

The DLA Learning Management System (LMS) User and Supervisor job aids will acquaint you with new features and terminology as well as provide you step-by-step instructions for performing the most commonly performed tasks in the LMS. The job aids are intended for all DLA LMS users, and there is a section specifically for supervisors.

Please click on the subject link below to go to the specific task.

View Your Records

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Run Reports

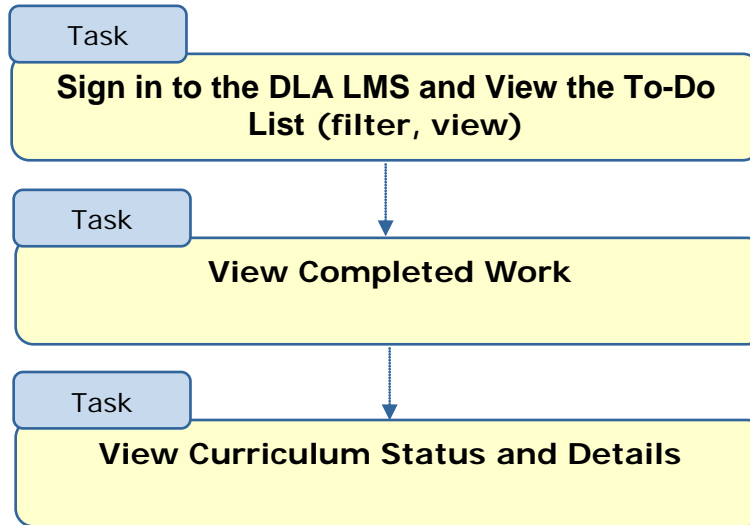
Supervisor Tasks

- Open and View a Subordinate's Record
- Approve or Deny Training Request
- Run Reports on Subordinates
- View Subordinate's Registrations
- View Subordinate's To-Do List
- Approving an IDP

View Your Records

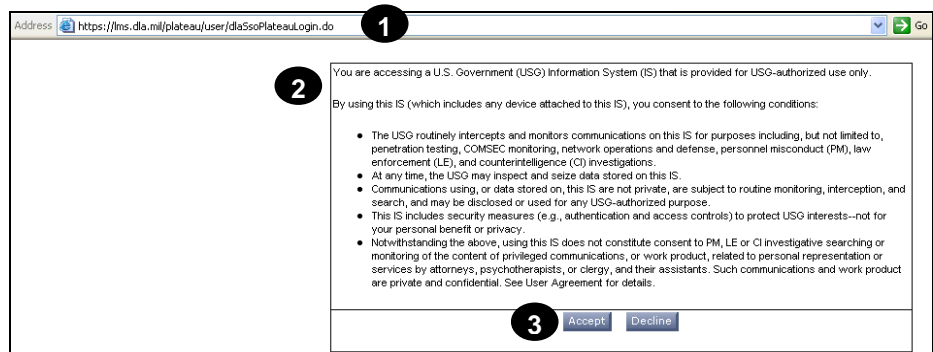
Purpose

The purpose of this job aid is to guide you through the step-by-step process of viewing your records. Each task demonstrates viewing of different records.



Sign in to the DLA LMS and View your To-Do List

- 1 Click <https://lms.dla.mil/plateau/user/dlaSsoPlateauLogin.do> or paste the above address (URL) into your browser *Address* field and press the **Enter** key.
- 2 Review the user agreement.
- 3 Click **Accept**.



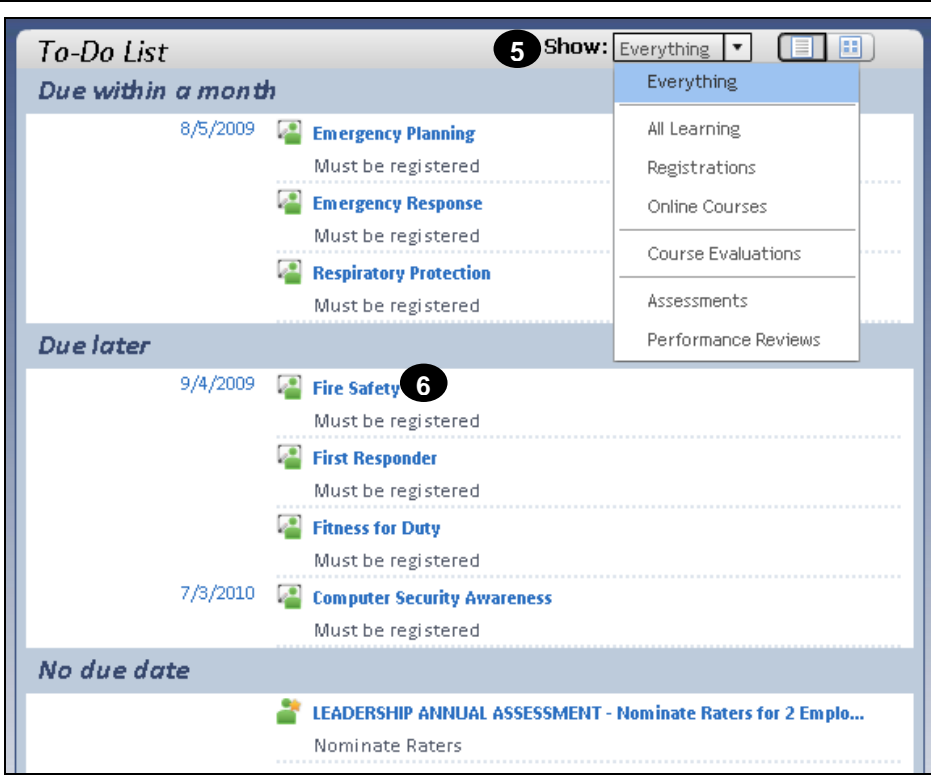
If you are a first time LMS user, you will be prompted to enter your social security number. Subsequent LMS sign in will be enabled by your Common Access Card (CAC).

Sign in to the DLA LMS and View the To-Do List, Continued

4 On the **Home** page, view the **To-Do List**.
 This panel displays a consolidated view of tasks requiring action. This means that all tasks are in one place.
 The **To-Do List** can be filtered and viewed different ways.



5 Click the **Show** drop-down list to select a filter option.
6 Hover over each title in the **To-Do List** for additional information.



Sign in to the DLA LMS and View the To-Do List, Continued

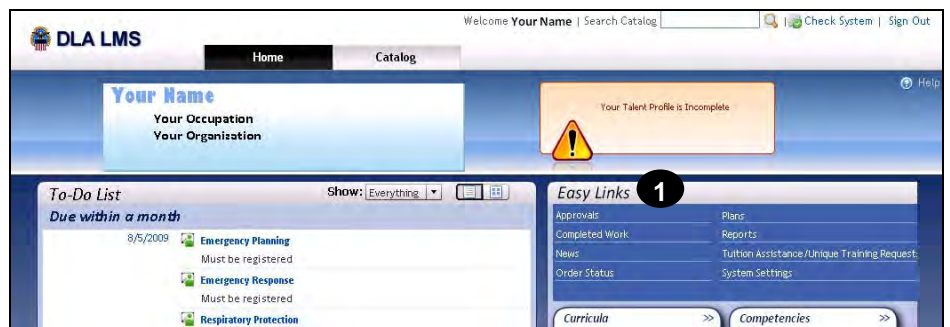
7 You may prefer to display the To-Do actions as a card view. Selecting the **Card View** (🗉) icon from the top left menu provides full details. The card view also displays navigation links for each relevant action.



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View Completed Work

1 On the **Home** page, click **Completed Work** (formerly Learning History) in the **Easy Links** panel.



2 **Completed Work** displays a combined list of all tasks completed. It combines learning activities such as courses and competency assessments.

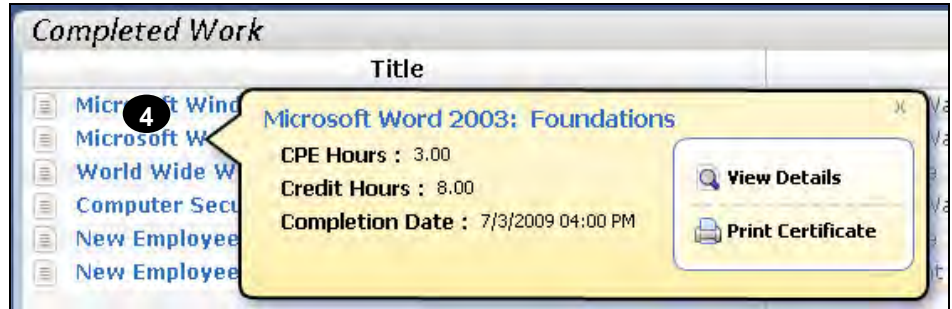
Completed Work **2**

	Title	Status	Completion Date * 3
🗉	Microsoft Windows 2000	Requirement Waived	7/3/2009 04:00 PM
🗉	Microsoft Word 2003: Foundations	Requirement Waived	7/3/2009 04:00 PM
🗉	World Wide Web (internet)	Passed Course	7/3/2009 04:00 PM
🗉	Computer Security Awareness	Requirement Waived	7/3/2009 04:00 PM
🗉	New Employee Orientation	Passed Course	12/1/2003 01:21 PM
🗉	New Employee Orientation	Attended Event or Activity	8/19/2003 04:00 PM

3 Click the column header to sort the display based on Title, Status, or Completion Date.

View Completed Work, Continued

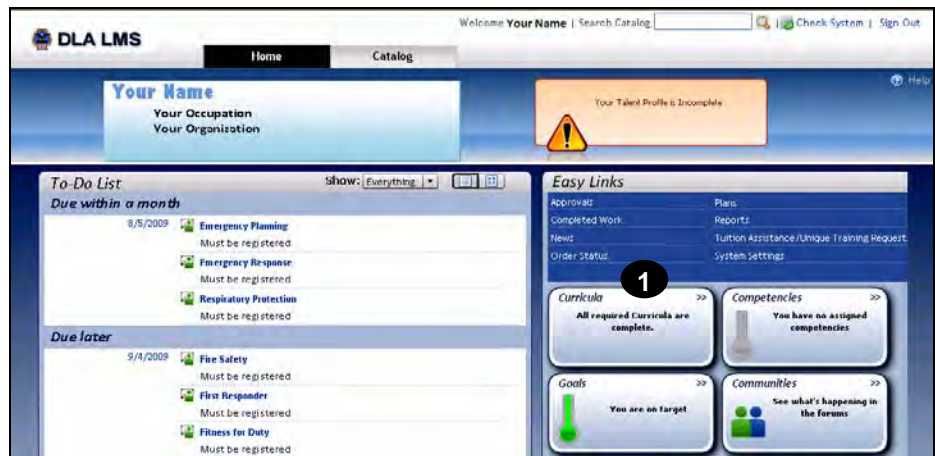
4 You can select the title link and choose a desired option (**View Details** or **Print Certificate**, for this example).



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View Curriculum Status and Details


1 On the **Home** page, click the **Curricula** pod.



View Curriculum Status and Details, Continued

2 This page displays all assigned curricula, a next action date if applicable, and who assigned the curricula.

3 The curricula list can be sorted by **Curriculum Title**, **Next Action Date**, or **Expiration Date** by clicking the column header.


4 The status of each curriculum can be identified by the folder icon. If a **green** checkmark displays on the folder , the curriculum is complete.

5 Click the **Curriculum Title** links to view curriculum details.


Curriculum Status Help

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Next Action Date	Expiration Date	Assigned By	Remove
First Responder	8/5/2009	N/A	Admin (User Plateau)	
Software Tools (all employees)	7/3/2010	7/3/2010	Admin ()	

Note: The **Next Action Date** is the next due date in the curriculum. The due date that displays belongs to the item that has the nearest due date. If there is an issue with the next action date, the **Alert icon** () displays.

6 From the **Curriculum Details** page you can view each item requirement plus sub-curricula, curriculum requirements, and/or sub-curricula requirements.

7 To view item requirements, click the **expand icon** () for additional details about each item within the curriculum.

8 The item list can be sorted by Title, Required By, or Date Completed by clicking the column header.

Curriculum Details Help









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Software Tools (all employees)

Summary Information

Curriculum ID: IT-101
 Status: Complete
 Assigned By: Admin ()

Item Requirements (4 Found)




Title	Type	Required By	Date Completed	Status	Action
▶ Computer Security Awareness		7/3/2010	 7/3/2009		Request Schedule
▶ Microsoft Windows 2000			 7/3/2009		Request Schedule
▶ Microsoft Word 2003: Foundations			 7/3/2009		Request Schedule
▶ World Wide Web (internet)			 7/3/2009		Request Schedule










Item Requirements in Subcurricula (0 Found)

Curriculum Requirements (0 Found)

Curriculum Requirements in Subcurricula (0 Found)

The **Type** column indicates the item type (blended learning, instructor-led, or online).

-  Instructor-Led
-  Online
-  Blended

View Curriculum Status and Details, Continued					
<p>The Required By column indicates when the item is due.</p>	<table border="1"> <thead> <tr> <th>Required By ▲</th> </tr> </thead> <tbody> <tr> <td>12/6/2008</td> </tr> <tr> <td>12/6/2008</td> </tr> <tr> <td>10/1/2009</td> </tr> </tbody> </table>	Required By ▲	12/6/2008	12/6/2008	10/1/2009
Required By ▲					
12/6/2008					
12/6/2008					
10/1/2009					
<p>The Date Completed column indicates a completion date for the item. A Credit Provided icon (👉) indicates credit is provided.</p>	<table border="1"> <thead> <tr> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td>10/1/2008 </td> </tr> <tr> <td>10/1/2008 </td> </tr> <tr> <td>10/1/2008 </td> </tr> </tbody> </table>	Date Completed	10/1/2008 	10/1/2008 	10/1/2008 
Date Completed					
10/1/2008 					
10/1/2008 					
10/1/2008 					
<p>The Status column indicates the status of the item.</p>	<table border="1"> <thead> <tr> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Must be registered</td> </tr> <tr> <td>Not available</td> </tr> <tr> <td>Must be registered</td> </tr> </tbody> </table>	Status	Must be registered	Not available	Must be registered
Status					
Must be registered					
Not available					
Must be registered					
<p>The Action column displays different buttons depending on the item type.</p>	<table border="1"> <thead> <tr> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Request Schedule</td> </tr> <tr> <td>Offering Details</td> </tr> </tbody> </table>	Action	Request Schedule	Offering Details	
Action					
Request Schedule					
Offering Details					

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Navigation

Purpose

The purpose of this job aid is to guide you through the step-by-step process of navigating and identifying areas of the DLA LMS, and identifying some commonly used navigation shortcuts.

