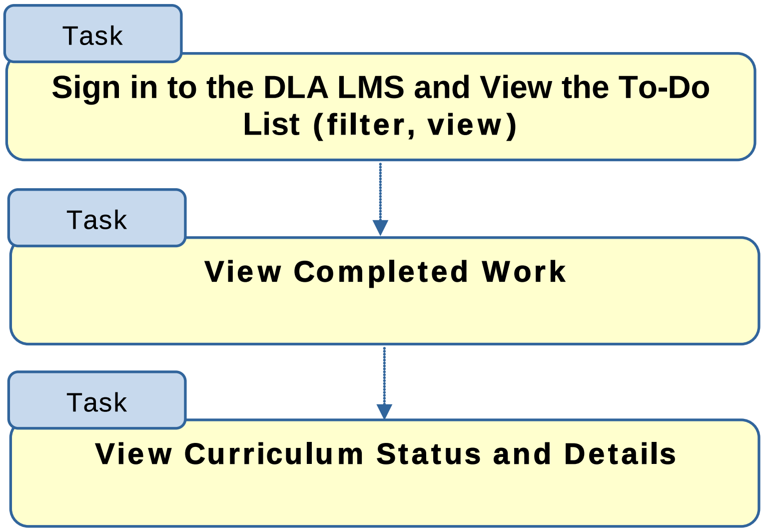
The DLA Learning Management System (LMS) User and Supervisor job aids will acquaint you with new features and terminology as well as provide you step-by-step instructions for performing the most commonly performed tasks in the LMS. The job aids are intended for all DLA LMS users, and there is a section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

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

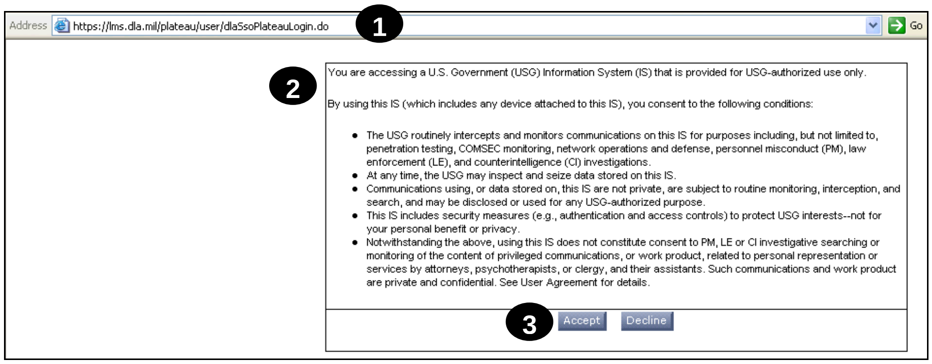
View Your Records

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**.	

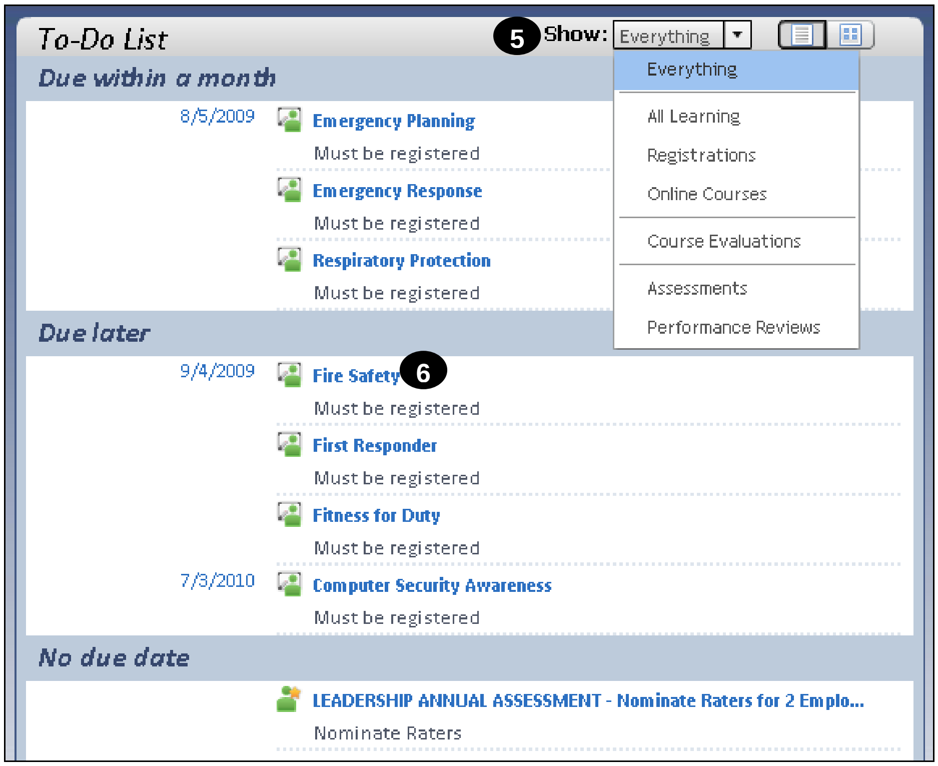
If you are a first time LMS user, you will be prompted to enter your social security number. Subsequent LMS sign in will be enabled by your Common Access Card (CAC).

<table>
<tr><td colspan="3">Sign in to the DLA LMS and View the To-Do List, Continued</td></tr>
<tr><td>4</td><td>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.</td><td>
</td></tr>
<tr><td>5

6</td><td>Click the Show drop-down list to select a filter option.

Hover over each title in the To-Do List for additional information.</td><td>
</td></tr>
</table>

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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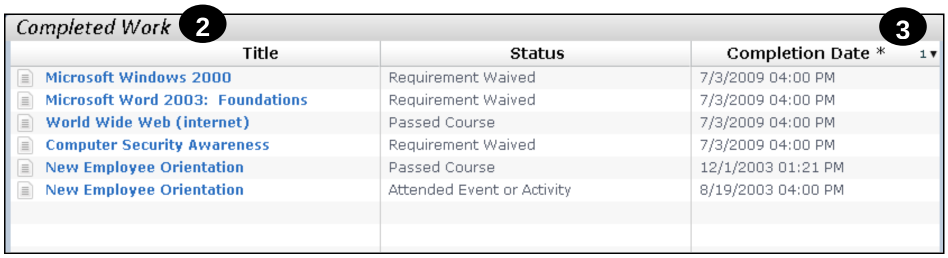
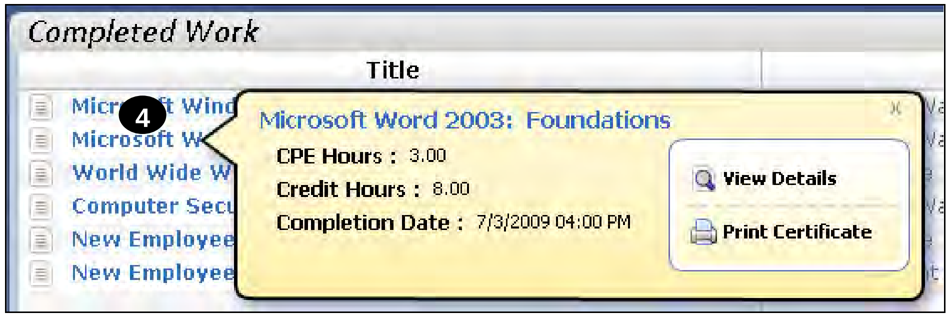
View Completed Work

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.

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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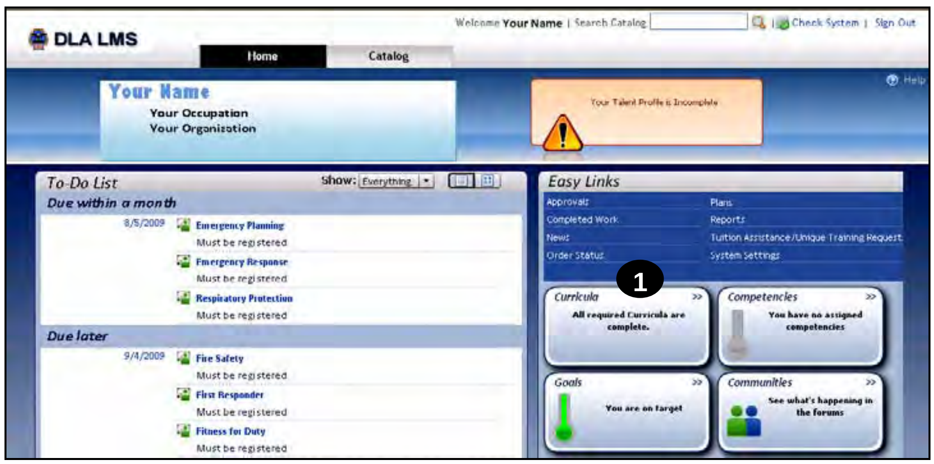
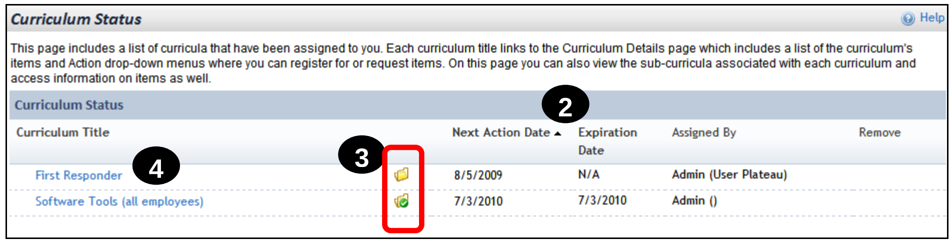
View Curriculum Status and Details		
1	On the **Home** page, click the **Curricula** pod.	

