

NHI Training for FHWA Employees

*Partnering with FHWA Training
Coordinators*

- April 2008



Welcome!

U.S. Department of Transportation
Federal Highway Administration



- On the call we have
 - Laurie Montgomery (HR)
 - Araceli Rivera (HR)
 - Rick Barnaby (NHI Training Team Lead)
 - Sherron Monts (NHI Scheduler)
 - Lexi Buscaglia (NHI Business Analyst and Web site support)
 - Ann Gretter and Stacy Stottmeister (NHI Marketing)



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Agenda

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- Purpose
- Background
- FHWA employee enrollment
- FHWA Training Coordinator role
- Available Resources
- Question and Answer



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Purpose

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- To provide background information regarding the change in procedures
- To give detailed instructions on the new procedures
- To acquaint you with the NHI Web site
- To clear up any confusion or concerns
- To give the opportunity to ask questions.



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Background

- Why did the process change?
 - When eLMS was upgraded, the connection with NHI's system was broken
 - NHI needed to come up with a solution quickly so that FHWA employees could continue to enroll in NHI Training
 - Due to the time constraint and limited resources available for the programming change, we rolled out the new features in phases
 - Allowing FHWA employees to enroll themselves
 - Allowing FHWA Training Coordinators to enroll FHWA employees



Background

- How did NHI handle the change-over?
 - NHI manually entered sessions into eLMS until the functionality to enroll on the Web site was ready
 - NHI updated its system with all FHWA employees who were already enrolled in NHI training through eLMS
 - NHI changed the status of all its sessions in eLMS to inactive so that they don't appear in search results

FHWA Enrollment- New Features

- FHWA employees will no longer enroll for NHI Training in eLMS
- They must contact their local Training Coordinator who will enroll them through the NHI Web site
- Local Training Coordinators can enroll multiple participants at a time
- Both the Training Coordinator and the participant will receive confirmation
- FHWA participant information will be updated in eLMS by the NHI Scheduler 3-6 weeks following the training



FHWA Enrollment- New Features

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- Demonstration using the Web site
 - Enrolling someone in training
 - Waitlist
- Step-by-step instructions hand-out



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Local FHWA Training Coordinator Role

- If an NHI session is being held in your state, the local FHWA Training Coordinator's role includes the following:
 - To serve as the liaison between the host and the FHWA employees enrolled in an NHI session
 - Receive notification every time an FHWA employee enrolls in your state
 - Receive notification 2 weeks prior to a session start date with all participants who enrolled on the Web site, including FHWA employees



Local FHWA Training Coordinator Role

- If you are the FHWA Training Coordinator for a division:
 - You will enroll FHWA employees in your division in NHI training
 - If no FHWA seats are available, you will be able to add them to the waitlist
 - You are notified when a spot becomes available if you added an FHWA employee to the waitlist
- If you would like to host the session for your division office and reserve all 30 seats, please contact the NHI Scheduler before the session is scheduled to increase the seats for the session
 - Enrollment is on a first come first serve basis



Available Resources

- FHWA New Employee Orientation for enrolling in an NHI Session
 - <http://fhwa.acrobat.com/fhwanewemployeeorientation/>
- FHWA Training Coordinator New Employee Orientation for NHI courses
 - <http://fhwa.acrobat.com/fhwatrainingcoordinator/>
- NHI
 - Scheduling Inquiries:
 - NHI Scheduler (703) 235-0534
 - Website issues:
 - Business Analyst (703) 235-0556
 - NHI Quarterly Web-conference with Hosts/Local Coordinators



Questions?

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