Task

Identify Areas of the User Interface

Task

Review Navigation Tips

Identify Areas of the User Interface

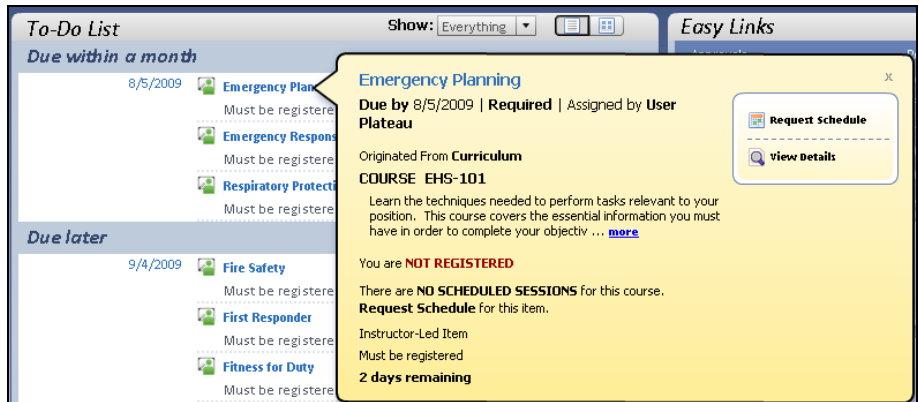
The screenshot shows the DLA LMS Home page. At the top, there is a navigation menu with 'Home' and 'Catalog' options (1). Below the menu is a user card displaying 'Your Name', 'Occupation', and 'Organization' (2). To the right of the user card is an alert box with a warning icon and the text 'Your Talent Profile is Incomplete' (3). The main content area is divided into two columns. The left column features a 'To-Do List' (4) with tasks categorized by due date: 'Due within a month' (including Emergency Planning, Emergency Response, and Respiratory Protection) and 'Due later' (including Fire Safety, First Responder, Fitness for Duty, and Computer Security Awareness). The right column features an 'Easy Links' panel (5) with links for Approvals, Completed Work, News, Order Status, Plans, Reports, Tuition Assistance/Unique Training Requests, and System Settings. Below the Easy Links panel is a 'Status Pods' section (6) with four pods: Curricula (All required Curricula are complete), Competencies (You have no assigned competencies), Goals (Create a Plan and establish Goals), and Communities (See what's happening in the forums).

- 1 **Top Menu**—Use the **Home**, **Catalog**, or **My Employees** (supervisors only) menu options in the top menu to navigate within the DLA LMS Learning.
Note: Some of these main menu headings may not display depending on our vendor licenses and your user role.
- 2 **User Card**—Click your name to navigate to your user Profile.
- 3 **Alerts**—This box indicates that you must take action on something.
- 4 **To-Do List**—The Home page contains a To-Do List as a consolidated view of tasks requiring action. This means that all tasks are in one place; however there is a filter option that allows you to limit the list, for example, to show learning only, a list of current registrations, or assessments that are due, etc.
- 5 **Easy Links**—The Home page contains a panel with Easy Links that enables easy navigation. You can directly link to specific functions and perform activities.
- 6 **Status Pods**—The Home page contains a Status Pods panel that allows you to view a snapshot of progress on learning activities.

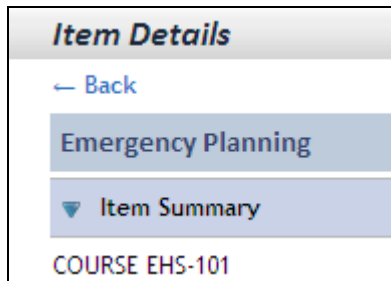
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Review Navigation Tips

Hover-over an entry to reveal a “pop-up” that shows additional information and available actions.



Use the top menu and the **Back** link to navigate throughout the DLA LMS.



Sorting Data in Tables

When the LMS displays data in tables, you can sort some columns in ascending or descending order:

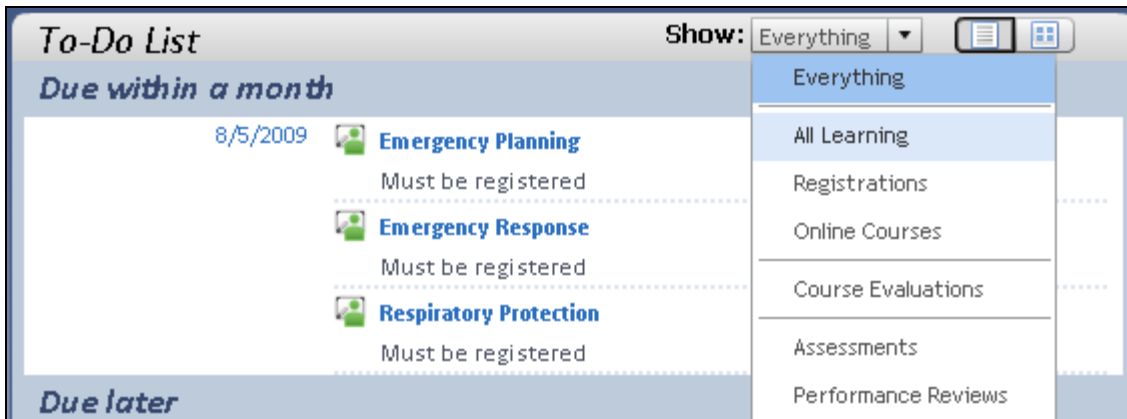
The Completed Work table (below) is sorted by the *Title* (indicated by the sort order arrow). The ¹▲ indicates the column is sorted in ascending order. To change the sort order to descending, click the **Title** column header. The arrow changes to ¹▼ and re-sorts the table contents.

<i>Completed Work</i>			
	Title	Status	Completion Date *
	1 ▲		
	Computer Security Awareness	Requirement Waived	7/3/2009 04:00 PM
	Microsoft Windows 2000	Requirement Waived	7/3/2009 04:00 PM
	Microsoft Word 2003: Foundations	Requirement Waived	7/3/2009 04:00 PM
	New Employee Orientation	Attended Event or Activity	8/19/2003 04:00 PM
	New Employee Orientation	Passed Course	12/1/2003 01:21 PM
	World Wide Web (internet)	Passed Course	7/3/2009 04:00 PM

Review Navigation Tips, Continued

Filtering Data

Filtering data prevents rows from displaying in a table or list. This is useful if the page contains a large amount of data and you are interested in only specific information. Filtering options vary depending on the page. For example, the To-Do List below can be filtered to show only All Learning, Registrations, Online Courses, etc.

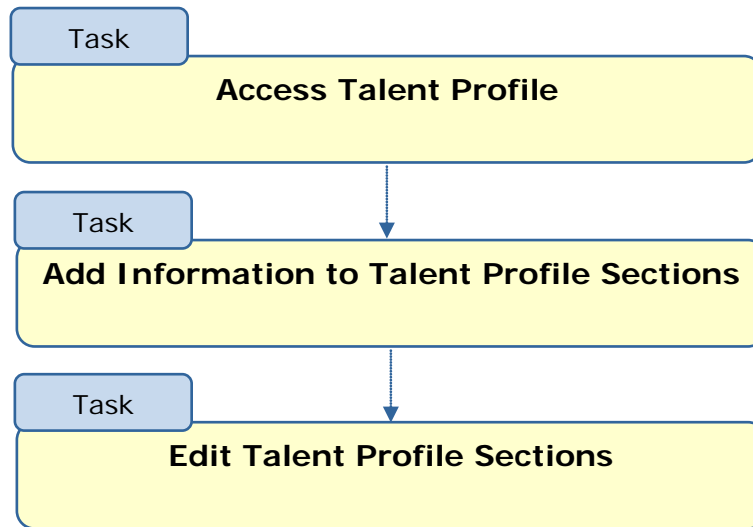


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Access and Modify Talent Profile

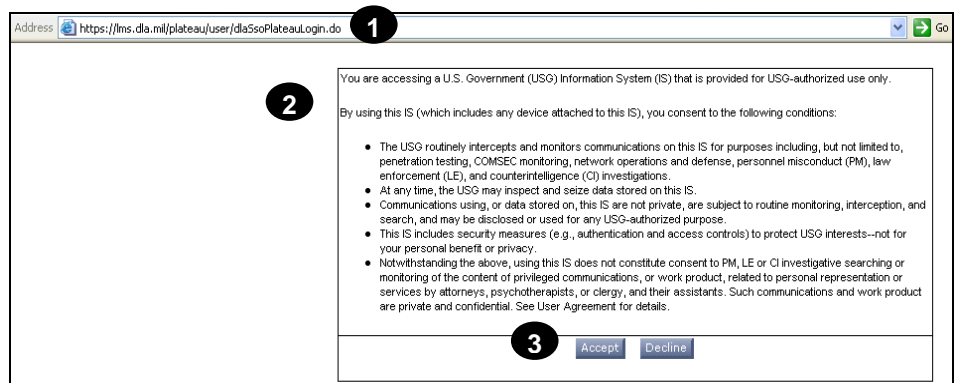
Purpose

The purpose of this job aid is to guide you through the step-by-step process of accessing your talent profile, adding information to you profile, and editing existing talent profile information.



Access Talent Profile

- 1 Click <https://lms.dla.mil/plateau/user/dlaSsoPlateauLogin.do> or paste the above address (URL) into your browser Address field and press the **Enter** key.
- 2 Review the user agreement.
- 3 Click **Accept**.
- 4 Click your user name in the User Card on your **Home** page.
or
- 4 Click the **Your Talent Profile is incomplete** link in the Alerts section of your **Home** page.



Access Talent Profile, Continued

Your **Profile** screen displays.

Profile

Contact the talent profile administrator if you need to change information in a section that you cannot edit.

2 of 3 sections completed. 1 required section is still incomplete

Contact Information Incomplete

Your Name
Your Occupation
Your Organization

13891 Metrotech Dr
Chantilly, Virginia 20151
United States
[Map](#)

Employee Information

User ID:	Your Name
Employee Type:	
Employee Status:	Full Time
Supervisor:	Your Supervisor
Number of Direct Reports:	

Contact Numbers

Emergency contact number:	571.555.1212
Home Phone:	703.292.0200
Work Fax:	703.292.0299
Cell Phone:	703.555.1212

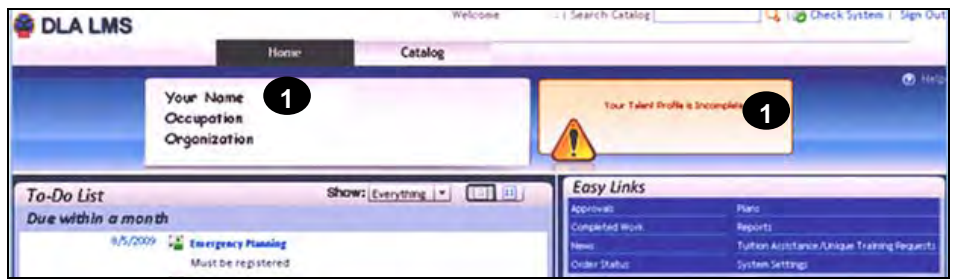
Use the icons, as described below, to view information in your talent profile:

Icon	Description
	Expand icon: Click to expand the section to see additional information. The icon turns into a minus sign icon.
	Click the minus sign icon to return to default view.
	Edit icon: Click this icon to edit the information. You can edit only information that displays this icon. Other information your profile is provided by the Defense Civilian Personnel Data System (DCPDS).
	Add icon: Click this icon to add information for that section.

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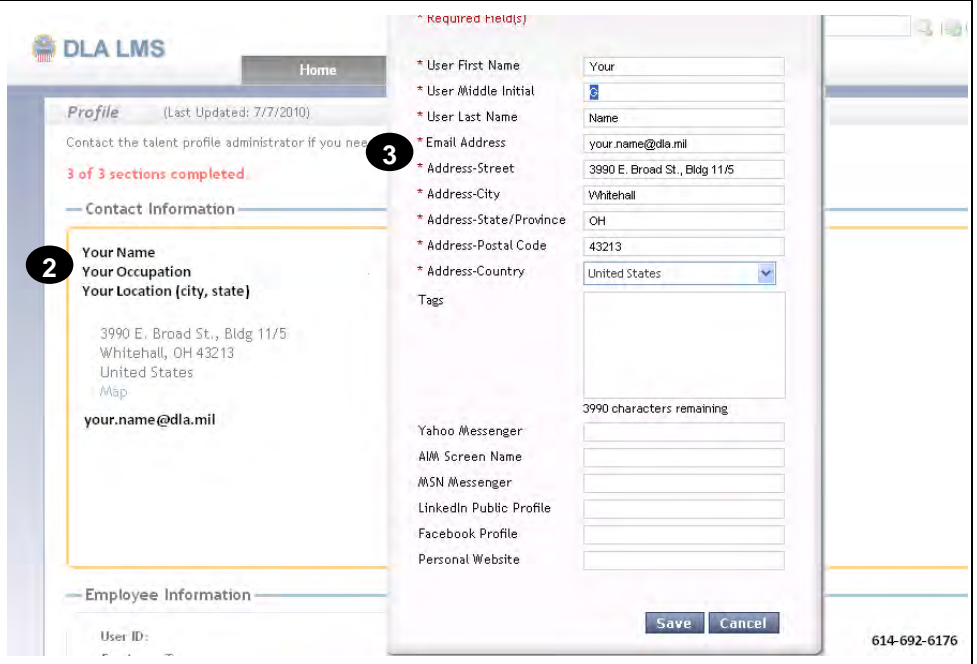
Add Information to Talent Profile Sections


- 1 Click your name in the User Card on your **Home** page.
- or
- 1 Click the **Your Talent Profile is incomplete** link in the Alerts section of your **Home** page.

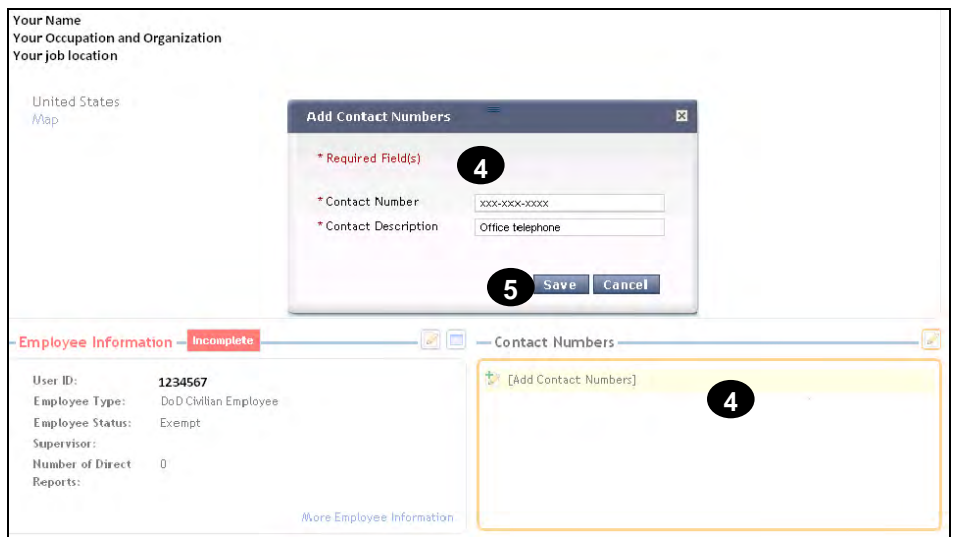


Add Information to Talent Profile Sections, Continued

- 2 The DLA LMS only uses a limited amount of information provided by the individual.
- 2 Certain information, such as name, occupation, and city and state are brought in from DCPDS.
- 3 You need to add your
 - Email address
 - Complete street address



- 4 An orange outline displays around the section.
- 4 Click the **Add** icon () to add **Contact Numbers**. Both fields are required.
- 5 Click Save