View Curriculum Status and Details, Continued

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



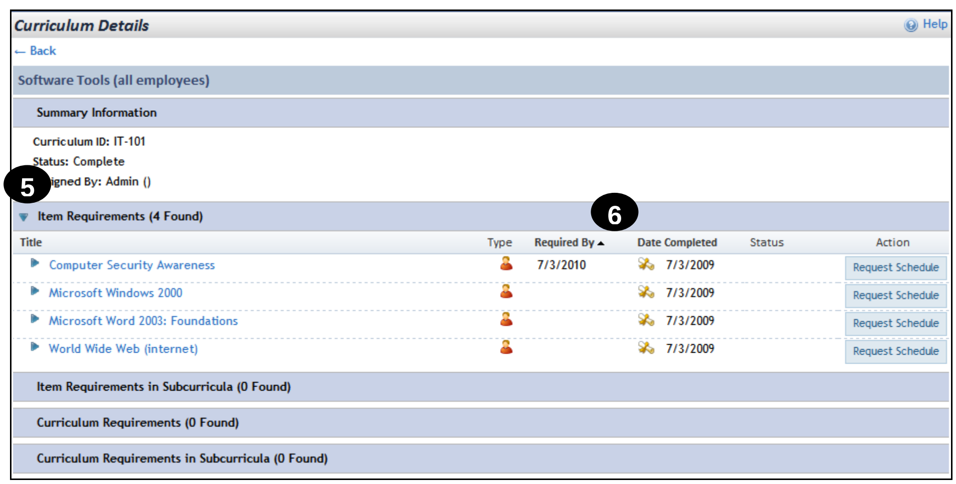
2 The curricula list can be sorted by **Curriculum Title**, **Next Action Date**, or **Expiration Date** by clicking the column header.

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

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

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.

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



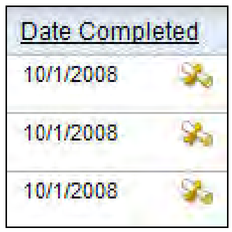
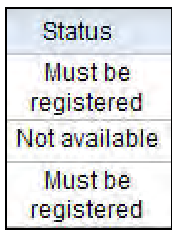
5 To view item requirements, click the **expand icon** ( ) for additional details about each item within the curriculum.

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

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

	Instructor-Led
	Online
	Blended

View Curriculum Status and Details, Continued

	The **Required By** column indicates when the item is due.	
	The **Date Completed** column indicates a completion date for the item. A Credit Provided icon ( ) indicates credit is provided.	
	The **Status** column indicates the status of the item.	
	The **Action** column displays different buttons depending on the item type.	

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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.

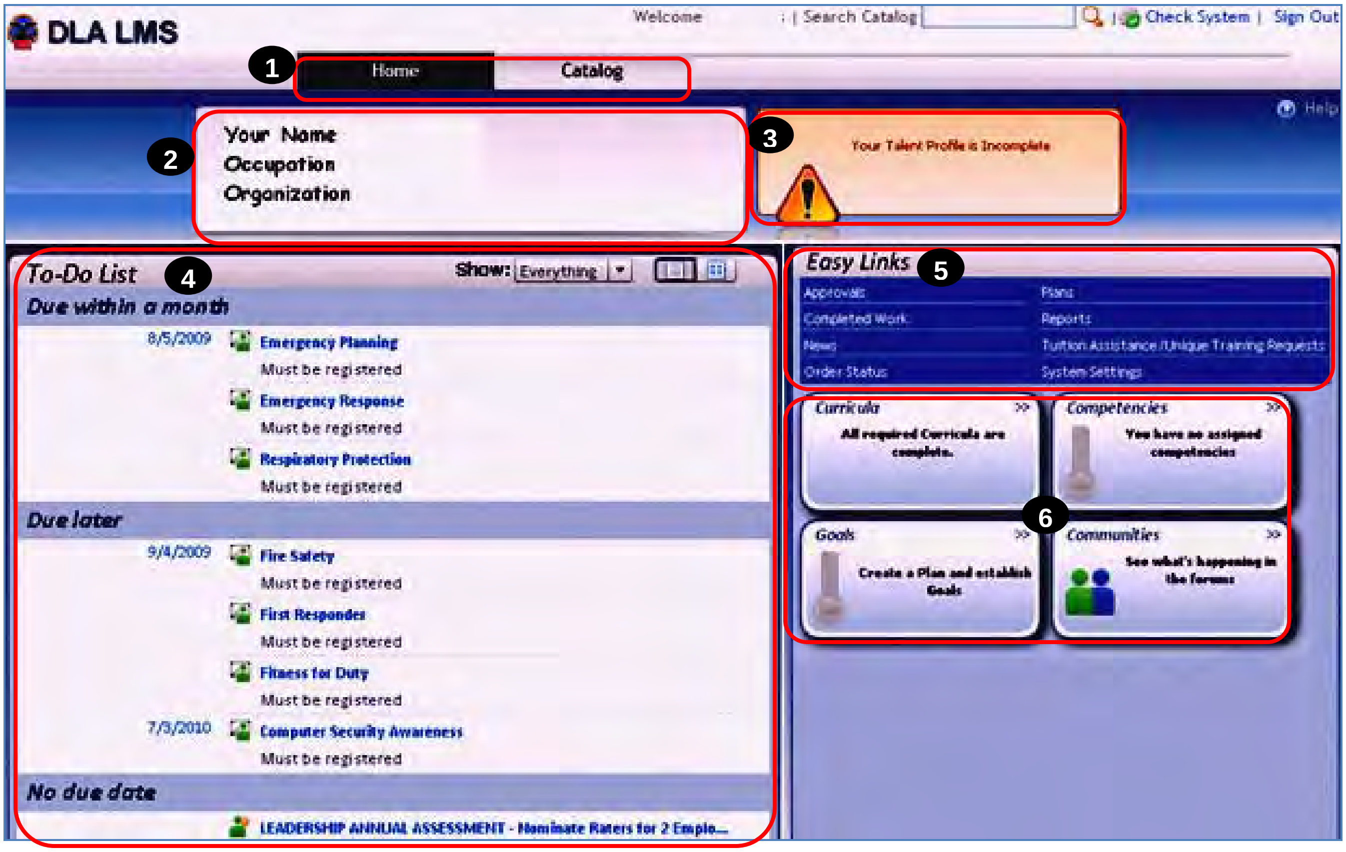
Task

Identify Areas of the User Interface

Task

Review Navigation Tips

Identify Areas of the User Interface



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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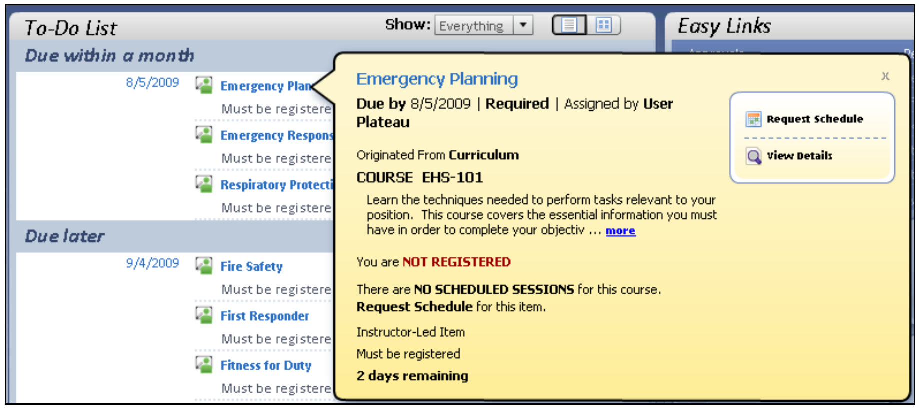
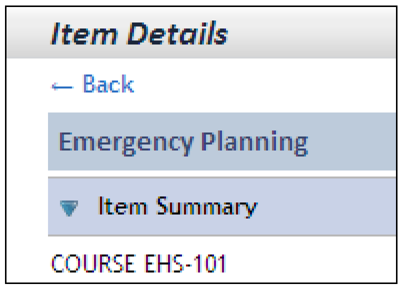
Review Navigation Tips

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



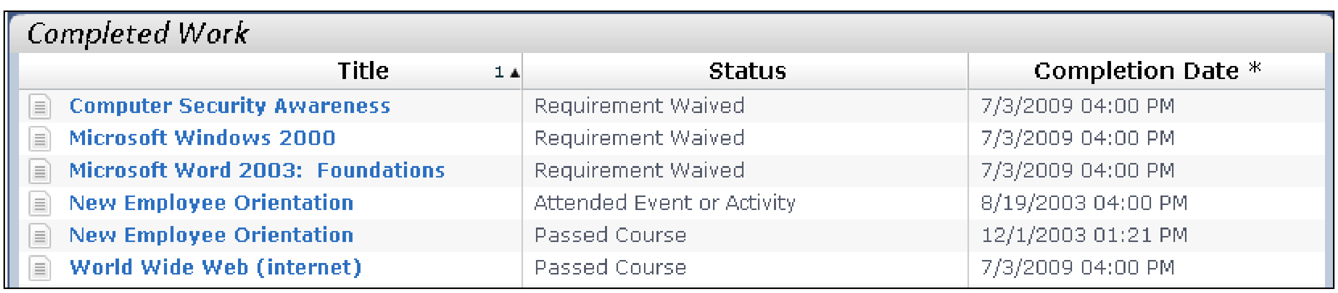
Use the top menu and the **Back** link to navigate throughout the DLA LMS.



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.



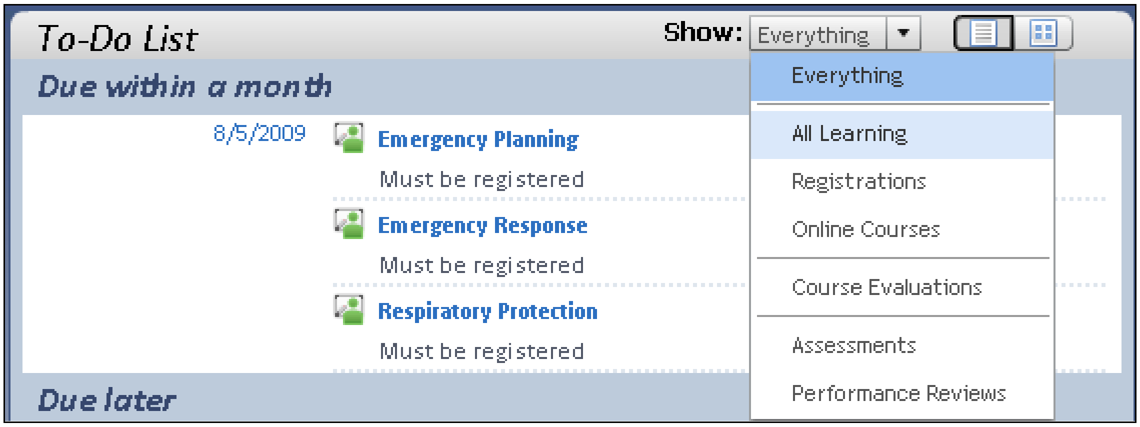
Completed Work

Title 1 ▲	Status	Completion Date *
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.

