The Learning tab allows you to view your transcript, see the events calendar, and search for training. The sublinks will direct to different areas of the system.

The My Training and Transcript image will open your transcript, which displays all of your training activity and gives you an option to add external training to your transcript.

The My Team tab is specifically for managers who have direct and indirect reports. Managers can assign and approve training using the My Team functionality.

The Browse for Training image displays a list of subject areas and all related training or certifications to that subject when clicked. You can search for courses, materials or certifications.

The Search box allows you to search for training by keywords.

The Event Calendar button provides a snapshot view of upcoming events.

The My Task List button will display any required tasks that you must complete.

The Manager Log In image will open your transcript, which displays all of your training activity and gives you an option to add external training to your transcript.

The My Task List button will display any required tasks that you must complete.

The Search box allows you to search for training by keywords.

The Browse for Training image displays a list of subject areas and all related training or certifications to that subject when clicked. You can search for courses, materials or certifications.

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The My Task List button will display any required tasks that you must complete.

The Search box allows you to search for training by keywords.
One way to search for training is by entering a key word into the **Search box** on the Home page. The Search results display any training that matches your key word. To filter the results by type of learning, click on the specific training type on the left side of the screen.

**Search Box**

**Browse for Training** lists all the different subjects or categories of training relevant to your organization.

**Browse for Training**

The **Events Calendar** will display training that is date-driven; i.e., training being conducted in person or via live webcast which are called sessions in the system.

**Events Calendar**

Click on the blue training title to launch details for that training.

Click on a subject to see all training associated with that subject.

Click on any training visible to see additional details and request the training.
Searching for Certifications and Materials

Search for certifications or materials from the Home page using the **Browse for Training** image or by clicking on the **Browse for Training** sub link on the **Learning** tab. The Browse for Training page opens and displays a **Go to Search** link.

**Assign Training**

Managers can assign training to their employee by searching for the training then selecting the training by clicking on the training title. The manager can request a session or assign the event.

**Click the Training title to view details and assign the training.**

A new window opens; click the **Assign** button to assign the training, click **Session Details** to view the session details or click the **Request** link to request the session. You will be directed to a new window to select the direct reports to whom you are assigning the learning object by adding a checkmark in the box next to their name.

**Click the Go to Search link.**

Select a learning object by adding a check mark into the appropriate box.

Search by **Title**, **Description**, **Family** or **Category**. Click the **Search** button.

To request a certification or material, click on the title to view the details.

If selecting a Certification, click the **Request** button.

A new window opens after the title is clicked. To request a Material click the **Launch** button that will appear, then you will need to acknowledge the requested material when prompted.

A complete course description click on the course title. Sort By: **Title**, **Family**, **Category**.

For a complete course description click on the course title.
**My Team** permissions are associated to those in the manager role and the My Team tab is added to their navigation options. To access the My Team features, click the **My Team** tab and My Team sub link on the Home page. Managers have the ability to manage the learning of their direct reports. My Team also allows the manager access to quick links to run standard reports, share permissions and assign training.

The managers and employees are given ID cards as placeholders. They show the user’s picture, position and subordinates. The Manager ID card is the first in the list.

My Team opens to the **Action Items** page – action items are approvals the manager must take action on.

Clicking the **Approve/Deny** link allows managers to approve or deny training requests.

For each employee, there are four tabs: Profile, Calendar, Activities and Comments, each with sub links beneath them. These tabs appear once the employee ID card has been clicked.

Clicking the right arrow in the corner of the manager’s ID card will display quick links. The quick links available are Reports, Share Permissions and Assign Training.

Click on the employee’s ID card to open the four tabs for that employee and view their My Team data.
Your Transcript contains all the training you have requested or that has been assigned to you. The Title, Type, and Due Date of each item is displayed. The Status and Options columns display items depending on the type of learning and stage in the workflow process. You can also Add External Training.

Open your transcript by clicking the View Your Transcript sub link on the Learning tab or by clicking the My Training and Transcript image on the Home page.

Completed training will be stored in the Completed tab and Completed Archived training will be in the Archived tab.

Print the transcript by clicking the Print icon.

If a requested training item required manager approval, then it will be in Pending Approval status on the transcript. Once the manager approves, then the status will change to Registered. You can click the blue link under the Options column to Launch or Withdraw the training.

Click the Add External Training link to add external training items to your transcript.

Click the training title to view details.

Complete the fields in the Add External Training pop-up window and click the Submit button. The training item appears in your transcript in Pending Approval status until the appropriate approver approves it. After approval, it will move to a Registered status.
Access the **Manage My Team** feature by clicking the **Learning** tab then clicking **Manage My Team** sub link from the Home page. This feature allows you to manage your subordinates’ learning by accessing pending requests for training and sharing your learning permissions.

The **Manage Pending Requests** link will display a list of pending requests for which you are the approver.

**Reports**

In addition to using the **My Team** tab to access reports, you can also click on the **Reports** tab then click the **Standard Reports** sub link found on the Home page. The Reports menu page is displayed with all available training reports.

You can view outstanding training requests that you must approve, defer, or deny. These **Options** are available on the right side of the screen. You approve by clicking the green checkmark for that item; it will be updated in the employee’s transcript to reflect your approval. The red X will deny the request and will not allow the employee to proceed with that training. Deferring a request by clicking the orange arrow will send the request to the next person in the approval chain for that employee.