Add Information to Talent Profile Sections, Continued

6 Select your **Supervisor** from the **Employee Information** section.

7 Click the **Supervisor** field and the **Edit Employee Information** screen will appear.

8 Click the magnifier and a **Search Users** screen will appear.

9 Complete the **Last Name** and **First Name** fields and

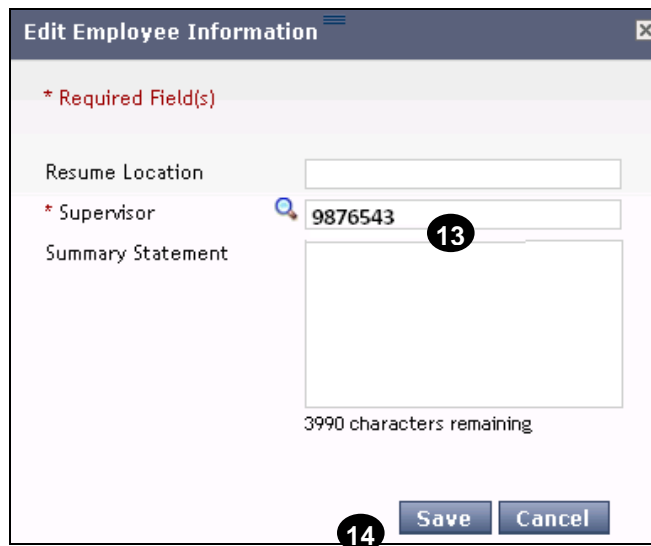
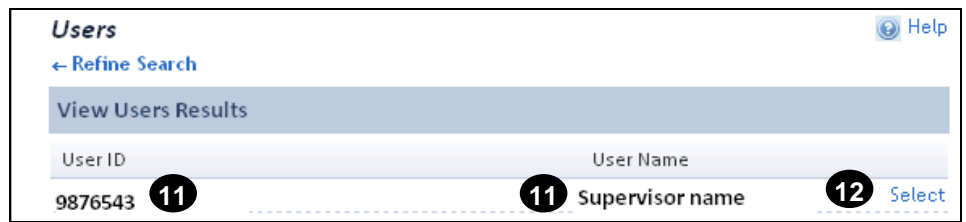
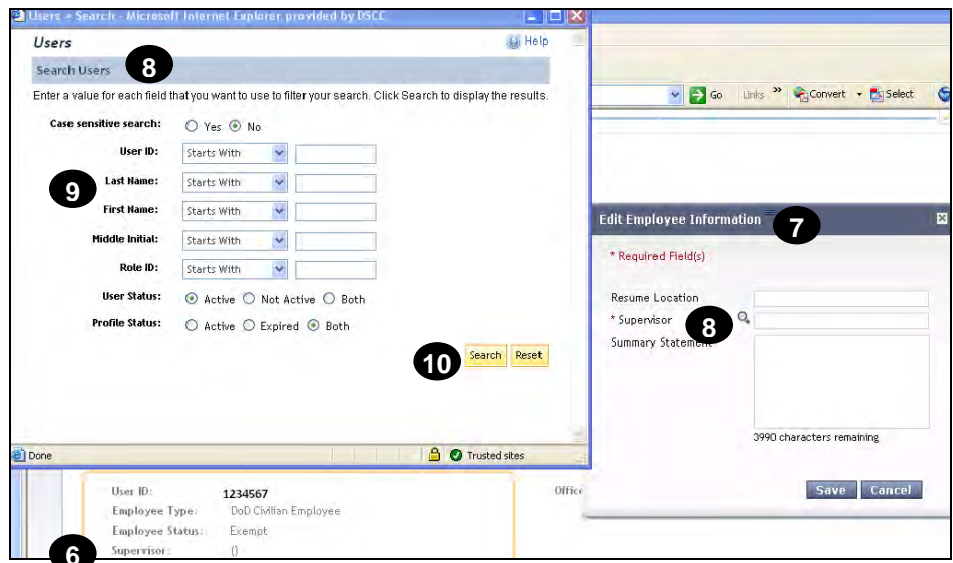
10 Click **Search**.

11 Your supervisor's **User ID** and **User Name** should be on the next screen.

12 Click **Select**.

13 The **Edit Employee Information** screen will now show your supervisor's **User ID**.

14 Click **Save**.



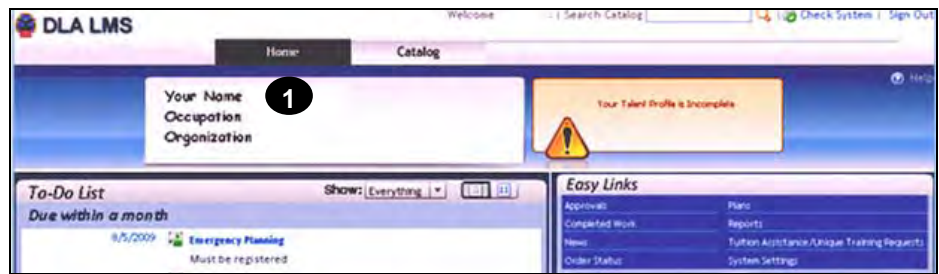
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Edit Talent Profile Sections


There may be events that trigger a need to edit your profile such as a changes to your

- office location,
- office telephone number, or
- supervisor.

1 Click **your name** in the User Card on your **Home** page.




2 Locate the section to that you want to edit information.

3 Click the **Edit** icon () to access the section in edit mode.

An orange outline displays around the section.

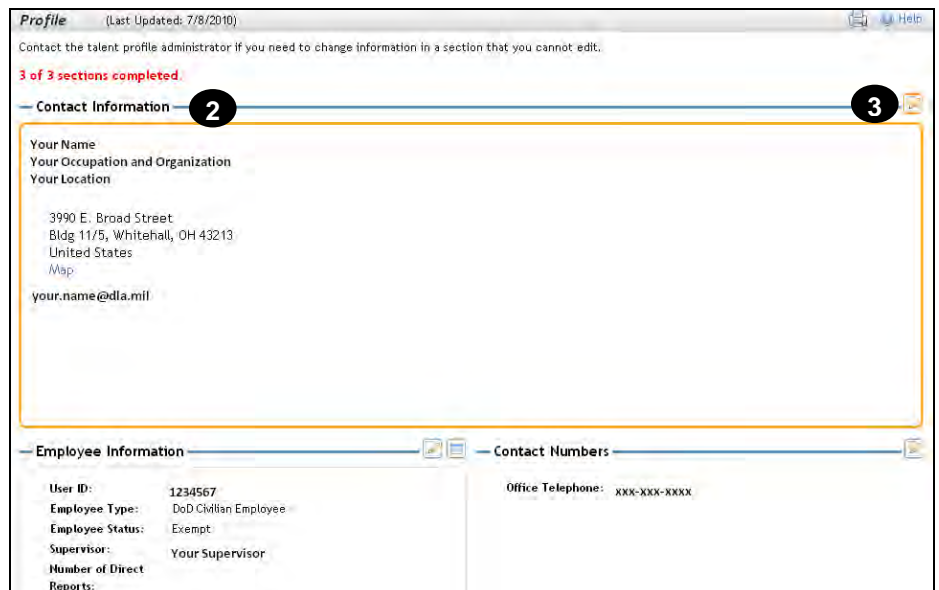
Roll your mouse over any line item to display the edit icon for that line item.

Click the line item or the **Edit** icon ().

An Edit dialog box displays.

Change the information as appropriate.

Click **Save** to save your changes.



Note: Follow the steps provided in **Add Information to Talent Profile Sections** to edit the information you need to change.

- **Contact Information:** Steps 2 and 3.
- **Contact Numbers:** Steps 4 and 5.
- **Employee Information:** Change Supervisor—Steps 6 through 14.

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Using the DLA LMS Help System

Purpose

The purpose of this job aid is to guide you through the features of the DLA LMS Help system.

Task

Using the DLA LMS Help System

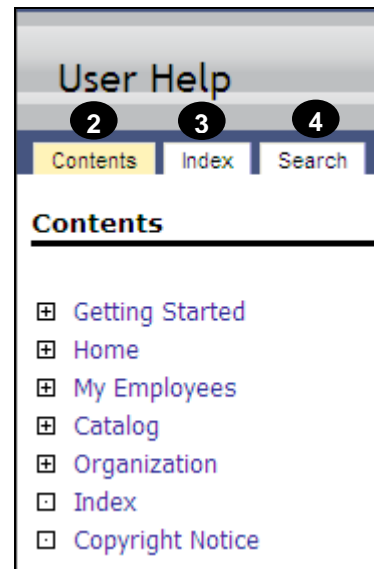
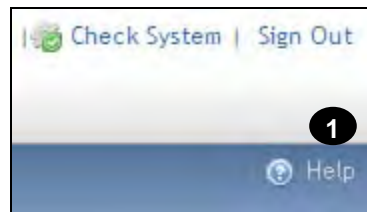
Using the DLA LMS Help System

General Help

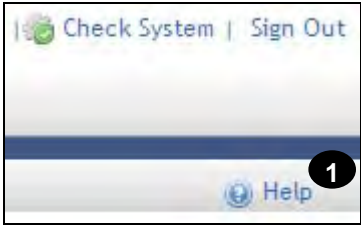
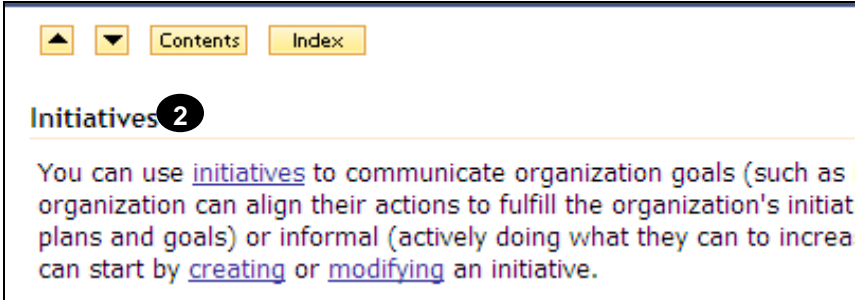
- 1 Click the **Help** link to access general help.

General help contains helpful information on every area of the DLA LMS User application. There are three areas of general help:

- 2 **Contents:** Click the topic pertaining to your question.
- 3 **Index:** Keyword search using pre-existing keywords.
- 4 **Search:** Open search.



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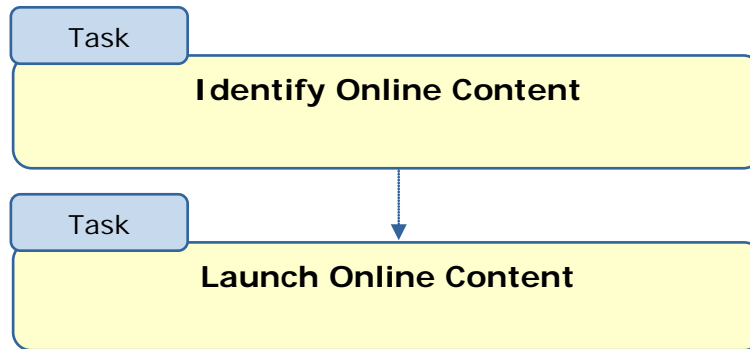
Context-Sensitive Help	
<p>1</p>	<p>Click the Help button to access context-sensitive help.</p> 
<p>2</p>	<p>Context-sensitive help is useful to find the purpose of a specific field on the current screen.</p> 

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Launch Online Content

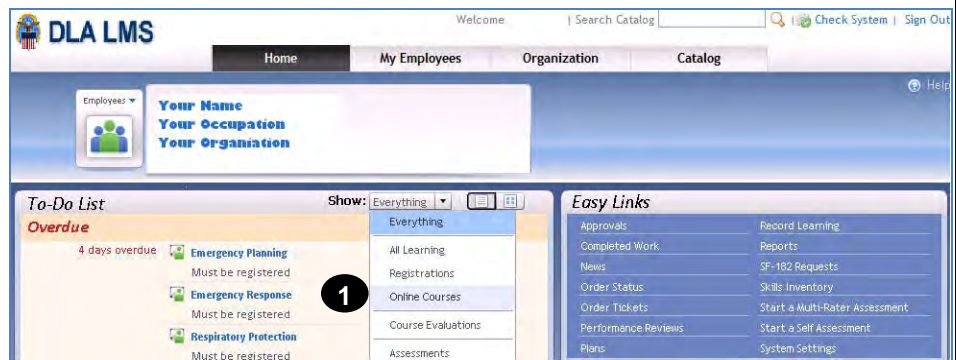
Purpose

The purpose of this job aid is to guide you through the step-by-step process of identifying and launching online content.



Identify Online Content

1 From the Home page, filter the **To-Do List** to show **Online Learning** only.



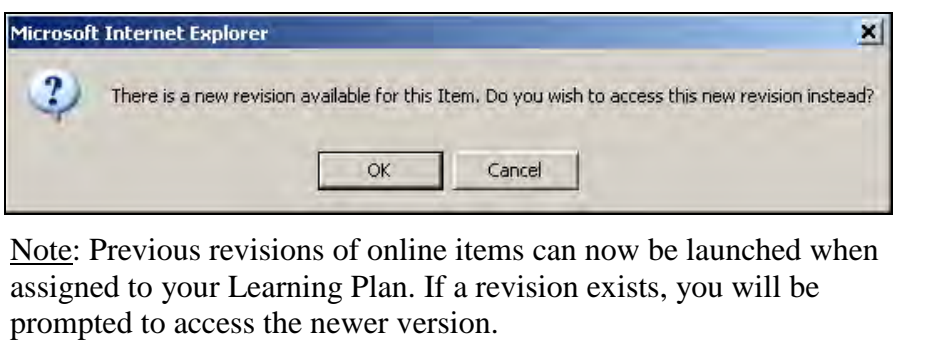
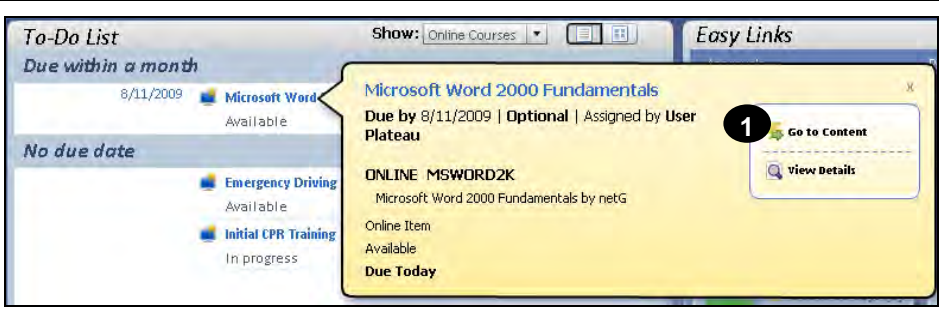
2 The online icon (📖) in the Type column indicates the content type.



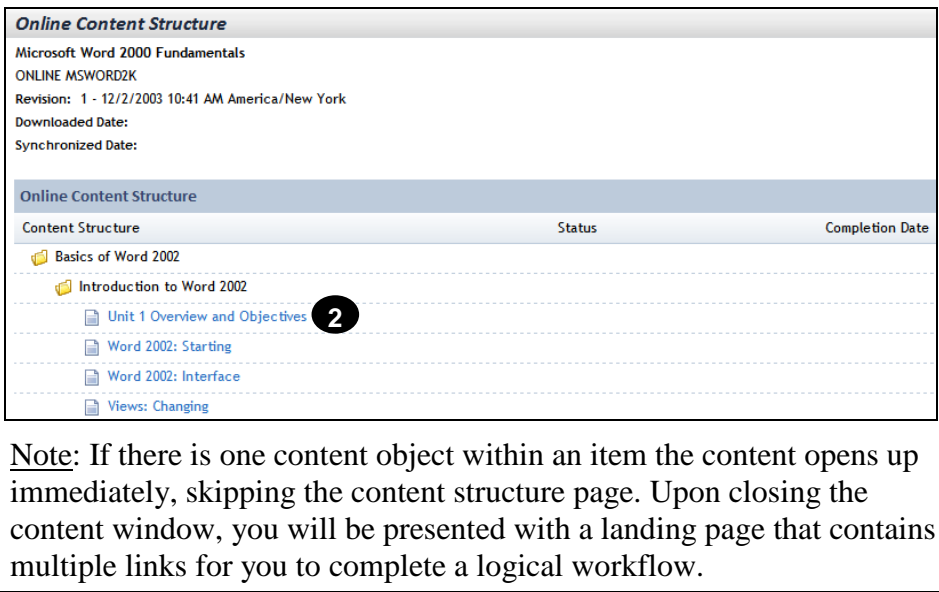
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Launch Online Content

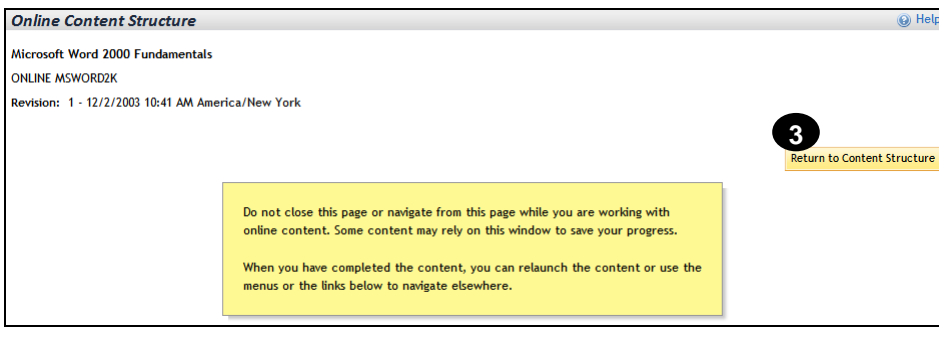
1 From the **To-Do List**, hover over the title of the item you wish to launch and then click **Go to Content**.