Task: **Access Talent Profile**

↓

Task: **Add Information to Talent Profile Sections**

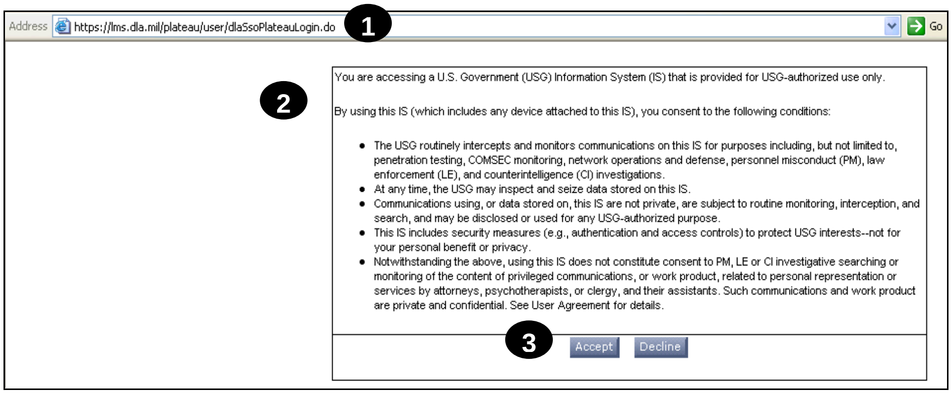
↓

Task: **Edit Talent Profile Sections**

<table>
<tr><th colspan="3">Access Talent Profile</th></tr>
<tr><td>1

2
3</td><td>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.

Review the user agreement.

Click Accept.</td><td>
</td></tr>
<tr><td>4

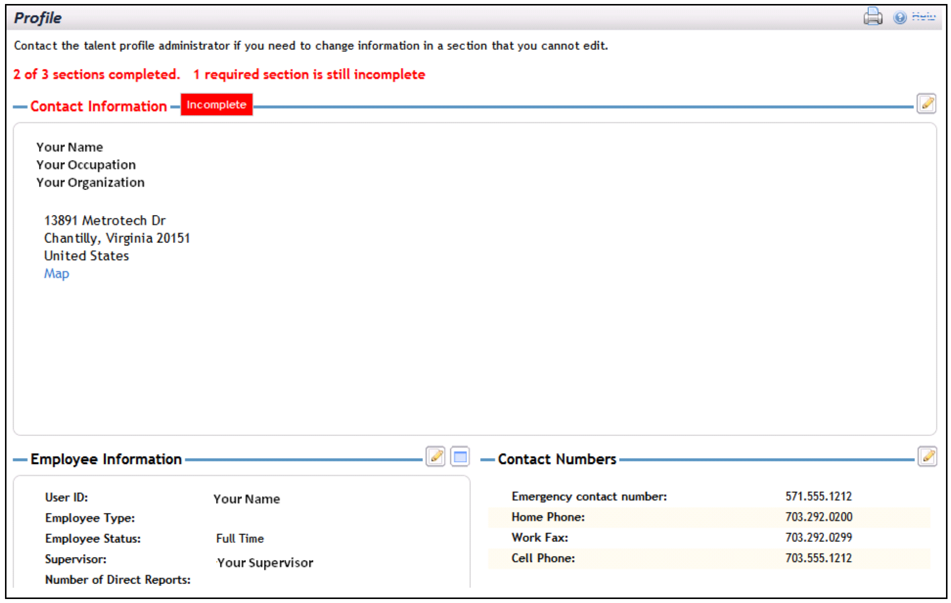
4</td><td>Click your user name in the User Card on your Home page.

or

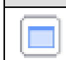
Click the Your Talent Profile is incomplete link in the Alerts section of your Home page.</td><td>
</td></tr>
</table>

Access Talent Profile, Continued

Your **Profile** screen displays.



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.

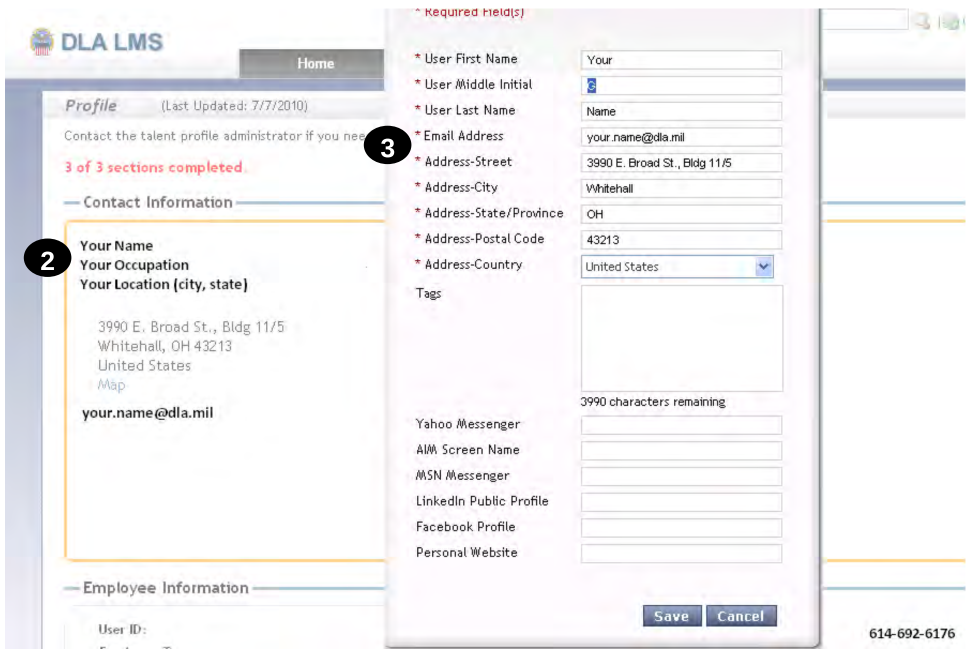
Add Information to Talent Profile Sections, Continued

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

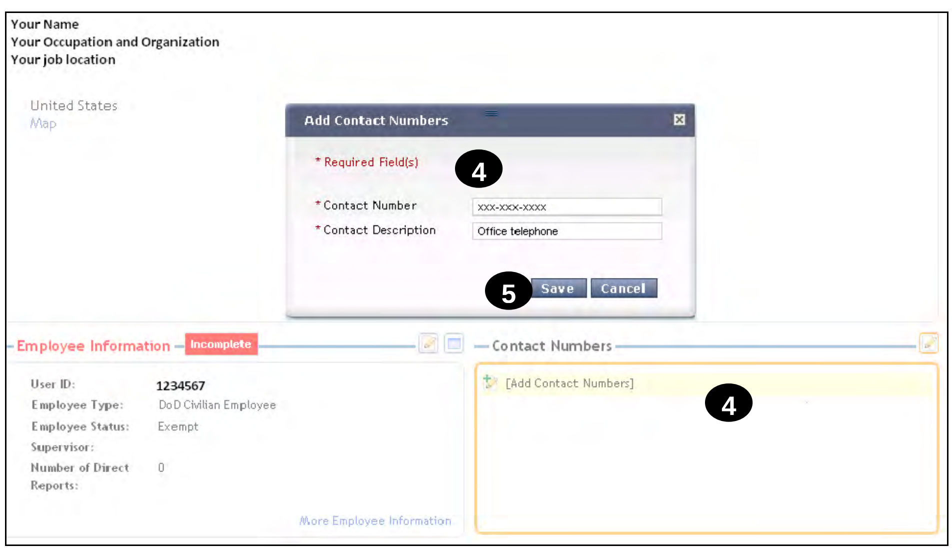
- Email address
- Complete street address



An orange outline displays around the section.

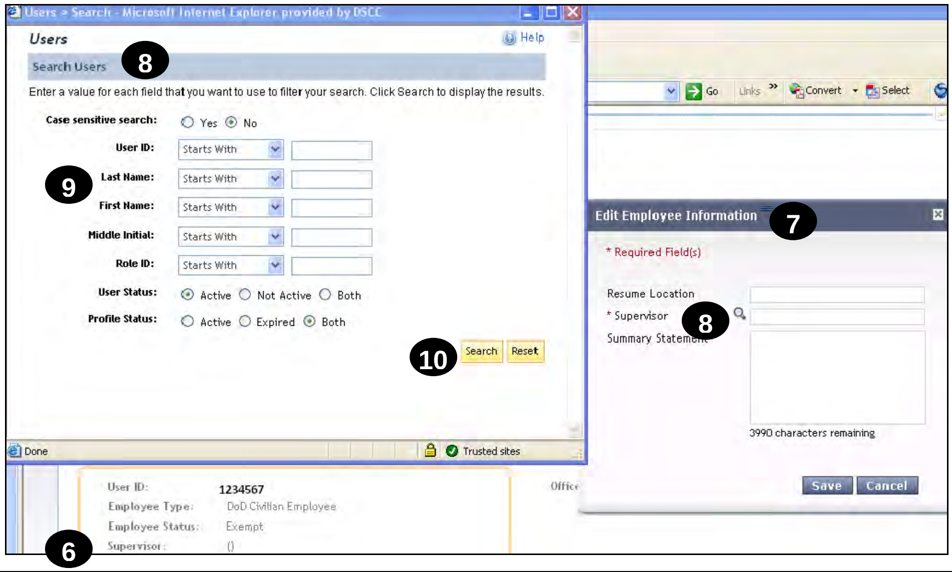
4 Click the **Add** icon ( ) to add **Contact Numbers**. Both fields are required.

