Employee Home Page. The Employee Training Entry screen will display.
3. Click on the button to the left of the course in the Employee Training Entry Overview box. Additional details regarding the course will display in the Employee Training Entry Details box.
4. Repeat Step 3 to view details on another course.
5. Click on the **Menu** button to exit the screen and return to the Training Employee Home Page.