2 The **Online Content Structure** page displays. An item may contain one or more content objects. Click the content object title link to launch the content object. The content launches in a separate window. Complete the content as prescribed in the course.



3 When the content object is complete, the window closes, and returns you to the **Online Content Structure** page. Click **Return to Content Structure** to continue.



Launch Online Content, Continued

- 4** The completion date and time of the content object are captured.

If the online item contains more than one content object, all objects typically must be completed in order for the item to be complete and completion recorded in **Completed Work** (formerly Learning History).
- 5** Click the next content object title link to continue completion of the course.

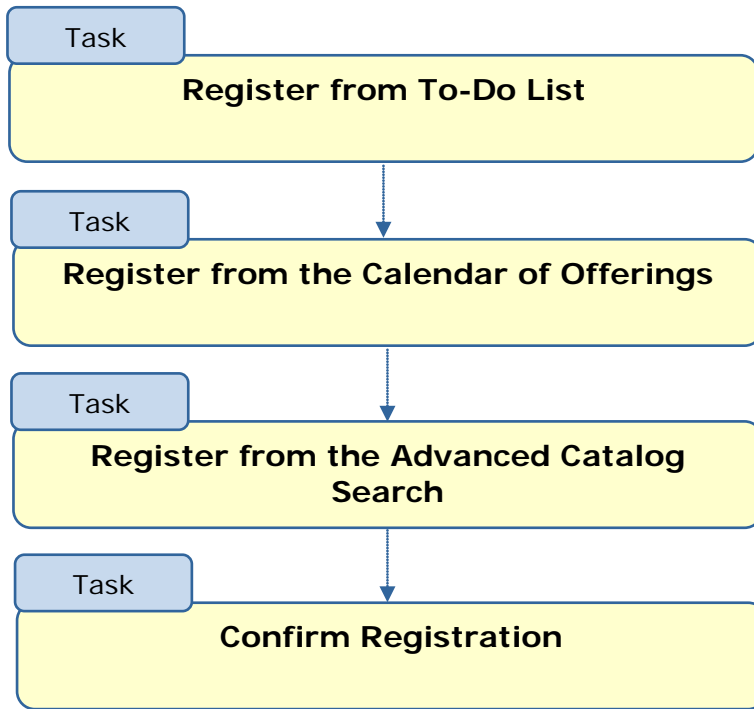
Online Content Structure		
Content Structure	Status	Completion Date
📁 Basics of Word 2002		
📁 Introduction to Word 2002		
📄 Unit 1 Overview and Objectives		4 8/11/2009 02:20 PM America/New York
📄 Word 2002: Starting	5	
📄 Word 2002: Interface		
📄 Views: Changing		

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Job Aid: Self-Register in a Scheduled Offering

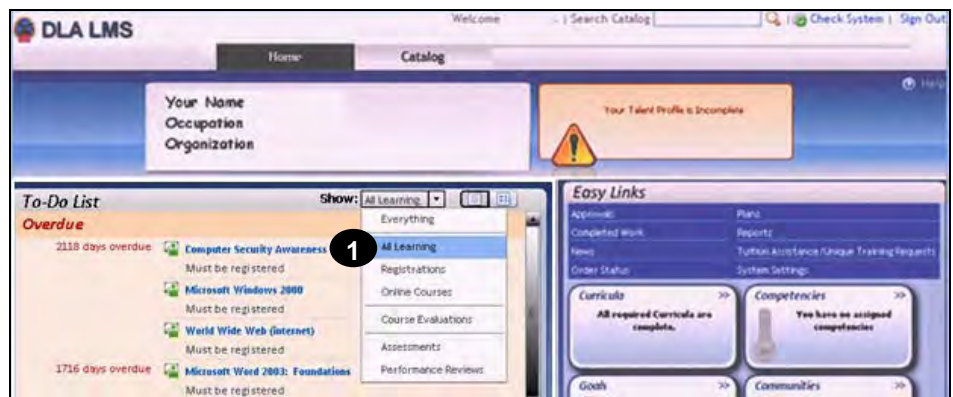
Purpose

The purpose of this job aid is to guide you through the step-by-step process of locating scheduled offerings and self-registering from the To-Do List, Calendar of Offerings, and the catalog. Each task below demonstrates a different method of registration.



Register from the To-Do List

- 1 From the **Home** page, filter the **To-Do List** to show All Learning.



Register from the To-Do List, Continued

2 Hover over the item into which you want to register.

3 Click **Register** for registration information.

The screenshot shows a 'To-Do List' with several items. A tooltip is displayed over the 'Medical Services & First Aid' item. The tooltip contains the following information:

- Medical Services & First Aid**
- Due by 9/10/2009 | Required | Assigned by User Plateau
- Originated From Curriculum
- COURSE EHS-116
- Learn the techniques needed to perform tasks relevant to your position. This course covers the essential information you must have in order to complete your objectives ... [more](#)
- You are **NOT REGISTERED**
- Register** into an open offering.
- Instructor-Led Item
- Must be registered
- 30 days remaining**

A 'Register' button with a circled '3' is highlighted in the tooltip.

Note: Click **Request Schedule** if there is no scheduled offering given at a convenient time. Enter the date and reason for the request.

On the Registration page, review the Dates and Times section and find the offering you prefer.

4 Click **Register** for the corresponding scheduled offering.

The screenshot shows the 'Registration' page for 'Medical Services & First Aid' (COURSE EHS-116). The 'Dates and Times' section is expanded, showing a table with the following data:

Day (s)	Start	End	Location	Available Seats	Price	Action
3	8/21/2009 09:00 PM America/New York	8/24/2009 05:00 AM America/New York	-	unlimited	200.00 (USD)	View Details Register

The 'Register' button in the 'Action' column is highlighted with a circled '4'.

Note: Click View Details to view the description, exact times, and locations for each segment of the scheduled offering.

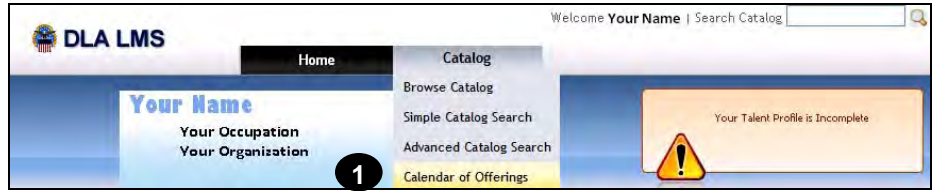
5 Enter any optional comments in the **Registration Comments** field. Use this field for comments for the instructor, such as special needs.

6 Click **Confirm**.

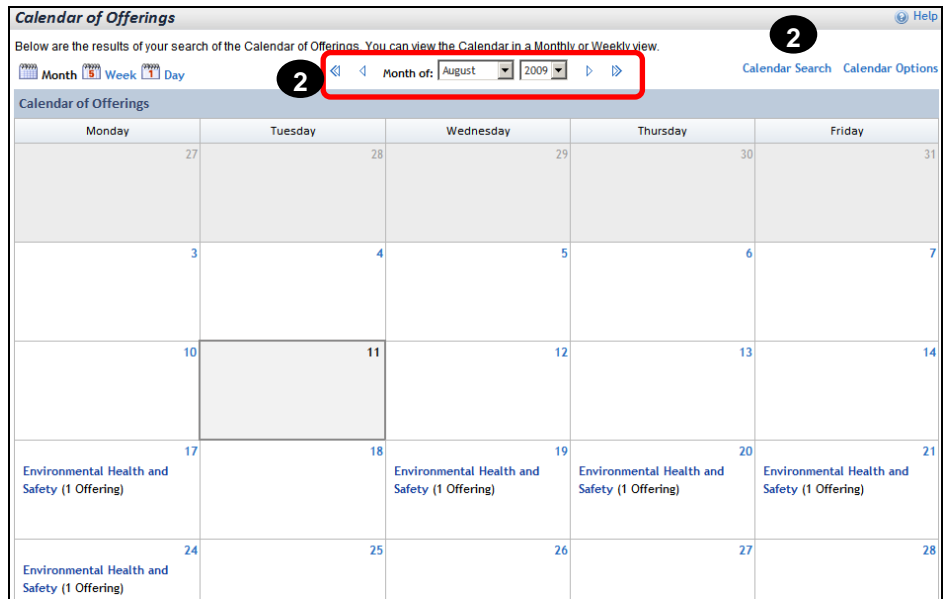
The screenshot shows the 'Registration' page with the 'Registration Comments' section. The 'User Name' is 'Davis, Ryan C' and the 'Registration Status' is 'ENROLL (Enrolled)'. The 'Comments' field contains the text 'Please ensure I get registered in this course.' and is highlighted with a circled '5'. The 'Confirm' button is highlighted with a circled '6'.

Register from the Calendar of Offerings

1 From the **Home** page, navigate to **Catalog > Calendar of Offerings**.



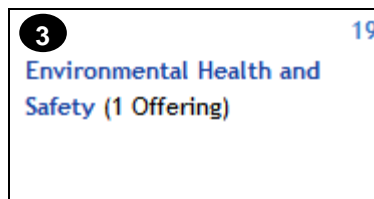
2 Display the desired month by using the **Month of** drop-down or scroll through months using the arrows.



2 Click the **Calendar Search** link to use a keyword search.

or

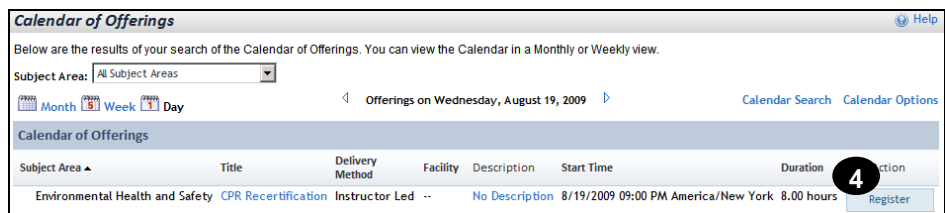
The subject area of the scheduled offering and the number of scheduled offerings that are scheduled for that day are displayed.



3 Click the **Subject Area** link.

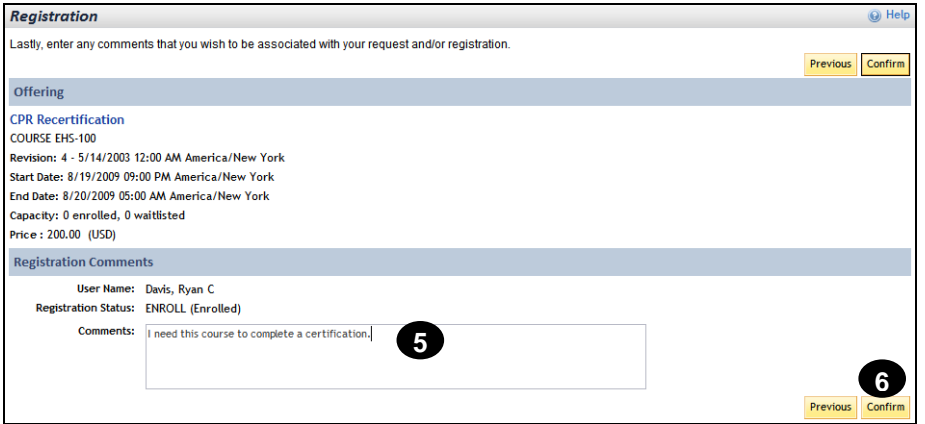
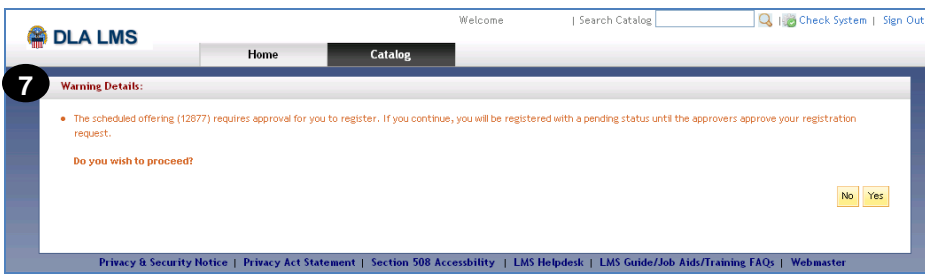

Note: Subject areas may be color-coded.

4 Review the offerings and click **Register** for the corresponding offering.



Note: Click the Title or Description link to view information about the item.

Register from the Calendar of Offerings, Continued

<p>5 Enter any comments in the Registration Comments field. Use this field for comments for the instructor, such as special needs.</p> <p>6 Click Confirm.</p>	
<p>7 A Warning screen will advise you that the registration requires approval. Click Yes to proceed with self-registration.</p>	
<p>8 The Registration screen will advise you that your supervisor must approve your registration.</p> <p>9 Verify that your supervisor's name appears as the Approver. If it does not select your supervisor from the list provided.</p> <p>10 If you want to provide any comments regarding your registration for the course, use the comment box provided.</p> <p>11 Click Confirm.</p>	

Register from the Calendar of Offerings, Continued

12 A **Registration** status screen will show that it is **PENDING** supervisory approval.
You will receive a separate LMS generated email when your supervisor acts on your request.




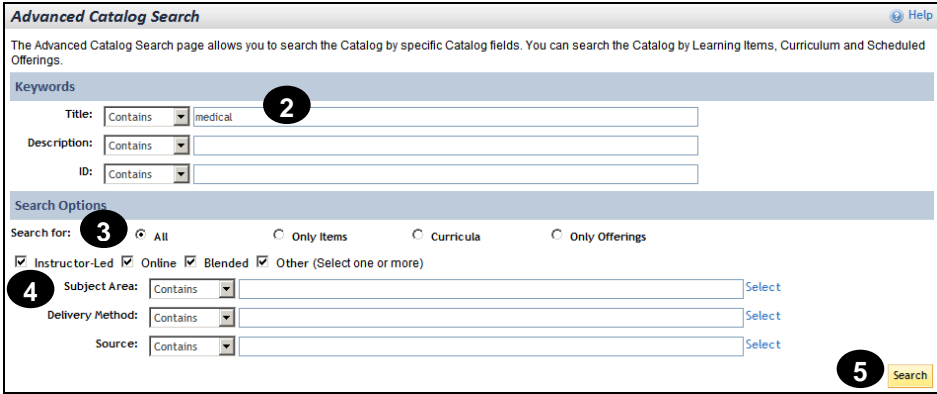
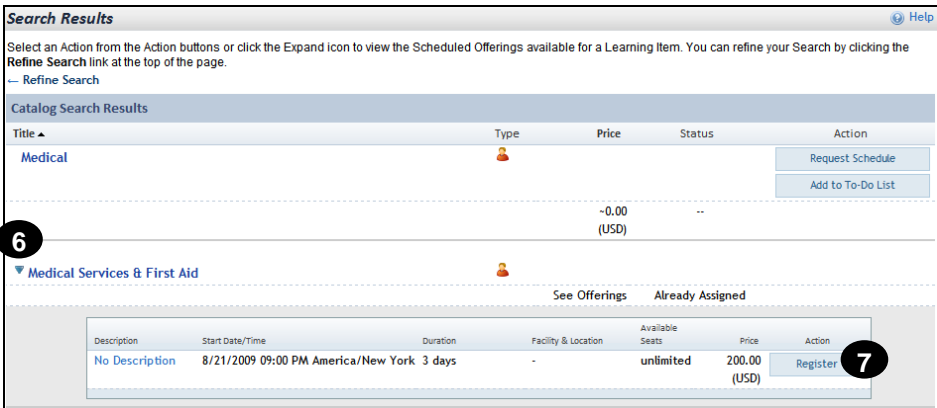
The screenshot displays the DLA LMS interface. At the top, there is a navigation bar with 'Home' and 'Catalog' buttons. Below this, the page title is 'Registration'. The main content area shows the following details:

- Registration Comments: Finished
- COURSE: COUNTERINTELLIGENCE AWARENESS TRAINING
- COURSE SEC: CIAT
- Revision: 7/25/2008 10:14 AM America/New York
- Start Date: 7/14/2010 09:00 AM America/New York
- End Date: 7/14/2010 10:00 AM America/New York
- Capacity: 14 of 350 enrolled, 0 waitlisted, 4 pending
- Price: 0.00 (USD)

A 'Success' message is displayed in a blue box. Below this, a 'User Name:' field is visible. A circular callout with the number '12' points to the 'Registration Status: PENDING (Pending)' text. A 'Comments:' field is also present at the bottom.