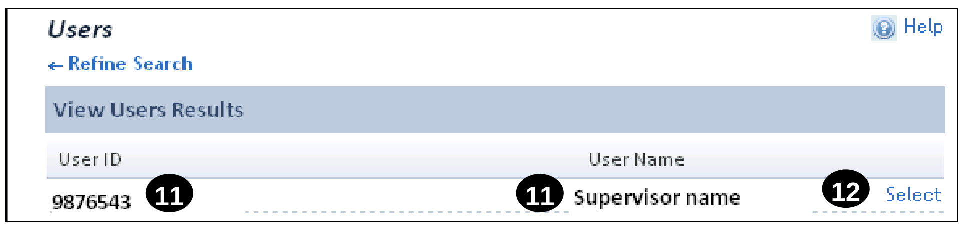
5 Click Save

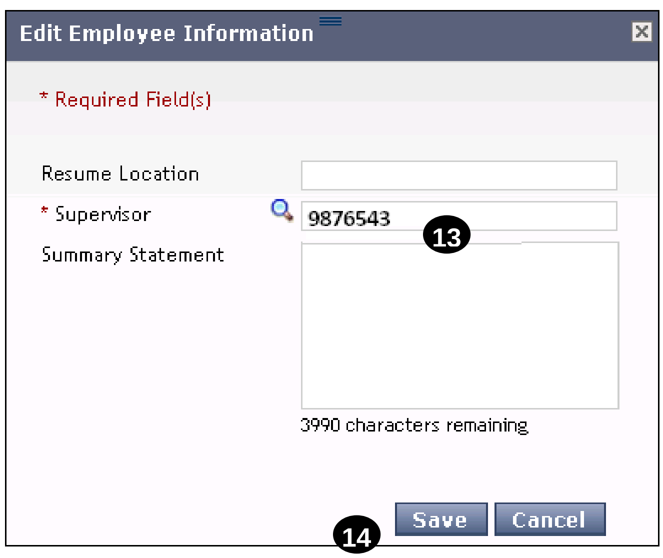


Add Information to Talent Profile Sections, Continued

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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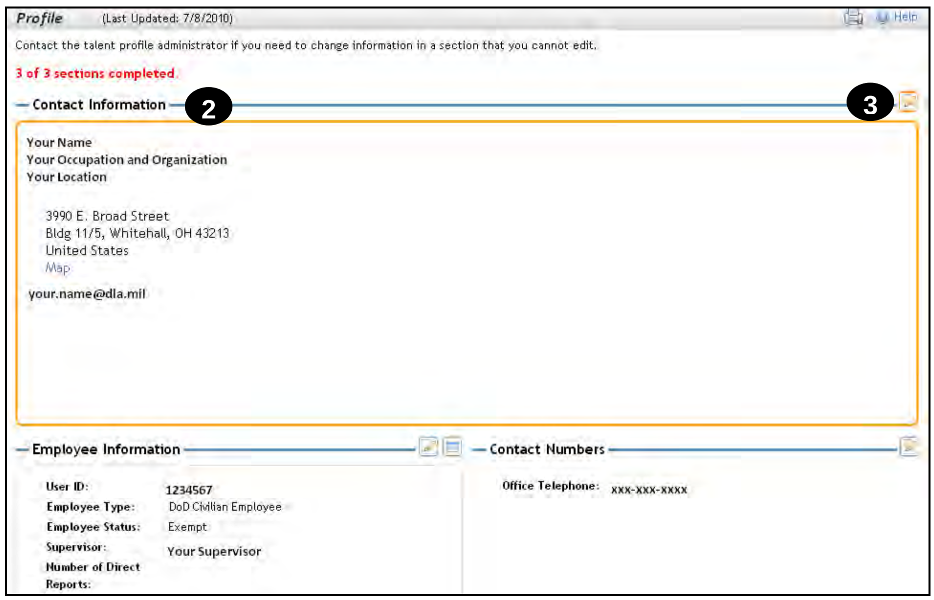
Edit Talent Profile Sections		
	There may be events that trigger a need to edit your profile such as a changes to your • office location, • office telephone number, or • supervisor. Click **your name** in the User Card on your **Home** page.	
1		
2 3	Locate the section to that you want to edit information. 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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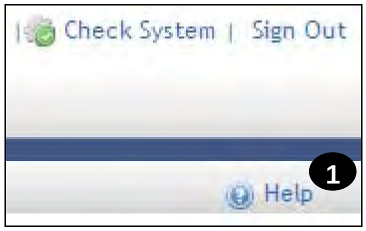
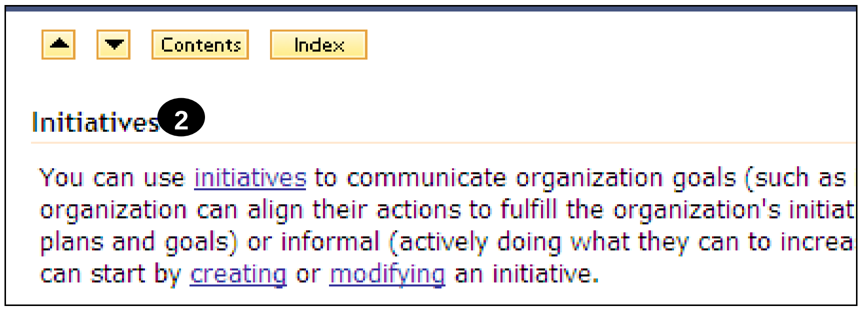
	Context-Sensitive Help	
1	Click the **Help** button to access context-sensitive help.	
2	Context-sensitive help is useful to find the purpose of a specific field on the current screen.	

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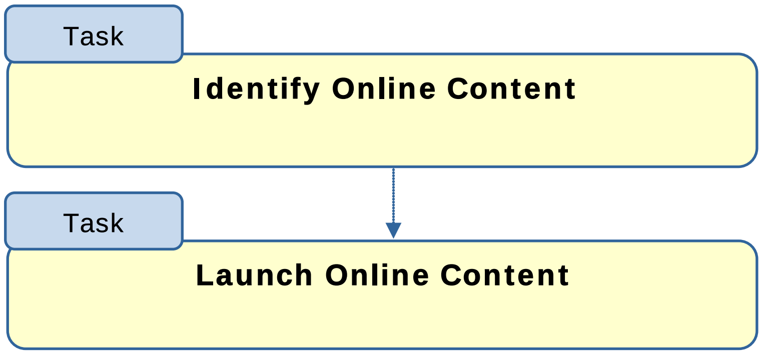
Launch Online Content

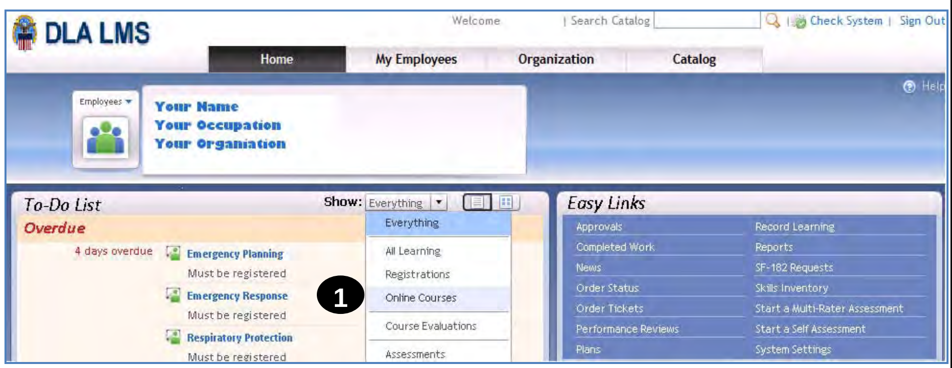
Purpose

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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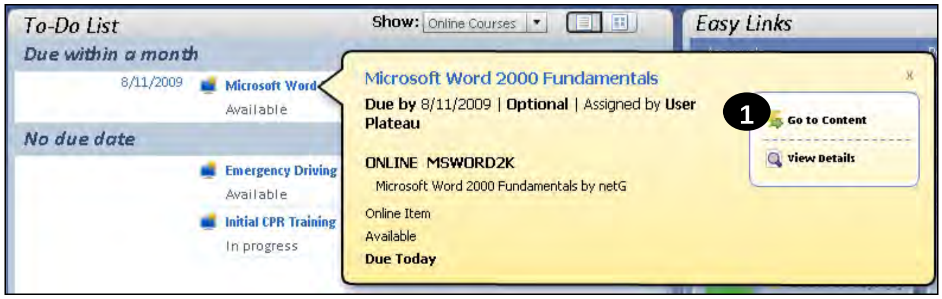
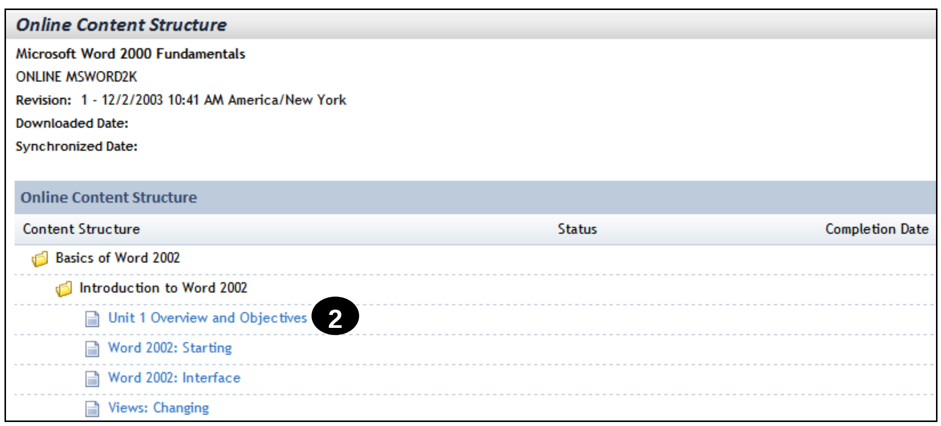
<table>
<tr><th colspan="3">Launch Online Content</th></tr>
<tr><td>1</td><td>From the To-Do List, hover over the title of the item you wish to launch and then click Go to Content.</td><td>
</td></tr>
<tr><td></td><td></td><td>

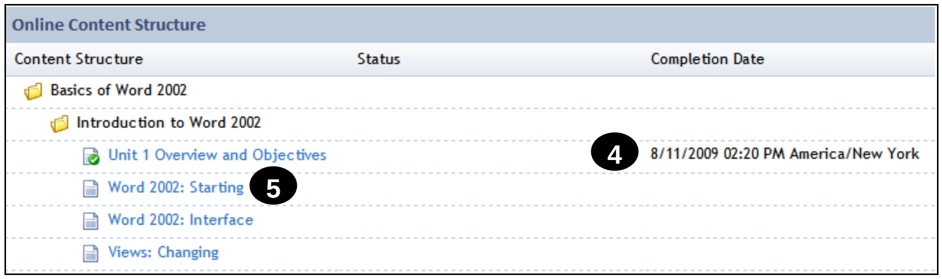
<u>Note</u>: Previous revisions of online items can now be launched when assigned to your Learning Plan. If a revision exists, you will be prompted to access the newer version.</td></tr>
<tr><td>2</td><td>The Online Content Structure page displays. An item may contain one or more content objects.

