Instructions for Completing a Learning Path rev 8_2016 jj

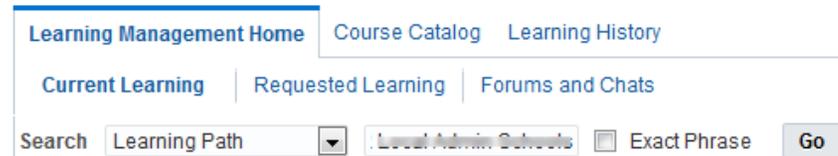1. Log into Employee/Manager Self-Service from the Integrated System home page.

2. Navigate to your Learner Home.
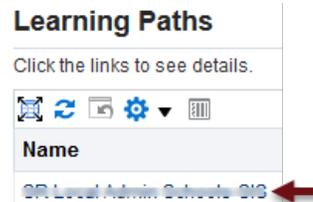
3. Use the search bar to select **Learning Path**. Enter all or part of the learning path name, then click **Go**.

   As needed, consult the systems training toolkits *for the name of the learning path and the training requirements.*

4. Click the named learning path link.

5. Begin by clicking the **Subscribe** button.

6. To complete the course enrollment process, make sure that the radio buttons to the left are selected for each course. If any of the courses are instructor-led, you will need to select the date of the course that you wish to attend. Then click the **Enroll** button (far right).

Confirmation

You have successfully subscribed to the learning path GM Transaction Specialist.

Learning Path: GM Transaction Specialist   — — — — — — Cancel ► Enroll

Select the learning path classes that you want to enroll in.

▶ Show Key Notation

Select classes for enrollment for section "Introduction and Overview"(All Components Mandatory):

Classes for course "Finance Fundamentals":

Select	Offering △	Type	Class △	Available Seats △	Class Start Date △	Class End Date △
○	Finance Fundamentals	🖥	322869	3	13-Sep-2016	13-Sep-2016
○	Finance Fundamentals	🖥	322871	13	27-Sep-2016	27-Sep-2016
○	Finance Fundamentals	🖥	322873	15	11-Oct-2016	11-Oct-2016
○	Finance Fundamentals	🖥	322875	15	25-Oct-2016	25-Oct-2016
○	Finance Fundamentals	🖥	322877	14	08-Nov-2016	08-Nov-2016
○	Finance Fundamentals	🖥	322879	14	13-Dec-2016	13-Dec-2016

Classes for course "Navigating the Integrated System (HR/Finance)-IS":(Already Enrolled)

Select	Offering △	Type	Class △	Available Seats △	Class Start Date △	Class End Date △
⦿	Navigating the Integrated System (HR/Finance) IS	🖥	184797	Unlimited	09-Jul-2013	

Select classes for enrollment for section "Integrated System Training for Responsibility"(All Components Mandatory):

Classes for course "GM - Creating Transactions in the Grants Module-IS":

Select	Offering △	Type	Class △	Available Seats △	Class Start Date △	Class End Date △
⦿	GM - Creating Transactions in the Grants Module IS	🖥	184816	Unlimited	10-Jul-2013	

Classes for course "GM Assessment - Transactions-IS":

Select	Offering △	Type	Class △	Available Seats △	Class Start Date △	Class End Date △
⦿	GM Assessment - Transactions IS	🖥	184837	Unlimited	12-Jul-2013	

7. Complete each online course in the Learning Path.

    a. As needed, click the radio button in the section's **Select** column to display the desired course(s).

    b. Click the **Play** icon to launch the course and (secondary) content windows.

8. When you finish the course, close the content window (upper right corner).

9. **IMPORTANT**: For the course to register as "Completed" you MUST exit the course window by clicking the Learner Home icon (upper right corner).

    Click this icon to return to Learner Home.

10. You must also complete (and pass) any online learning assessment(s) in the Learning Path. Your score displays as "Your Score (%)". Most courses require you to pass with at least an 80%.

    Assessments are mandatory in all systems learning paths except for instructor-led classes and view-only courses.

    IMPORTANT: For the assessment to register as "Completed" you MUST exit the course window by clicking the Learner Home icon (upper right corner).

    Click this icon to return to Learner Home.

    a. If "Your Score (%)" is less than the required passing percentage, access the Learning Path again and retake the assessment (as many times as needed).

11. When you've completed all mandatory courses and scored a passing percentage on the assessment(s), the training path is completed and the systeam is notified. Systeam will verify completion and approve the training step in ESHARP. ESHARP will send you an email prompting you to accept the responsibility. After that step, responsibility is typically granted within 1-3 business days.

Email systeam@virginia.edu with questions concerning completion of learning paths.