[RETURN TO TABLE OF CONTENTS](#)

Register from the Advanced Catalog Search

<p>1 From the Home page, navigate to Catalog > Advanced Catalog Search.</p>	
<p>2 Enter keywords to search for in the item's title, description, or ID fields.</p> <p>3 Refine the search by selecting the desired Search for radio buttons and checkboxes.</p> <p>4 Enter any other defining keywords for the item's subject area, delivery method, and source.</p> <p>5 Click Search.</p>	
<p>6 Click the expand icon (▶) to view offerings available for the item.</p> <p>7 Click Register to immediately register into the scheduled offering.</p>	 <p>Note: Click the Item Title link for more information about the item. Click the Description link for additional information on the scheduled offering.</p>

Register from the Advanced Catalog Search

8 Enter any comments in the **Registration Comments** field. Use this field for comments for the instructor, such as special needs or accommodation of a disability.

9 Click **Confirm**.

Registration Help

Lastly, enter any comments that you wish to be associated with your request and/or registration. Previous Confirm

Offering

Medical Services & First Aid
 COURSE EHS-116
 Revision: 1 - 5/14/2003 12:00 AM America/New York
 Start Date: 8/21/2009 09:00 PM America/New York
 End Date: 8/24/2009 05:00 AM America/New York
 Capacity: 1 enrolled, 1 waitlisted
 Price: 200.00 (USD)

Registration Comments

User Name: Davis, Ryan C
 Registration Status: ENROLL (Enrolled)

Comments: **9**

Previous Confirm

10 A **Warning** screen will advise you that the registration requires approval. Click **Yes** to proceed with self-registration.

DLA LMS Welcome | Search Catalog | Check System | Sign Out

Home Catalog

Warning Details:

- The scheduled offering (12877) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed? No Yes

Privacy & Security Notice | Privacy Act Statement | Section 508 Accessibility | LMS Helpdesk | LMS Guide/Job Aids/Training FAQs | Webmaster

11 The **Registration** screen will advise you that your supervisor must approve your registration.

12 Verify that your supervisor's name appears as the **Approver**. If it does not select your supervisor from the list provided.

13 If you want to provide any **comments** regarding your registration for the course, use the comment box provided.

14 Click **Confirm**.

Registration Help

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area. **14**

Lastly, enter any comments that you wish to be associated with your request and/or registration. Previous Confirm

Offering

COUNTERINTELLIGENCE AWARENESS TRAINING
 COURSE SEC-CIAT
 Revision: 7/25/2008 10:14 AM America/New York
 Start Date: 7/14/2010 09:00 AM America/New York
 End Date: 7/14/2010 10:00 AM America/New York
 Capacity: 14 of 350 enrolled, 0 waitlisted, 3 pending
 Price: 0.00 (USD)

Approval Steps

Approval Step	Approvers
First Level Supervisor	Supervisor's Name: (Close View)

Registration Comments

User Name: Your Name
 Registration Status: PENDING (Pending)

Comments: **14**

Previous Confirm

Register from the Advanced Catalog Search

15 A **Registration** status screen will show that it is **PENDING** supervisory approval.
You will receive a separate email message generated by the LMS when your supervisor acts on your request.

The screenshot displays the DLA LMS interface. At the top, there is a navigation bar with 'Home' and 'Catalog' buttons. The main content area is titled 'Registration' and shows the following information:

- Registration Comments → Finished
- COUNTERINTELLIGENCE AWARENESS TRAINING**
- COURSE SEC-CIAT
- Revision:** 7/25/2008 10:14 AM America/New York
- Start Date:** 8/11/2010 09:00 AM America/New York
- End Date:** 8/11/2010 10:00 AM America/New York
- Capacity:** 6 of 350 enrolled, 0 waitlisted, 2 pending
- Price :** 0.00 (USD)

A 'Success' message is displayed in a light blue box. Below it, the 'User Name:' field is visible. At the bottom of the screenshot, a callout box with the number '15' indicates the registration status: **Registration Status:** PENDING (Pending).

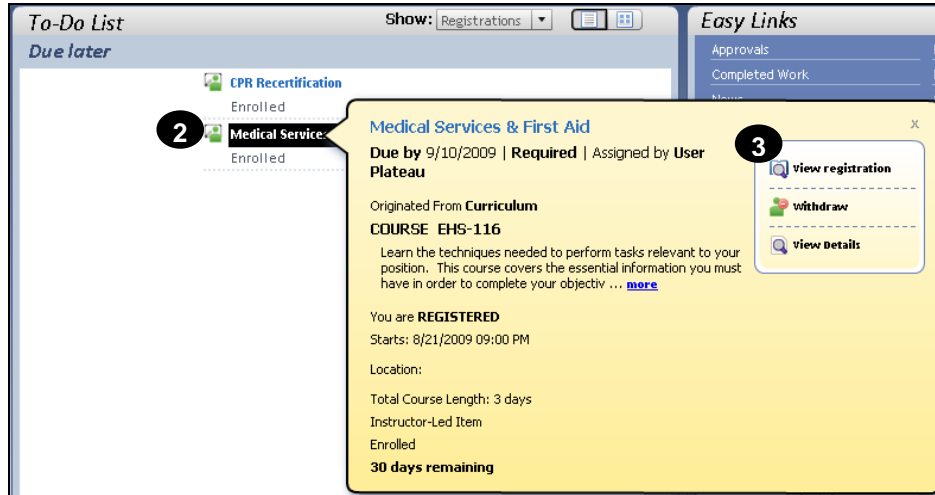
[**RETURN TO TABLE OF CONTENTS**](#)

Confirm Registration

1 From the **Home** page, filter the **To-Do List** to show **Registrations**.



2 Hover over the item you wish to check your registration.
3 Click **View registration** for registration information.



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Withdraw from a Scheduled Offering

Purpose

The purpose of this job aid is to guide you through the step-by-step process of withdrawing from a scheduled offering.

Task

Withdraw from a Scheduled Offering

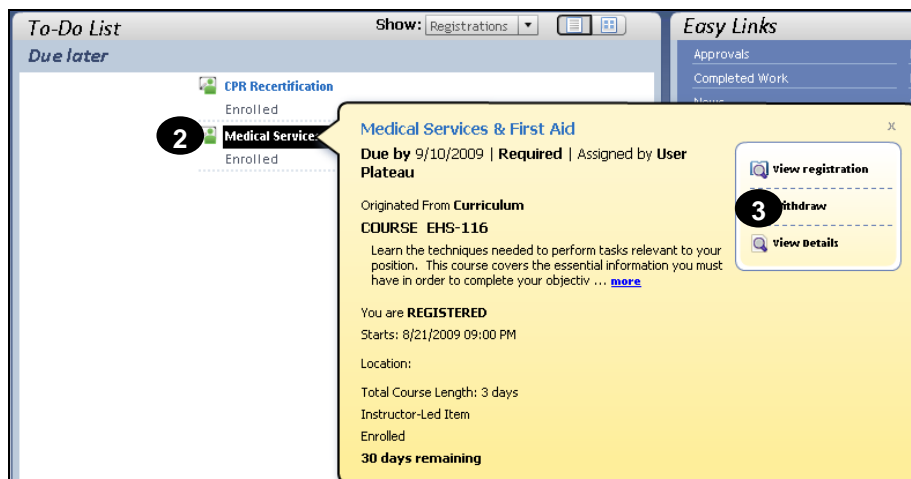
Withdraw from a Scheduled Offering

1 From the **Home** page, filter the **To-Do List** to show **Registrations**.


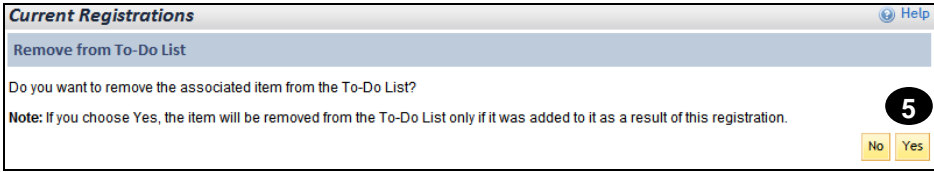
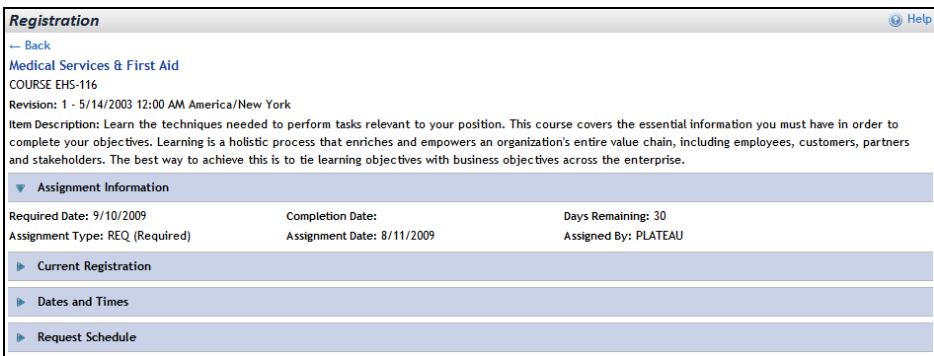


2 Hover over the item from which you wish to withdraw.

3 Click **Withdraw**.



Withdraw from a Scheduled Offering, Continued

<p>4</p>	<p>A warning pop-up displays. Click Yes to continue.</p>	 <p>Note: If you withdraw from an offering you will see a warning if this item is a prerequisite for another enrollment. Then the system will automatically withdraw you from the dependent offering.</p>						
<p>5</p>	<p>If you wish to remove the associated item from your Learning Plan, click Yes.</p>	 <p>Note: If you choose Yes, the item will be removed from the To-Do List only if it was added to it as a result of this registration.</p>						
	<p>You have successfully withdrawn from a scheduled offering.</p>	 <p>Registration</p> <p>← Back</p> <p>Medical Services & First Aid</p> <p>COURSE EHS-116</p> <p>Revision: 1 - 5/14/2003 12:00 AM America/New York</p> <p>Item Description: Learn the techniques needed to perform tasks relevant to your position. This course covers the essential information you must have in order to complete your objectives. Learning is a holistic process that enriches and empowers an organization's entire value chain, including employees, customers, partners and stakeholders. The best way to achieve this is to tie learning objectives with business objectives across the enterprise.</p> <p>▼ Assignment Information</p> <table border="0"> <tr> <td>Required Date: 9/10/2009</td> <td>Completion Date:</td> <td>Days Remaining: 30</td> </tr> <tr> <td>Assignment Type: REQ (Required)</td> <td>Assignment Date: 8/11/2009</td> <td>Assigned By: PLATEAU</td> </tr> </table> <ul style="list-style-type: none"> ▶ Current Registration ▶ Dates and Times ▶ Request Schedule 	Required Date: 9/10/2009	Completion Date:	Days Remaining: 30	Assignment Type: REQ (Required)	Assignment Date: 8/11/2009	Assigned By: PLATEAU
Required Date: 9/10/2009	Completion Date:	Days Remaining: 30						
Assignment Type: REQ (Required)	Assignment Date: 8/11/2009	Assigned By: PLATEAU						

[**RETURN TO TABLE OF CONTENTS**](#)

Complete a Tuition Assistance Request

Purpose

The purpose of this job aid is to provide you block-by-block instructions for completing a Tuition Assistance Request in the DLA LMS.

Task

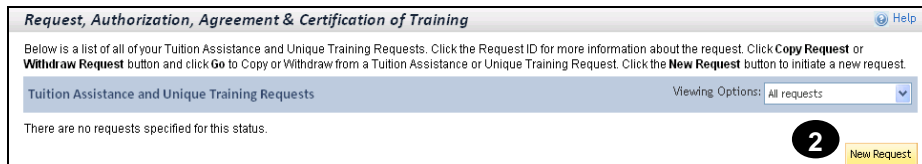
Complete Tuition Assistance Request

Complete Tuition Assistance Request form

1 From the **Home** page, click the **Tuition Assistance/ Unique Training Request Easy Link**.



2 Click **New Request** to create a new Request.



3 Block A.1.
The system will complete.

Block A.4.

4 Leave blank.

Block A.6.
Click the appropriate position level button.



Complete Tuition Assistance Request form, Continued

5 Block A.7.
Enter your office symbol and complete address.

6 Block A.8.
Enter your commercial **Office Phone** number.

Blocks A.9. through A.16.
The system will complete.

A.7. Organization Mailing Address		A.8. Office Phone	A.9. Work Email Address	
* Add1	<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Add2	<input type="text"/>			
* City	* State / Province	* Postal Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
* A.10. Position Title	A.11. Does applicant need special accommodation?	If yes, please describe below		
<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>		
A.13. Education Level	A.14. Pay Plan	A.15. Series	A.16. Grade	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

7 Block B.1a.

- Select school from drop down menu.
- If school is not on the list, type school name in **Other** field.

8 Block B.1b.

- Enter **Street Address** of training site.
- If online, type “online” in front of school address.


9 Block B.1c.
Enter **Email Address** of school contact/POC.

10 Block B.1d.

- Enter commercial **Telephone Number** of school contact/POC.
- If online, type online in front of school address.

B.1a. Name and Mailing Address of Training Vendor				
* Name	-- Please Select One --	If Other, please specify	<input type="text"/>	
<input type="text"/>	<input type="text"/>	* City	* State / Province	* Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B.1b. Location of Training Site				
* Street Address	* City	* State / Province	* Postal Code	* Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		* B.1c. Vendor Email Address	* B.1d. Vendor Telephone Number	
		<input type="text"/>	<input type="text"/>	

Complete Tuition Assistance Request form, Continued

- 11** Block B.2a.
Enter **Course Title** from school catalog.
- 12** Block B.2b.
Enter **Course Number Code** from school catalog.
- 13** Blocks B.3/B.4.
Use calendar  to select and enter **Training Start and End Dates**.

Blocks B.5/B.6.
Leave blank
- 14** Block B.7.
From the menu Select **03: Improve Present Performance**.
- 15** Block B.9.
Select the **Training Sub Type Code** from the menu.