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.</td><td>

<u>Note</u>: If there is one content object within an item the content opens up immediately, skipping the content structure page. Upon closing the content window, you will be presented with a landing page that contains multiple links for you to complete a logical workflow.</td></tr>
<tr><td>3</td><td>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.</td><td>
</td></tr>
</table>

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.	

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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.

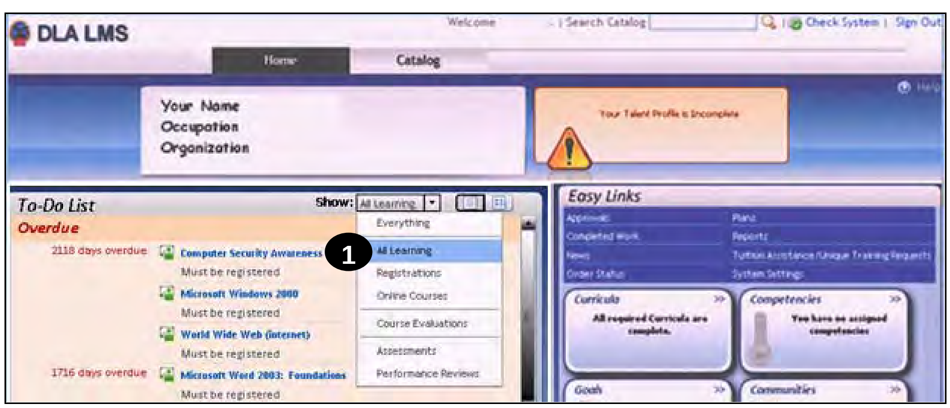
Task
Register from To-Do List

Task
Register from the Calendar of Offerings

Task
Register from the Advanced Catalog Search

Task
Confirm Registration

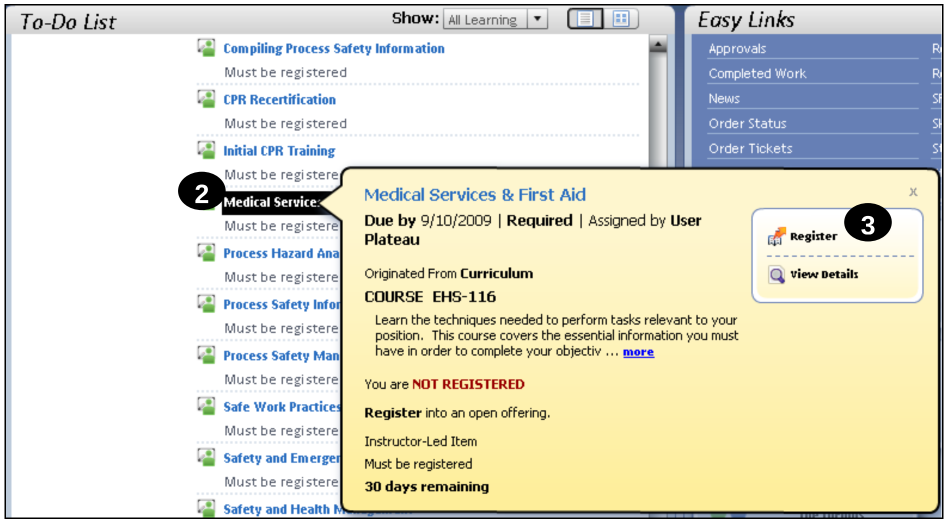
Register from the To-Do List

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.

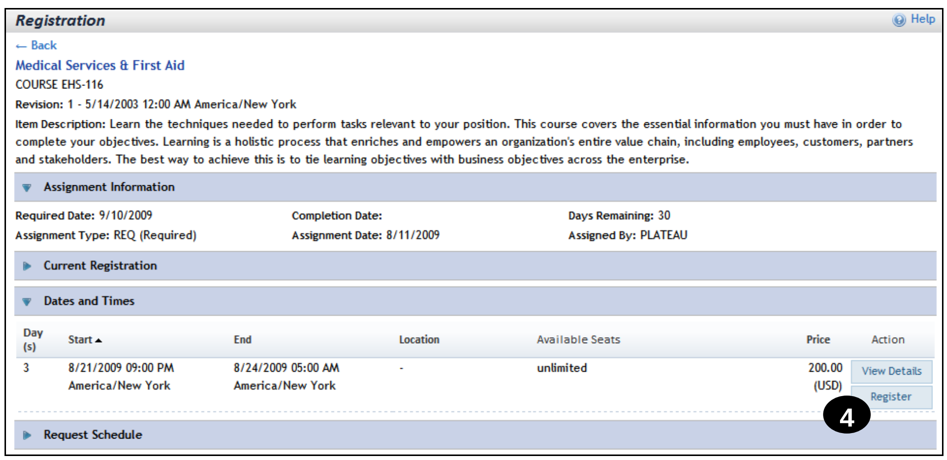
3 Click **Register** for registration information.



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.

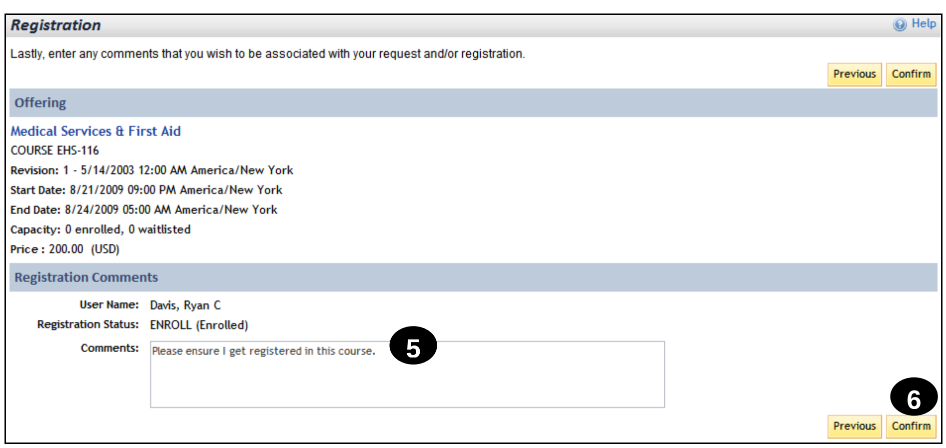
4 Click **Register** for the corresponding scheduled offering.

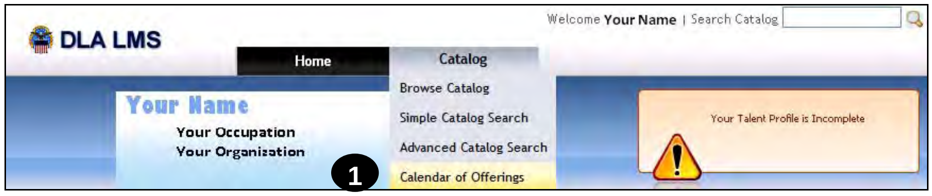
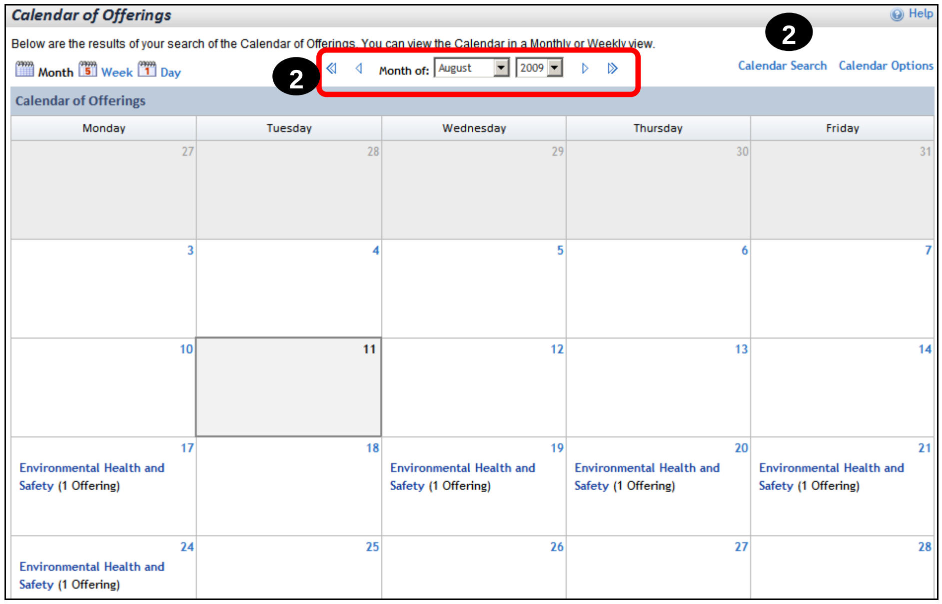
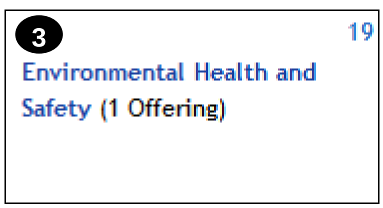
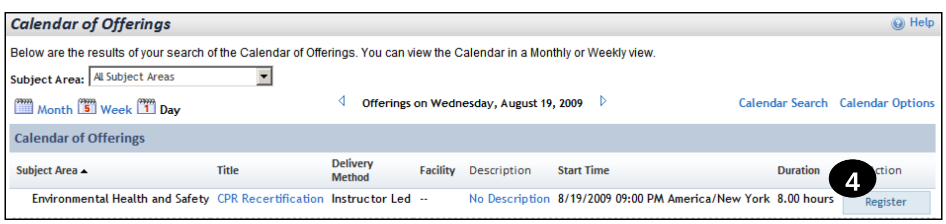


Note: Click View Details to view the description, exact times, and locations for each segment of the scheduled offering.

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**.