This screenshot shows the top portion of the Tuition Assistance Request form. Fields are arranged in a grid:

- Row 1: B.2a. Course Title (11), B.2b. Course Number Code (12), B.3. Training Start Date (MM/DD/YYYY) (13), B.4. Training End Date (MM/DD/YYYY) (13).
- Row 2: B.5. Training Duty Hours, B.6. Training Non-Duty Hours, B.7. Training Purpose Type (14) with a dropdown menu.
- Row 3: B.8. Training Sub Type Code (15) with a dropdown menu, B.10. Training Delivery Type Code with a dropdown menu, B.11. Training Designation Type Code with a dropdown menu, B.12. Training Credit with a dropdown menu, B.13. Training Credit Type Code with a dropdown menu.
- Row 4: B.14. Training Accreditation Indicator with Yes/No radio buttons, B.17. Training Source Type Code with a dropdown menu.

- 16** Block B.10.
Select **Training Delivery Type Code** that matches course format.
- 17** Block B.11.
Select **Training Designation Type Code** that matches course format.
- 18** Block B.12.
Training Credit—Enter the number of college credit hours.
- 19** Block B.13.
Select **Training Credit Type Code** from the menu.
- 20** Block B.14.
Select **Yes**.
- 21** Block B.17.
Select **03: Non-government**.

This screenshot shows the bottom portion of the Tuition Assistance Request form, identical in layout to the one above:

- Row 1: B.2a. Course Title, B.2b. Course Number Code, B.3. Training Start Date (MM/DD/YYYY), B.4. Training End Date (MM/DD/YYYY).
- Row 2: B.5. Training Duty Hours, B.6. Training Non-Duty Hours, B.7. Training Purpose Type with a dropdown menu.
- Row 3: B.8. Training Sub Type Code with a dropdown menu, B.10. Training Delivery Type Code (16) with a dropdown menu, B.11. Training Designation Type Code (17) with a dropdown menu, B.12. Training Credit (18) with a dropdown menu, B.13. Training Credit Type Code (19) with a dropdown menu.
- Row 4: B.14. Training Accreditation Indicator with Yes/No radio buttons (20), B.17. Training Source Type Code (21) with a dropdown menu.

Complete Tuition Assistance Request form, Continued

22 Block B.18.
Training Objectives—Type in justification that describes how the course will improve current job performance and/or DLA mission.

This screenshot shows two input fields. The left field is labeled 'B.18. Training Objectives' and has a '22' callout. The right field is labeled 'B.19. Agency Use Only' and has a '22' callout. A 'Capture Image' button is visible in the bottom right corner of the form area.

23 Block C.1a.
Enter the amount of the **Tuition** only.

This screenshot shows two tables side-by-side. The left table is titled 'C.1. Direct Cost and appropriation fund chargeable' and has columns for 'Item', '* Amount', and 'Appropriation Fund'. It contains rows for 'a. Tuition', 'b. NA-Please enter "0"', and 'c. Total'. The right table is titled 'C.2. Indirect Cost and appropriation fund chargeable (Please enter "0" before submitting)' and has columns for 'Item', '* Amount', and 'Appropriation Fund'. It contains rows for 'a. Travel', 'b. Per Diem', and 'c. Total'. Callouts '23' and '24' are placed over the 'Amount' columns.

24 Blocks C.1b., C.2a., and C.2b.
Enter **0**.

This screenshot shows four sections: 'C.3. Total Training Non-Government Contribution Cost' with an input field; 'C.4. Document / Purchase Order / Requisition No' with an input field; 'C.5. 8-Digit Station Symbol' with an input field; and 'C.6. Billing Instructions' with a large text area and a 'Capture Image' button. Callouts '24' and '25' are present.

Blocks C.3, C.4., and C.5.
Leave blank.

25 Block C.6.

- Type in the course description from the school catalog.
- Type in the school website where the description is located.

26 Click **Submit** button at either the top or the bottom of the form.

A single yellow 'Submit' button is shown.

27 Approval Step—Click **(Show All)** for each of the four steps to automatically complete.


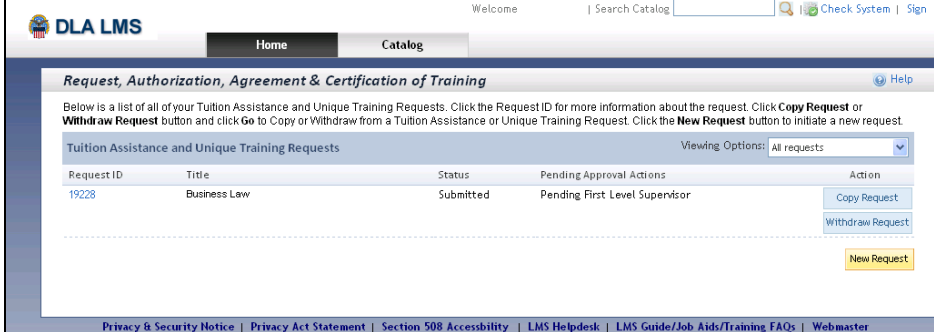

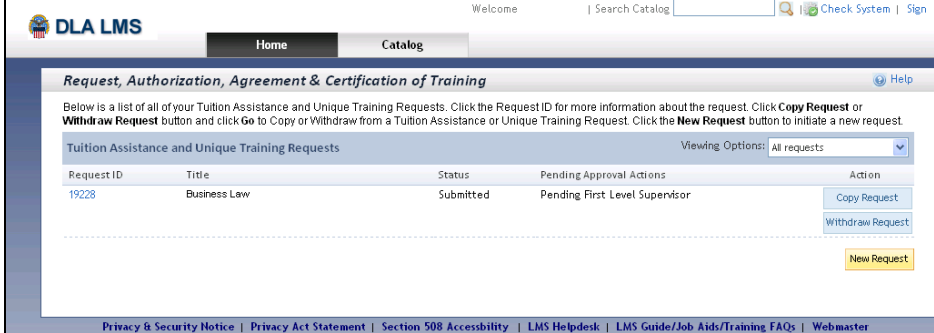
This screenshot shows the 'Approval Submission' screen in the DLA LMS. It includes a 'Submit for Approval' button, a list of 'Approval Step' (First Level Supervisor, Second Level Supervisor, Training Officer, Impac Card Holder) and 'Approvers' (Supervisor Level 1, Supervisor Level 2, TA TRNG OFFICER, TA IMPAC CARD HLDER). There is an 'Acknowledgement' section with a text area and an 'I Agree' checkbox. Callouts '27' and '28' are present.

28 After reading the Acknowledgement Statement, Click the I Agree box if you understand and agree to the statement.

29 Click the **Submit** button.

This screenshot shows the bottom of the approval screen, including the 'I Agree' checkbox with a '28' callout and a yellow 'Submit' button with a '29' callout.

Complete Tuition Assistance Request form, Continued


<p>Confirmation screen indicates that your request has been successfully submitted.</p>	
<p>Status screen allows you to check on the status of your request, copy it, or withdraw it.</p>	
<p>To print your request:</p> <ul style="list-style-type: none"> • Click the Request ID and the screen will open to show your request. • Right click your mouse and a menu will appear • Select Print and a print option screen will appear, and • Select the options you want and click the  button. 	

Note to Supervisors: Click this link to learn how to [Approve or Disapprove a Tuition Assistance Request](#).

Complete Tuition Assistance Request form, Continued

To **Verify** your course completion within 30 days after you have completed the course, you must:

- Click the **Verify** button and a screen will open.
- Complete the screen and click submit.
- Submit a copy of your grade report or transcript to the tuition assistance program manager who will approve the verification and update the LMS with the completion data.

49	Beginning Accounting	Approved	Pending Verification		Copy Request	Verify
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[**RETURN TO TABLE OF CONTENTS**](#)


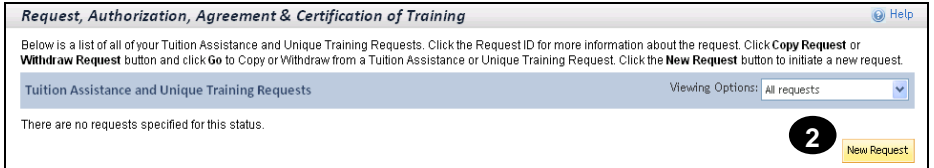
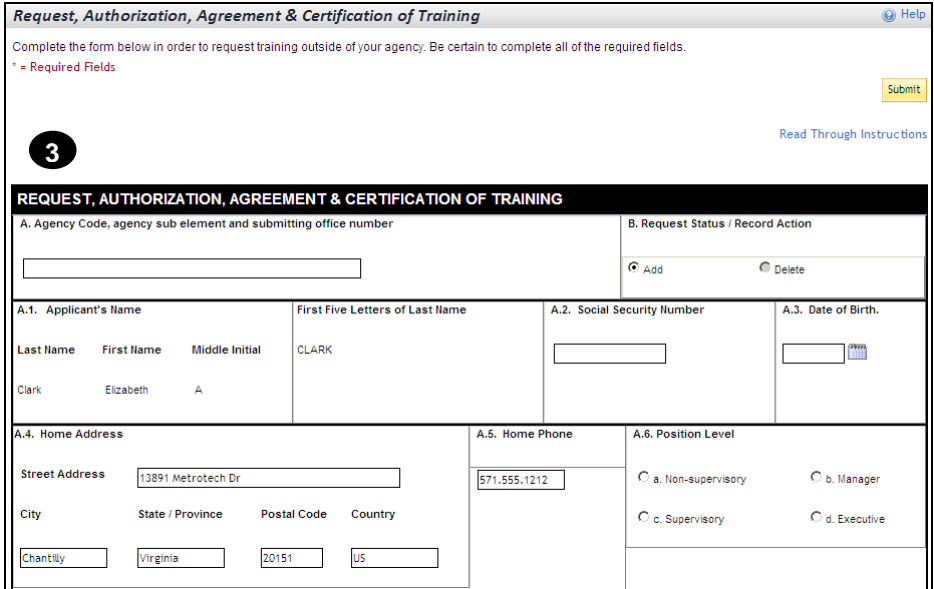
Purpose

The purpose of this job aid is to guide you through the step-by-step process of completing a Unique Training Request, SF 182.

Task

Complete a Unique Training Request, SF 182

Complete a Unique Training Request, SF 182

<p>1 From the Home page, click the Tuition Assistance/Unique Training Request easy link.</p>	
<p>2 Click New Request to create a new Request.</p>	
<p>3 Before completing the request, review the form to determine the required fields, indicated by red asterisks (*). This will assist you to determine the information you need to have available to complete and submit the request.</p>	

Complete a Unique Training Request, SF 182, Continued

4 Block A.1.
The system will complete.

Block A.4.
Leave blank.

5 Block A.6.
Click the appropriate
position level button.

DLA LMS Home Catalog

Request, Authorization, Agreement & Certification of Training

Complete the form below in order to request training outside of your agency. Be certain to complete all of the required fields.
 * Required Fields

Submit

Read Through Instructions

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

A. Agency Code, agency sub element and submitting office number

B. Request Status - Record Action

⊞ Add Delete

A.1. Applicant's Name

Last Name First Name Middle Initial

First Five Letters of Last Name

A.1. Home Address

A.6. Position Level

a. Non-supervisory b. Manager c. Supervisory d. Executive

6 Block A.7.
Enter your office symbol
and complete address.

7 Block A.8.
Enter your commercial
Office Phone number.
Blocks A.9. through A.16.
The system will complete.

A.7. Organization Mailing Address

* Add1

Add2

* City * State / Province * Postal Code

A.8. Office Phone

A.9. Work Email Address

* A.10. Position Title

A.11. Does applicant need special accommodation?

Yes No

If yes, please describe below

A.13. Education Level

A.14. Pay Plan

A.15. Series

A.16. Grade

Complete a Unique Training Request, SF 182, Continued

- 8** Block B.1a.
 - Select school from drop down menu.
 - If school is not on the list, select “Other” from the bottom of the drop down menu and then type the school name in **Other** field.

- 9** Block B.1b.
 - Enter **Street Address** of training site.
 - If online, type “online” in front of school address.

- 10** Block B.1c.

Enter **Email Address** of school/vendor contact/POC.

- 11** Block B.1d.

Enter commercial **Telephone Number** of vendor/school contact/POC.

B.1a. Name and Mailing Address of Training Vendor

* Name **8** **8** If Other, please specify


* Street Address * City * State / Province * Postal Code * Country

B.1b. Location of Training Site If Same, mark box.

* Street Address **9** * City * State / Province * Postal Code * Country

* B.1c. Vendor Email Address **10** * B.1d. Vendor Telephone Number **11**

Complete Tuition Assistance Request form, Continued

- 12** Block B.2a.
Enter **Course Title** from vendor catalog or brochure.
- 13** Block B.2b.
Enter **Course Number Code** from vendor catalog or brochure.
- 14** Blocks B.3/B.4.
Use calendar  to select and enter **Training Start** and **End Dates**.
- 15** Block B.5.
Enter the number of Duty Hours of the course.
- Block B.6.
Leave blank.
- 16** Block B.7.
From the menu Select **Training Purpose Type** that is most applicable.
- 17** Block B.9.
Select the appropriate **Training Sub Type Code** from the menu.

B.2a. Course Title		B.2b. Course Number Code		B.3. Training Start Date (MM/DD/YYYY)		B.4. Training End Date (MM/DD/YYYY)	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
B.5. Training Duty Hours		B.6. Training Non Duty Hours		B.7. Training Purpose Type			
<input type="text"/>		<input type="text"/>		-- Please Select One --			
B.9. Training Sub Type Code		B.10. Training Delivery Type Code		B.11. Training Designation Type Code		B.12. Training Credit	B.13. Training Credit Type Code
-- Please Select One --		-- Please Select One --		-- Please Select One --		<input type="text"/>	-- Please Select One --
B.14. Training Accreditation Indicator				B.17. Training Source Type Code			
<input type="radio"/> Yes <input type="radio"/> No				-- Please Select One --			

Task A. Complete a Unique Training Request, SF 182, Continued

- 18** Block B.10.
Select **Training Delivery Type Code** that matches course format.
- 19** Block B.11.
Select **Training Designation Type Code** that matches course format.
- 20** Block B.12.
Training Credit—Enter the number of college credit hours or 0. Most Unique Training Requests should have 0 in this field.
- 21** Block B.13.
Select **Training Credit Type Code** from the menu or N/A.
- 22** Block B.14.
Select **No**, unless the school or vendor is an accredited college or university.
- 23** Block B.17.
Select the appropriate **Training Source Type Code** from the menu.
- 24** Block B.18.
Training Objectives—Type in justification that describes how the course will improve current job performance and/or DLA mission.

* B.2a. Course Title <input type="text"/>		* B.2b. Course Number Code <input type="text"/>	* B.3. Training Start Date (MMDD/YYYY) <input type="text"/>	* B.4. Training End Date (MMDD/YYYY) <input type="text"/>
B.5. Training Duty Hours <input type="text"/>		B.6. Training Non-Duty Hours <input type="text"/>		B.7. Training Purpose Type -- Please Select One --
* B.9. Training Sub Type Code -- Please Select One --	* B.10. Training Delivery Type Code -- Please Select One -- 18	* B.11. Training Designation Type Code -- Please Select One -- 19	* B.12. Training Credit <input type="text"/> 20	* B.13. Training Credit Type Code -- Please Select One -- 21
* B.14. Training Accreditation Indicator <input type="radio"/> Yes <input checked="" type="radio"/> No 22		* B.17. Training Source Type Code: -- Please Select One -- 23		

Notes for Items 20 and 21:

- 20** Most Unique Training Requests will not earn college credit. Therefore, a 0 should be entered in this field.
- 21** Most Unique Training Requests do not qualify for college credit or continuing education units. Therefore, N/A should be selected.

* B.18. Training Objectives <input type="text"/> 24	B.19. Agency Use Only <input type="text"/>
---	---

Complete a Unique Training Request, SF 182, Continued

25 Block C.1a.
Enter the amount of the **Tuition** only.

26 Block C.1b.
Enter 0.

Block C.1c.
The system will complete.

27 Block C.2a.
Enter estimated travel cost if course is not local. If local, enter 0.

28 Block C.2b.
Enter estimated per diem cost if course is not local. If local, enter 0.

Block C.2c.
The system will complete.

Blocks C.3, C.4., and C.5. Leave blank.

29 Block C.6.

- Type in the course description from the vendor catalog or brochure.
- Type in the school website where the description is located.

The screenshot shows the 'C.1. Direct Cost and appropriation fund chargeable' and 'C.2. Indirect Cost and appropriation fund chargeable' sections. Callout 25 points to the 'Tuition' amount field. Callout 26 points to the 'Requester ID' field. Callout 27 points to the 'Travel' amount field. Callout 28 points to the 'Per Diem' amount field. Callout 29 points to the 'C.6. Billing Instructions' text area. Other sections include 'C.3. Total Training Non-Government Contribution Cost', 'C.4. Document / Purchase Order / Requisition No', and 'C.5. 8 Digit Station Symbol'.

30 Click **Submit** button at either the top or the bottom of the form.




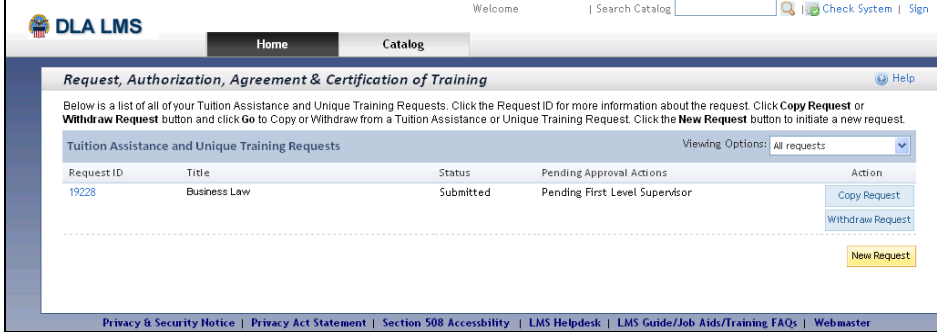


31 Approval Step—Click [\(Show All\)](#) for each of the four steps to automatically complete.

32 After reading the Acknowledgement Statement, Click the I Agree box if you understand and agree to the statement.

33 Click the **Submit** button.

The screenshot shows the 'DLA LMS' interface for 'Approval Submission'. It lists approval steps: 'First Level Supervisor', 'Second Level Supervisor', 'Training Officer', and 'Impact Card Holder'. For each step, there is a list of approvers with a '(Show All)' link. Callout 31 points to the '(Show All)' link for the Training Officer. Callout 32 points to the 'I Agree' checkbox. Callout 33 points to the 'Submit' button at the bottom right.


Complete a Unique Training Request, SF 182, Continued

<p>Confirmation screen indicates that your request has been successfully submitted.</p>	
<p>Status screen allows you to check on the status of your request, copy it, or withdraw it.</p>	
<p>To print your request:</p> <ul style="list-style-type: none"> • Click the Request ID and the Unique Training Request form will open. • Right click your mouse and a menu will appear • Select Print and a print option screen will appear, and • Select the options you want and click the  button. 	

Note to Supervisors: Click this link to learn how to [Approve or Disapprove a training request.](#)

Complete a Unique Training Request, SF 182, Continued

- 34** To **Verify** your course completion within 30 days after you have completed the course, you must:
- Click the **Verify** button and a screen will open.
 - Complete the screen and click submit.
 - Submit a copy of your training certificate to your training officer who will approve the verification and update the LMS with the completion data.

49	Beginning Accounting	Approved	Pending Verification	34 	Copy Request	Verify
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[**RETURN TO TABLE OF CONTENTS**](#)

Run Standard Reports

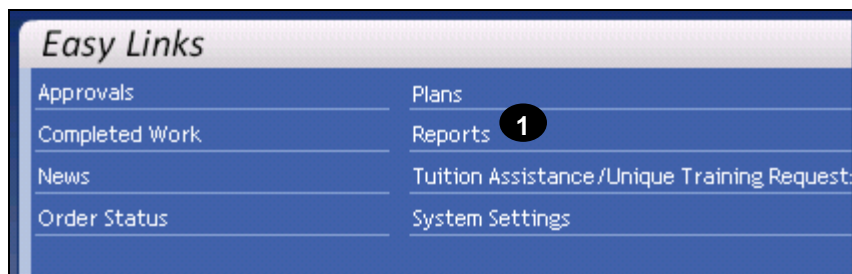
Purpose

The purpose of this job aid is to guide you through the step-by-step process of running standard reports in the DLA LMS.

Task **Run Standard Report**

Run Standard Report

1 From the **Home** page, click the **Reports** Easy Link.



2 In the **Report Name** table, locate the report you want to generate.

2 Click the **expand icon (+)** to expand the report group.

3 Click the **title link**. For this example, select the **User Curriculum Status Group by Item Details** report.

Note: Click Help (?) for additional information on reports.



Run Standard Report, Continued

4 You have the option of modifying the **report title** or run as is.

5 You have the option of defining a **header** and **footer** for the report, but it is not necessary to run the report.

6 Select the report destination from the drop-down menu, we recommend Browser.

7 Select the report format from the drop-down menu, we recommend HTML.

To hide user IDs, check the **Mask User IDs** checkbox.

8 You have the option of inserting page breaks between records returned; check the **Page Break Between Records** checkbox to do so.

10 Select whether to include **complete**, **incomplete** or **both** curriculum status types.

11 To include subcurricula check the **Include Subcurricula** checkbox.

12 Click **Run Report**.

or

12 Click the **Back to Browse Reports** link to return to the list of reports.

The screenshot shows a web interface titled "Reports" with a "Help" link. Below the title is a navigation link "Back to Browse Reports" (12). The main heading is "Run User Curriculum Status Group By Item Details". The form contains the following elements:

- Report Title:** A text input field containing "My Curriculum St" (4).
- Report Header:** An empty text input field (5).
- Report Footer:** An empty text input field (5).
- Report Destination:** A dropdown menu currently set to "Browser" (6).
- Report Format:** A dropdown menu currently set to "HTML" (7).
- Mask User IDs:** A checked checkbox (8).
- Page Break Between Records:** A checked checkbox (9).
- Status:** Radio buttons for "Completed" (selected), "Not Completed", and "Both" (10).
- Include Subcurricula:** A checked checkbox (11).
- Run Report:** A yellow button (12).
- Reset:** A yellow button (12).

Notes:

Fields defining information output will vary depending on the report.

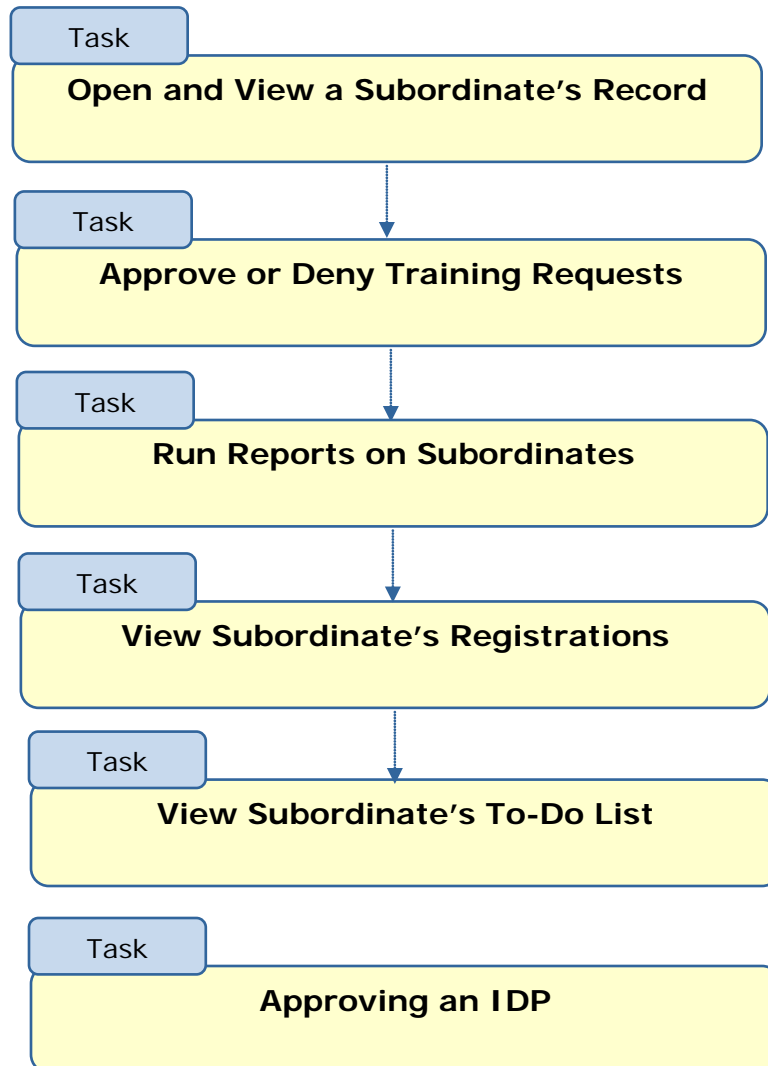
You can print the report output in the same way you would print any other document from your computer.

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Supervisor - Managing Subordinates Training

Purpose

The purpose of this job aid is to guide supervisors through the step-by-step process of managing subordinates training within the DLA LMS.



Open and View a Subordinate's Record

1 From the **Home** page, navigate to **My Employees > Organization Chart**.



Note: Another navigate option from the **Home** page is to hover over the **Employees** pod to view a list and select an employee.

The Organization Chart displays.

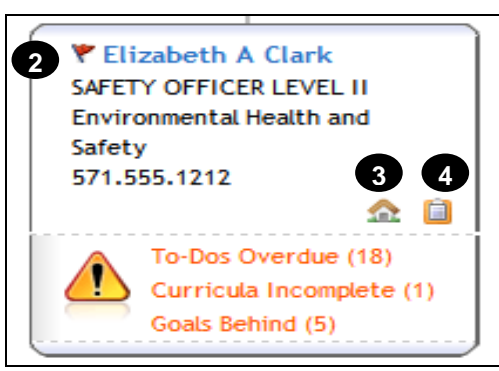
Note: None of the employees in the examples has the same name as a DLA employee.



2 The **flag icon** (🚩) indicates the employee is flagged as a risk.

3 The **home icon** (🏠) opens the employee's **Home** page. You can navigate through the employee view of the LMS.

4 Click the **snapshot icon** (📄) to gain a snapshot of the subordinate's status and records.



Open and View a Subordinate's Record, Continued

5 The snapshot is launched in a separate window.
5 Click **Close** to return to the organization chart.

5 Close

Performance:
4.00

Strengths:
Knowledge of Management Policies and Procedures (3.00 out of 5, Required: 1)
Knowledge of Management Fundamentals (2.75 out of 5, Required: 1)

Areas for improvement:
Knowledge of Medical Services & First Aid (4.50 out of 5, Required: 6)
Knowledge of Emergency Response (2.50 out of 5, Required: 4)

Elizabeth A Clark

SAFETY OFFICER LEVEL II
Environmental Health and Safety
571.555.1212

Date in Position: 4/7/2006
Hire Date: 2/1/1996

Prior Positions:

Learning
18 behind, 1 on target Go

Title	Due Date	Status
Basic Hazardous Waste	5/20/2006	Must be registered
Chemical Spill Response	5/20/2006	Must be registered
Compiling Process Safety Information	5/20/2006	Must be registered

[more]

Curricula
1 Incomplete, 0 Complete Go

Curriculum Title	Next Action Date	Status
Workplace Safety	5/20/2006	Incomplete

Performance Reviews
There are no assigned performance reviews for this user. Go

Competency Assessments
There are no assigned assessment processes for this user. Go

Goals
5 behind, 0 ahead, 0 on target Go

Goal Name	Target Date	Status	Percent Toward Target
Knowledge of Initial CPR Training	12/31/2006	BEHIND	66.67
Sell more units	12/31/2006	Unknown	0.00
Knowledge of Fire Safety	12/31/2006	BEHIND	75.00

6 The **Alert** icon (⚠) indicates overdue, incomplete, or behind status.
6 Click the links listed in the **Alerts** area to navigate to the subordinate's record for additional details.

Elizabeth A Clark
SAFETY OFFICER LEVEL II
Environmental Health and Safety
571.555.1212

To-Dos Overdue (18) **6**
 Curricula Incomplete (1)
 Goals Behind (5)

7 When you are finished viewing or editing the subordinate's record, return to your own session by clicking **Your Home Page** to return to your supervisor record, or **Organization Chart** to return a view of your organization.

DLA LMS

Welcome | Search Catalog | Check System | Sign Out

Home | My Employees **7** | Organization | Catalog

Employees | Your Name | Your Occupation | Your Organization

Organization Chart
Dashboard
Employee Matrix

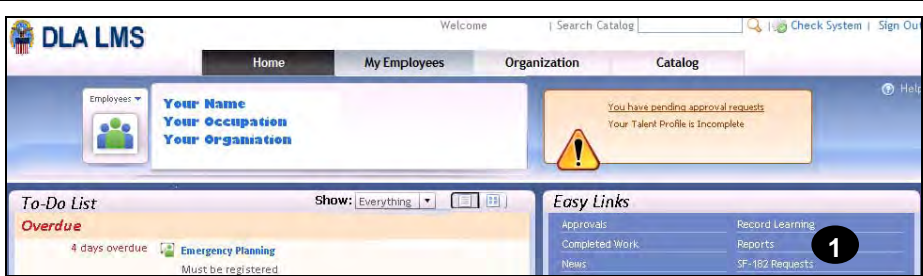
To-Do List | Show: Everything | Easy Links

Approve or Deny Training Requests

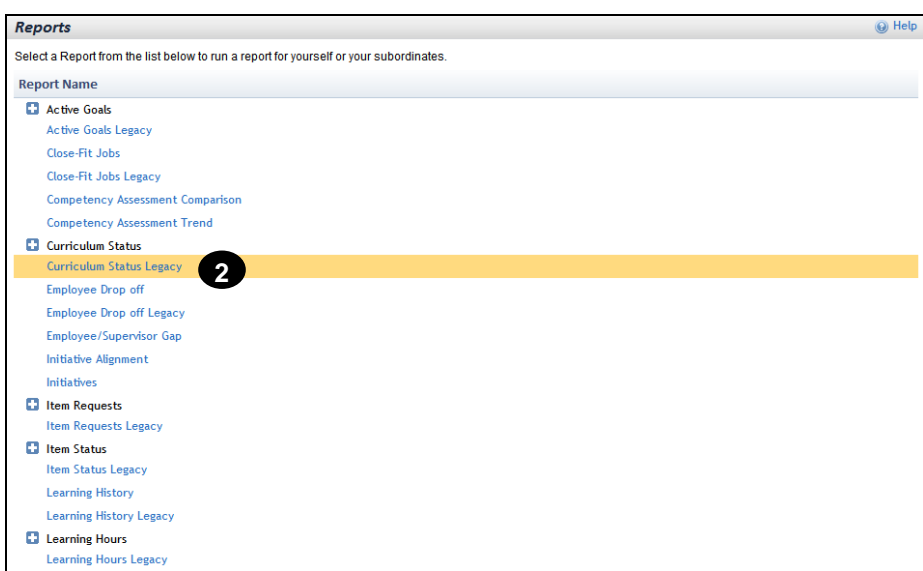
<p>1 From the Home Page, click the You have pending approval requests link in the Alerts box.</p>	
<p>2 The Pending Reviews and Approvals page appears and defaults open to the pending approval.</p> <p>3 Click the expand icon (▶) next to the user's name and/or click the Title link for additional information on the request.</p> <p>4 Select the Enter Reasons for Approvals or Denials checkbox to allow for comments.</p> <p>5 Select the Approve radio button next to the user's request.</p> <p>6 Click Next.</p>	
<p>7 Enter reasons for approval, if applicable.</p> <p>8 Click Next.</p>	
<p>9 Click Confirm. Notifications are sent to affected users.</p>	
<p>10 Click Start Over . . . to return to the Pending Reviews and Approvals screen.</p>	

Run Reports on Subordinates

1 From the **Home** page, click the **Reports** easy link.



2 Click a **Report Name** to open the report.



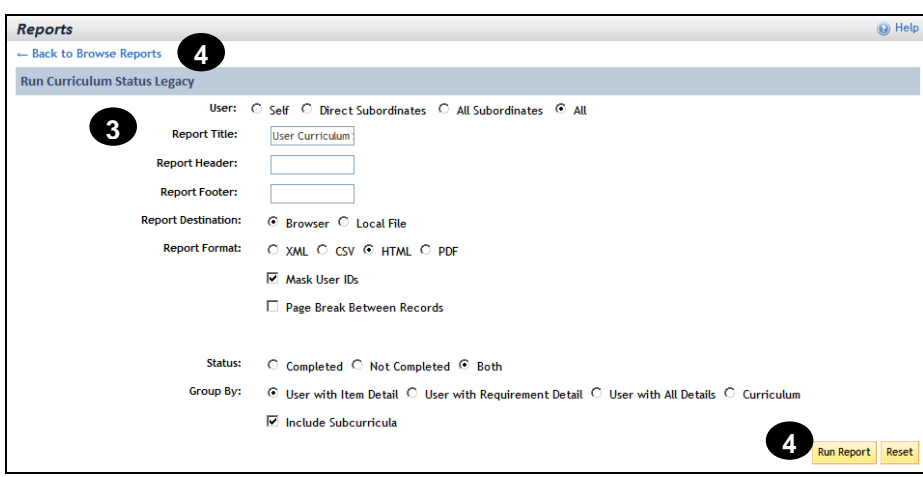
3 Enter the report criteria.
Note: Available criterion will vary depending on the report.