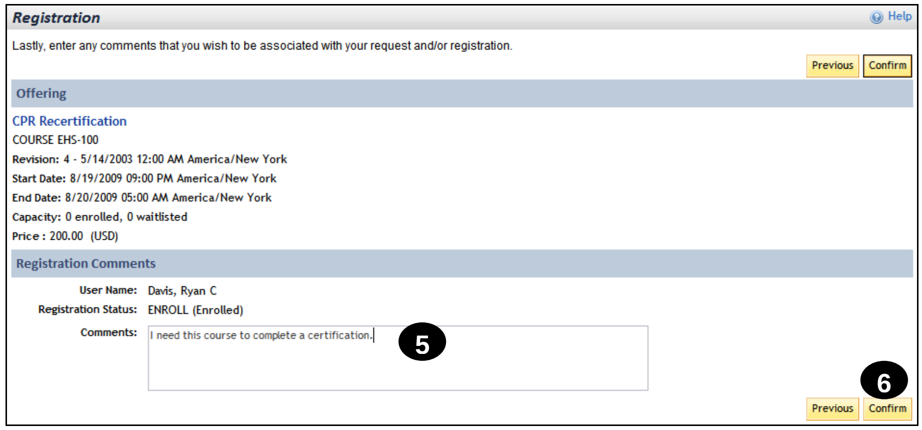


Register from the Calendar of Offerings		
1	From the **Home** page, navigate to **Catalog > Calendar of Offerings**.	
2 2	Display the desired month by using the **Month of** drop-down or scroll through months using the arrows. or Click the **Calendar Search** link to use a keyword search.	
    3	The subject area of the scheduled offering and the number of scheduled offerings that are scheduled for that day are displayed. 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.

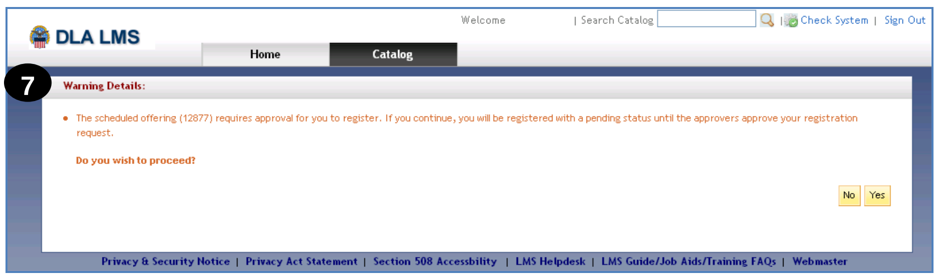
Register from the Calendar of Offerings, Continued

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

6 Click **Confirm**.



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

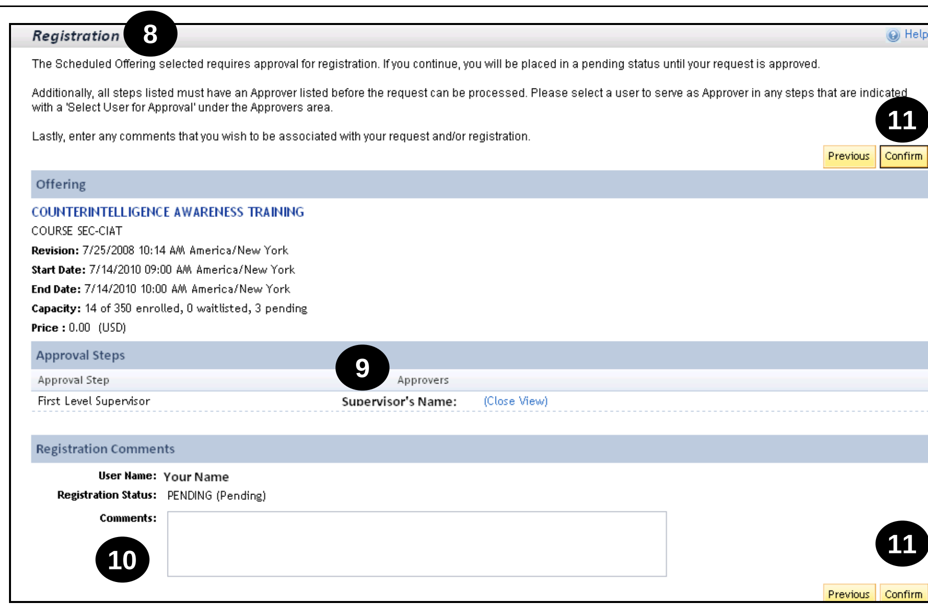


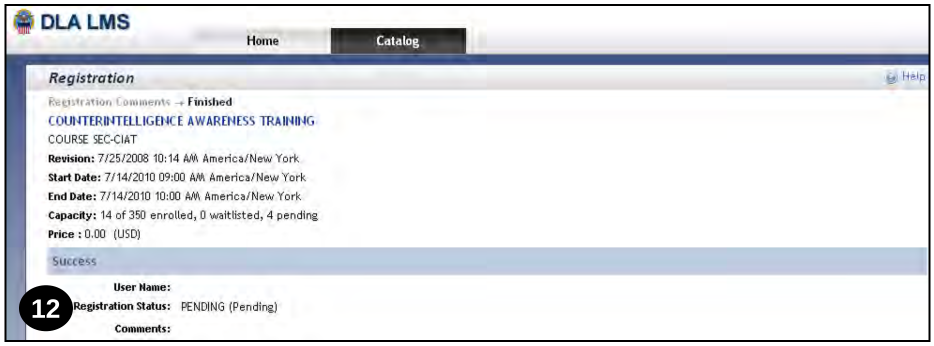
8 The **Registration** screen will advise you that your supervisor must approve your registration.

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

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

11 Click **Confirm**.



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.	

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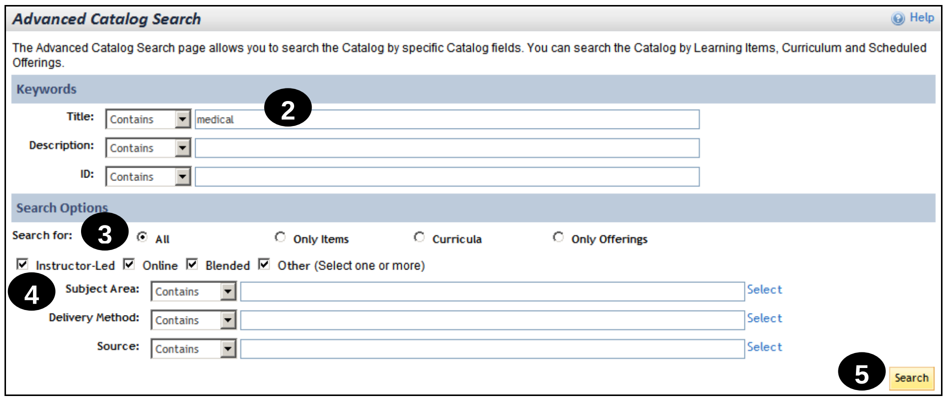
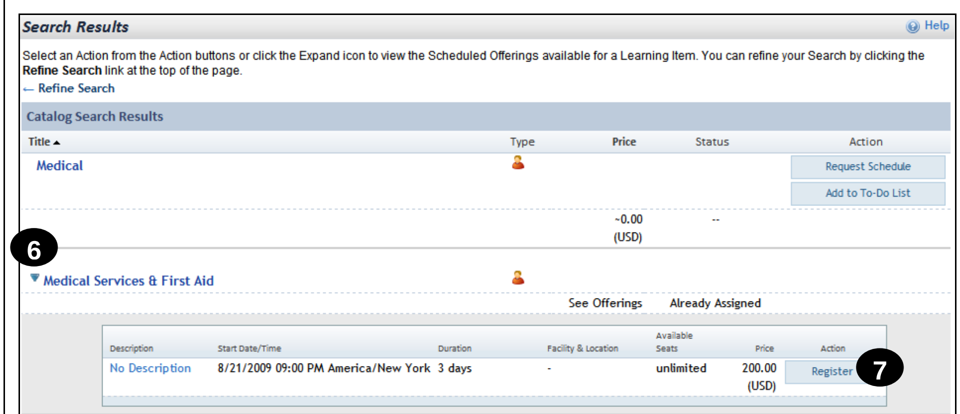
Register from the Advanced Catalog Search

1. From the **Home** page, navigate to **Catalog > Advanced Catalog Search.**

2. Enter keywords to search for in the item's title, description, or ID fields.
3. Refine the search by selecting the desired **Search for** radio buttons and checkboxes.
4. Enter any other defining keywords for the item's subject area, delivery method, and source.
5. Click **Search**.



6. Click the expand icon (▶) to view offerings available for the item.
7. Click **Register** to immediately register into the scheduled offering.

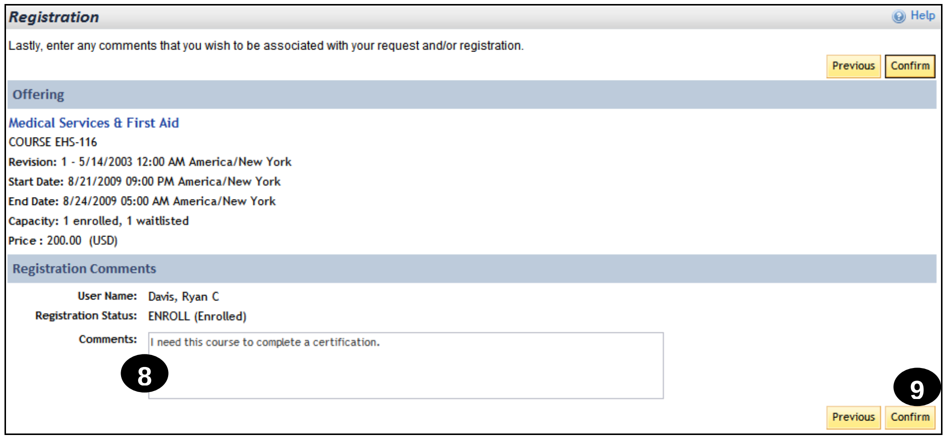


Note: Click the **Item Title** link for more information about the item. Click the **Description** link for additional information on the scheduled offering.

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**.