4 Click **Run Report**.

or

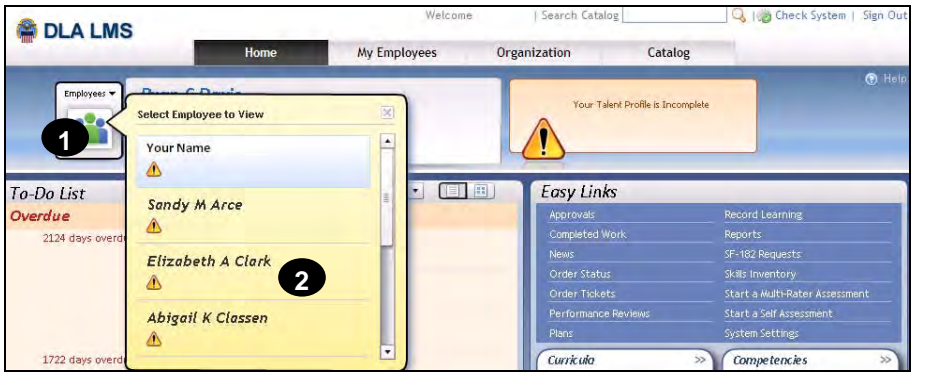

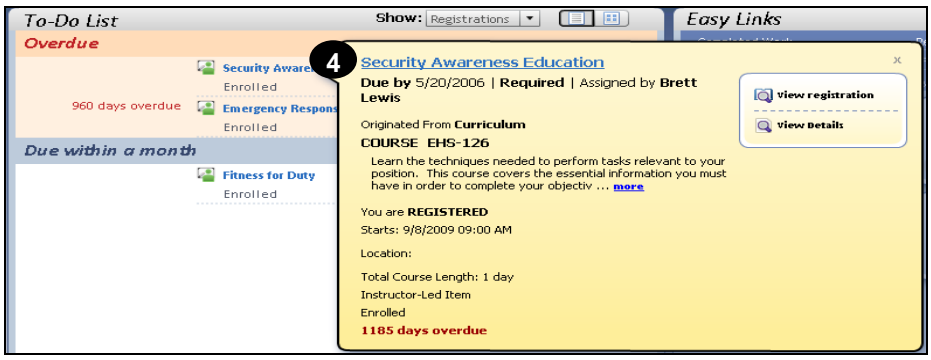
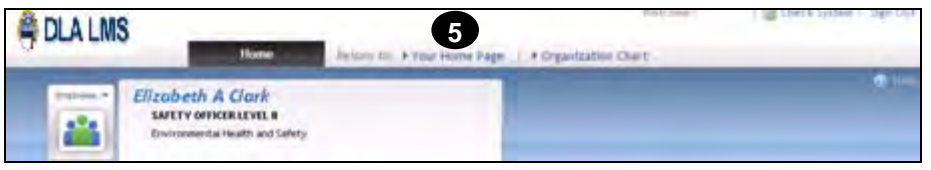
4 Click the **Back to Browse Reports** link to return to the list of reports.

Note: Click **Help** (?) for additional information on reports.



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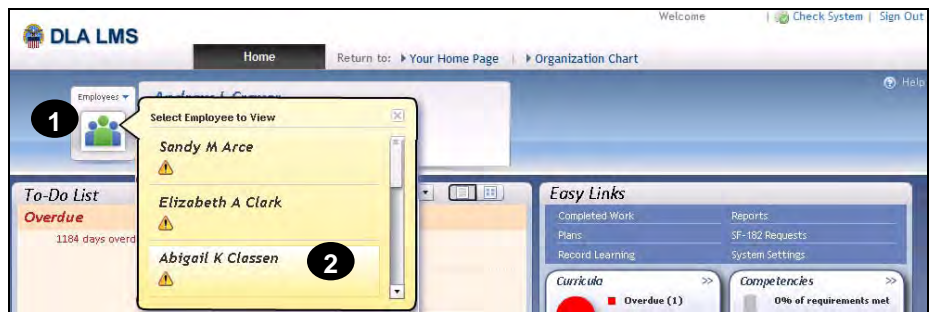
View Subordinate's Registrations

<p>1 From the Home page, hover over the Employees pod.</p> <p>2 Select an employee to view.</p> <p>Note: None of the employees in the examples has the same name as a DLA employee.</p>	
<p>3 From the Home page, filter the To-Do List to show Registrations.</p>	
<p>4 Hover over the registration title for additional information.</p>	
<p>5 Click Your Home Page to return to your supervisor record.</p>	

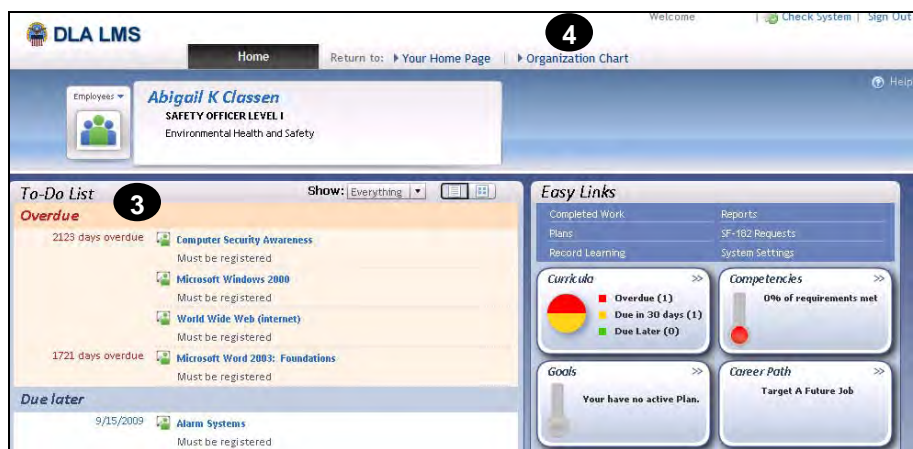
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View a Subordinate's To-Do List

- 1 From the **Home** page, hover over the **Employees** pod to view the list of your employees.
- 2 Select an employee to view.
Note: None of the employees in the examples has the same name as a DLA employee.



- 3 View the subordinate's **Home** page and **To-Do List**.
- 4 When you are finished viewing the subordinate's **To-Do List**, return to your own session by clicking the **Organization Chart** link.



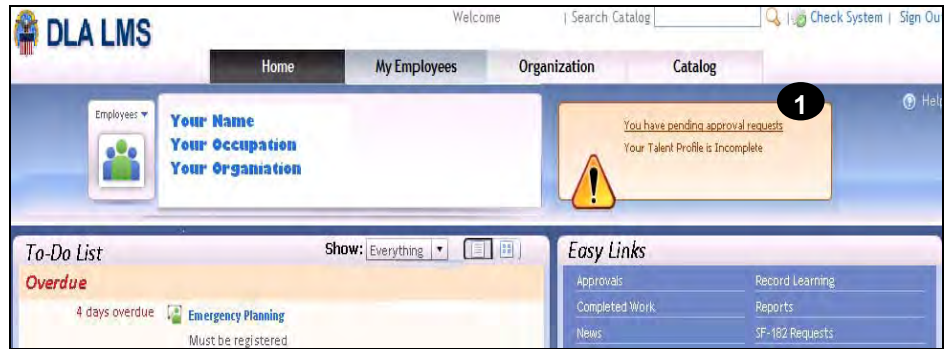
Note: You may customize the view by filtering the **To-Do List** by Learning only, Registrations, etc.

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Approving an IDP

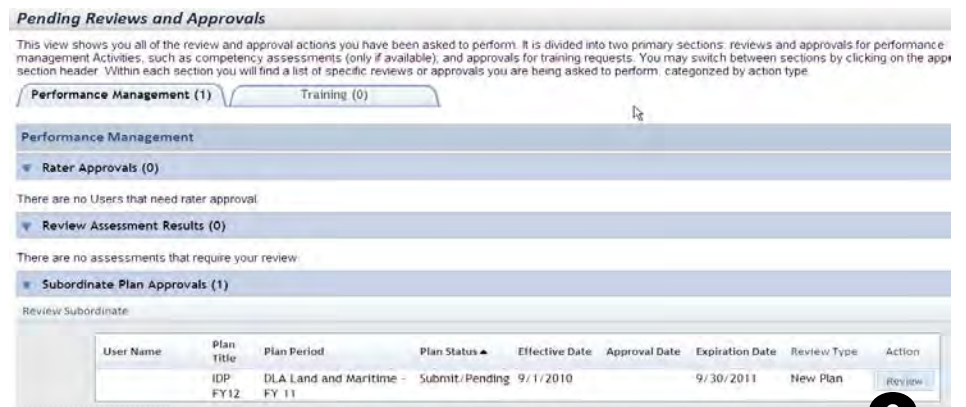
1 From the homepage, Click on the link, **You Have Pending Approval Requests**.

Note: You can also access pending approvals by clicking on **Approvals** under the Easy Links.



2 From the Pending Reviews and Approvals page, IDP approvals will appear under the **Performance Management** tab.

Click on **Review** button to review the submitted plan.



3 When you see the **My Plans and Goals** page of the Employee, you are viewing their plan. You can **Approve** or **Reject** this plan on this screen.

Click a blue triangle to expand the goal and activity. Click on **View/Add Notes** to add or view notes to a goal.

Note: Once you click the **Approve** button, you will still be in the Employee's account. If you **Approve**, this is all you have to do. If you **Reject** their plan, Click **Reject** and follow next instructions.



Approving an IDP, Continued

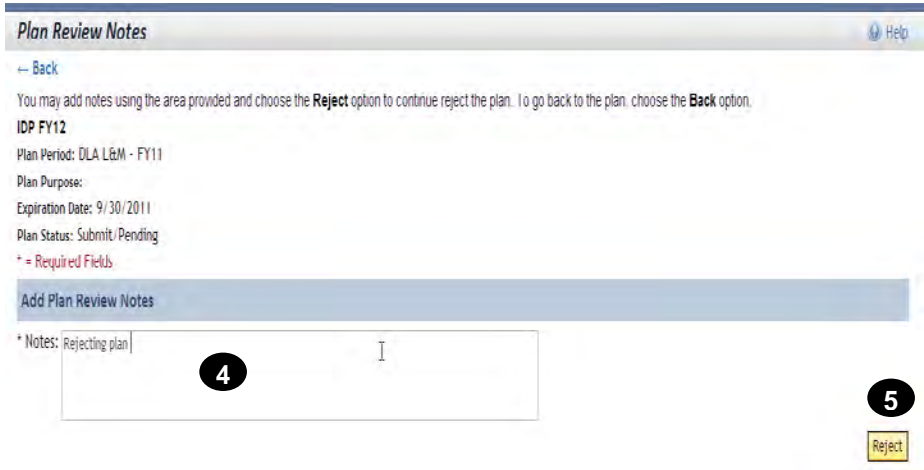
When you click **Reject**, you will go to the **Plan Review Notes** screen.

4 Add **Notes** to why you are rejecting the plan.

5 Click the **Reject** button.

Note: This completes the Rejection process.

DO NOT click on the Submit for Approval button on the next screen.

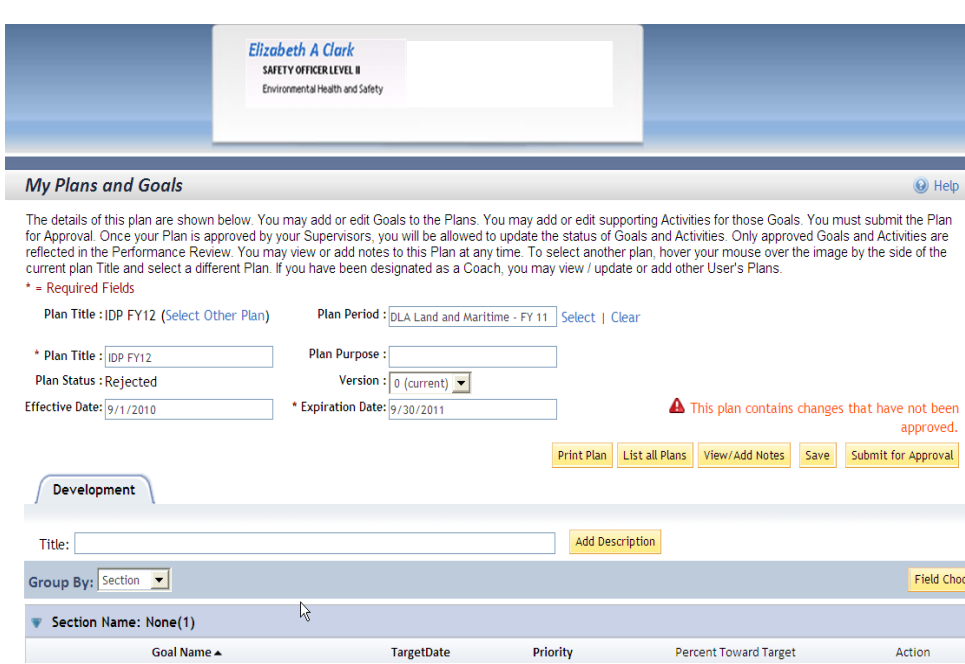


The next screen is the Employee's page. The Supervisor should log out.

The Submit for Approval button is to be done by the Employee. The Employee can make the necessary changes to their plan and resubmit for approval.

Note: If the Supervisor clicks the Submit for Approval button for the employee, it will go back to the Supervisor's queue again.

To **Approve** changes from a rejected plan, follow steps 1-3.



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