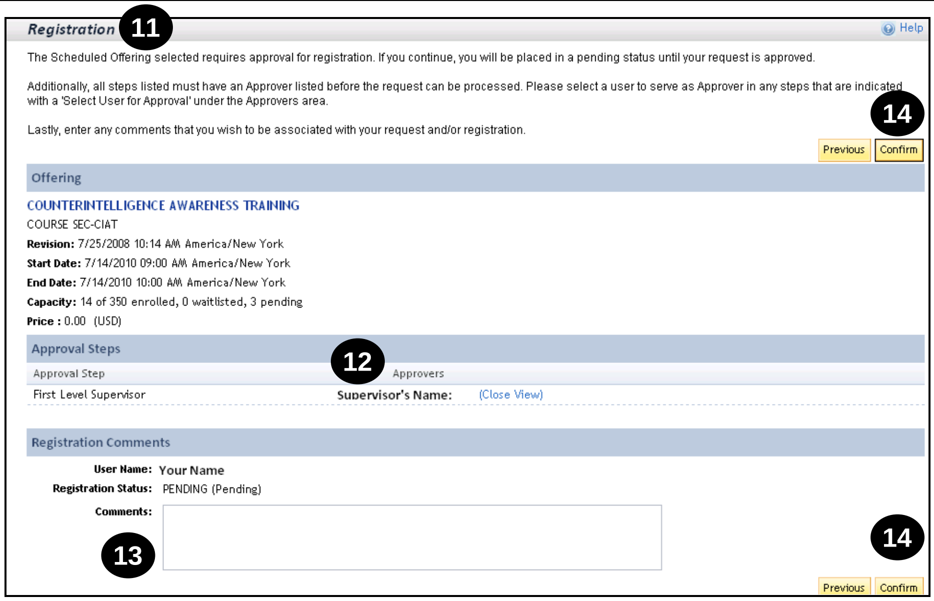
10 A **Warning** screen will advise you that the registration requires approval. Click **Yes** to proceed with self-registration.

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**.



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.	

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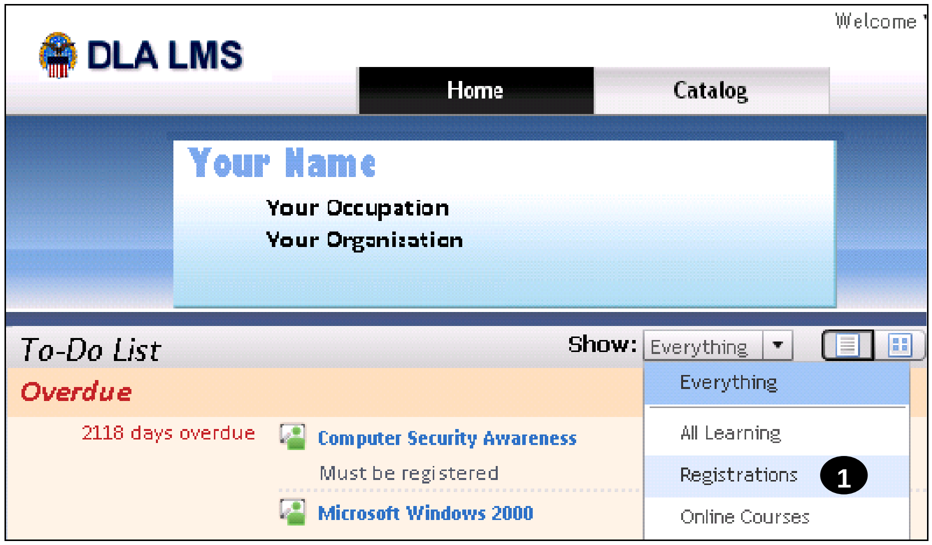
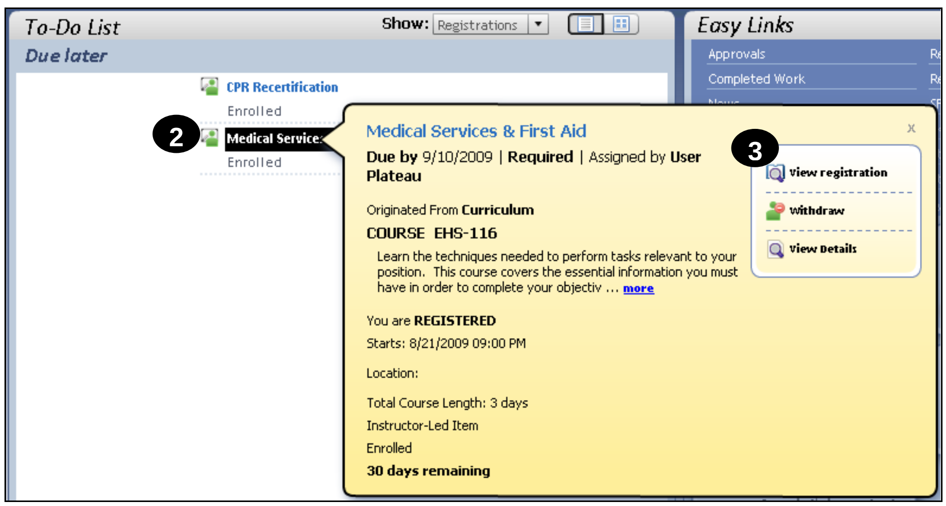
<table>
<tr><th colspan="3">Confirm Registration</th></tr>
<tr><td>1</td><td>From the Home page, filter the To-Do List to show Registrations.</td><td>
</td></tr>
<tr><td>2
3</td><td>Hover over the item you wish to check your registration.
Click View registration for registration information.</td><td>
</td></tr>
</table>

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Withdraw from a Scheduled Offering

Purpose

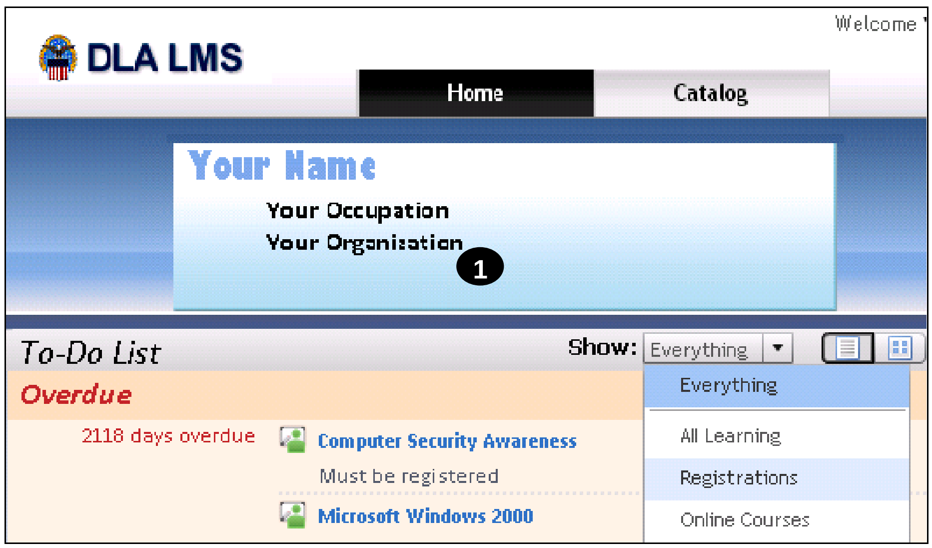
The purpose of this job aid is to guide you through the step-by-step process of withdrawing from a scheduled offering.

Task

Withdraw from a Scheduled Offering

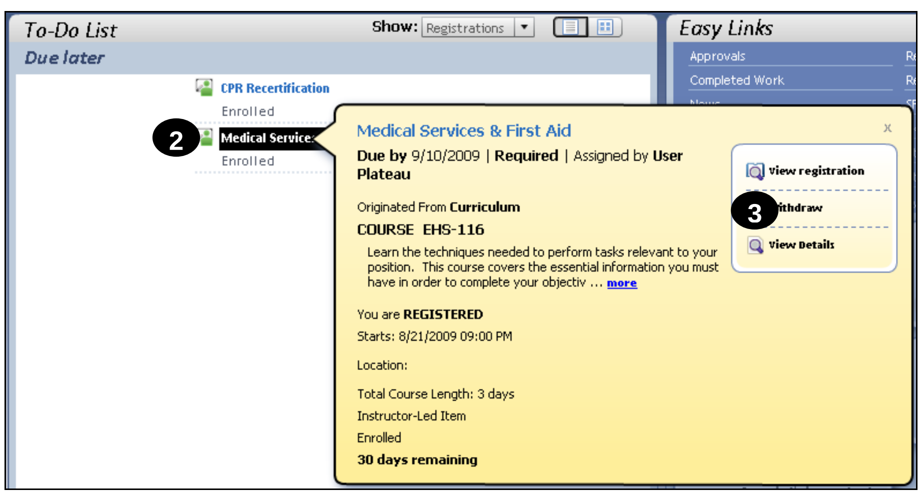
Withdraw from a Scheduled Offering

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

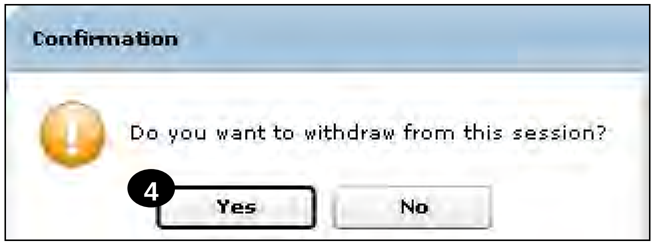


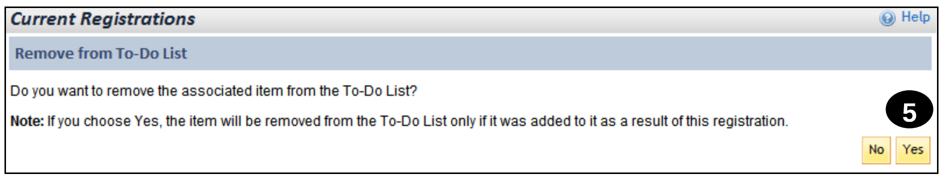
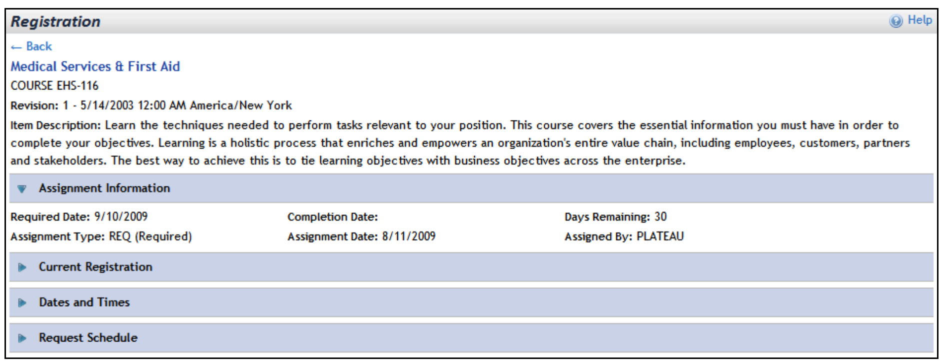
2 Hover over the item from which you wish to withdraw.

3 Click **Withdraw**.



<table>
<tr><th colspan="3">Withdraw from a Scheduled Offering, Continued</th></tr>
<tr><td>4</td><td>A warning pop-up displays.

Click Yes to continue.</td><td>

<u>Note</u>: 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.</td></tr>
<tr><td>5</td><td>If you wish to remove the associated item from your Learning Plan, click Yes.</td><td>
</td></tr>
<tr><td></td><td>You have successfully withdrawn from a scheduled offering.</td><td>
</td></tr>
</table>

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Complete a Tuition Assistance Request

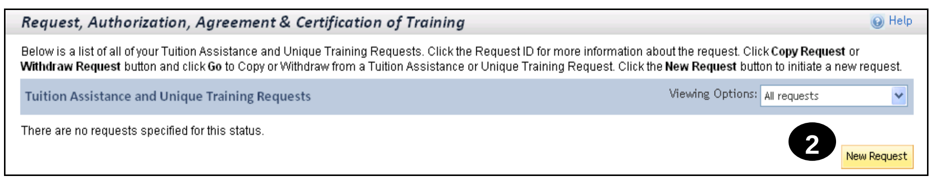
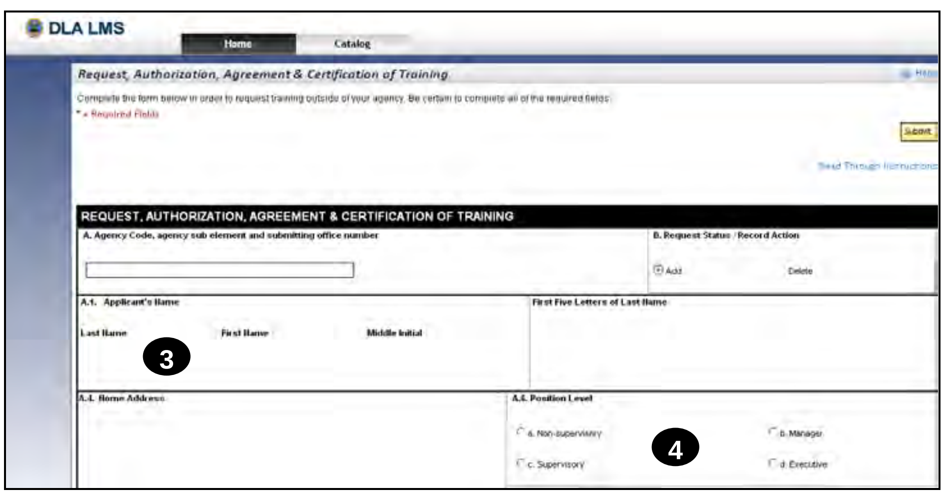
Purpose

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

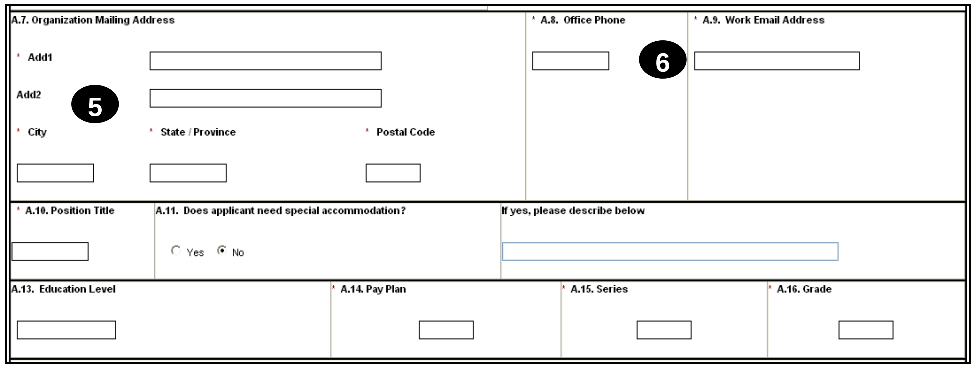
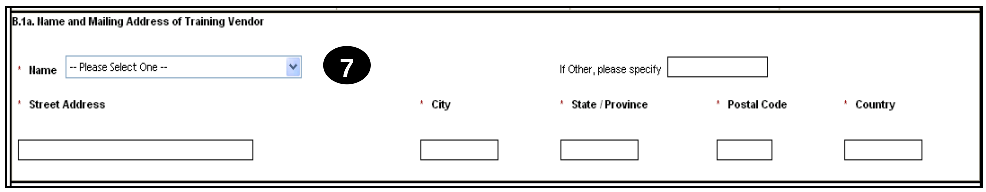
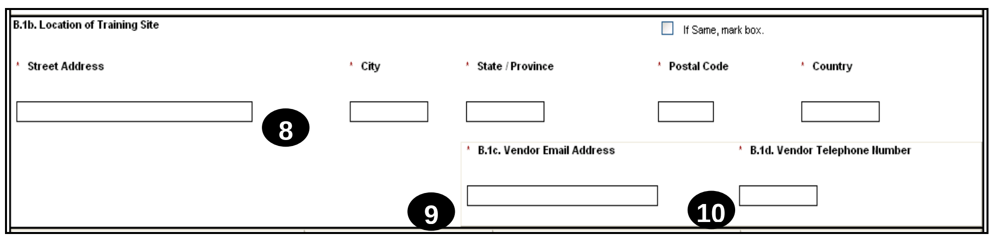
Task

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 4	Block A.1. The system will complete. Block A.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.	
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.	

Complete Tuition Assistance Request form, Continued

11 Block B.2a.
Enter **Course Title** from school catalog.

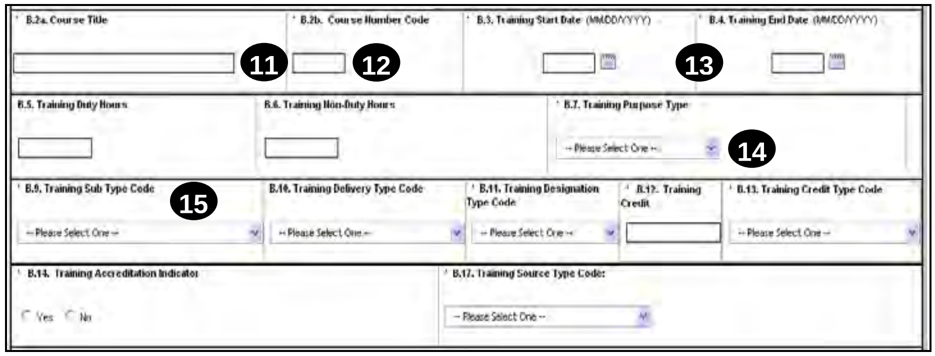
12 Block B.2b.
Enter **Course Number Code** from school catalog.

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.



16 Block B.10.
Select **Training Delivery Type Code** that matches course format.

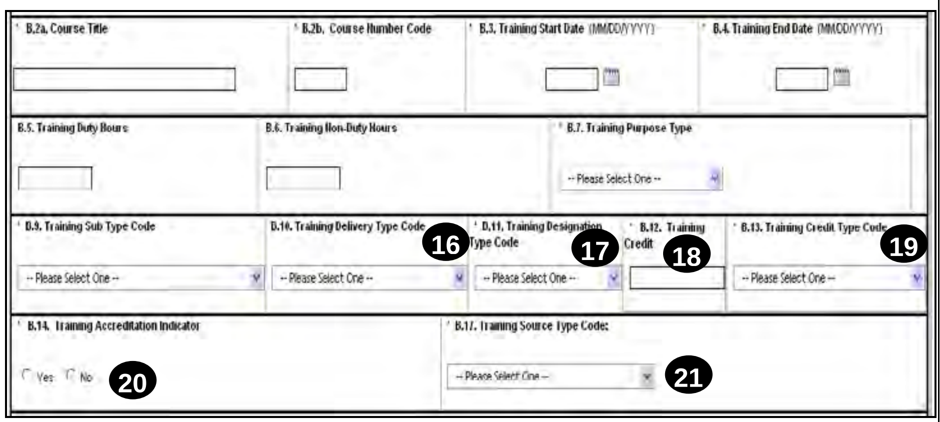
17 Block B.11.
Select **Training Designation Type Code** that matches course format.

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.

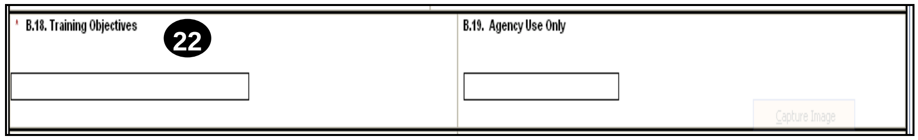
20 Block B.14.
Select **Yes**.

21 Block B.17.
Select **03: Non-government**.



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.



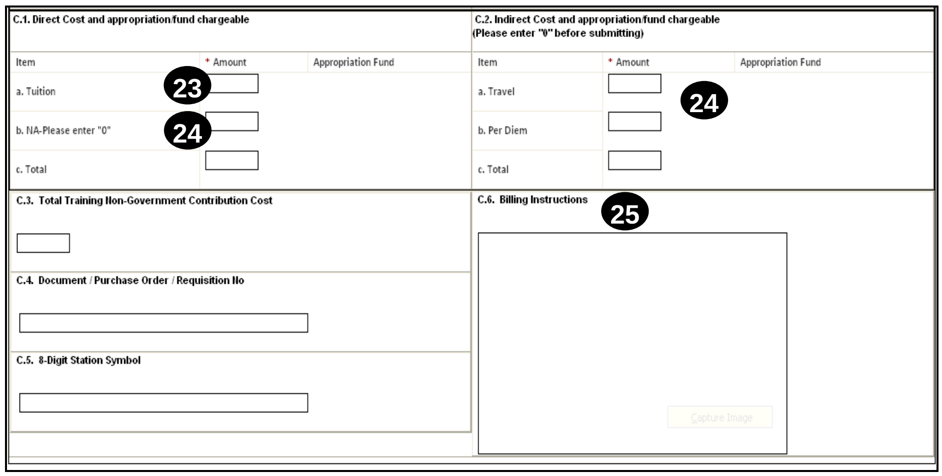
23 Block C.1a.
Enter the amount of the **Tuition** only.

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

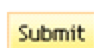
Blocks C.3, C.4., and C.5.
Leave blank.

25 Block C.6.

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



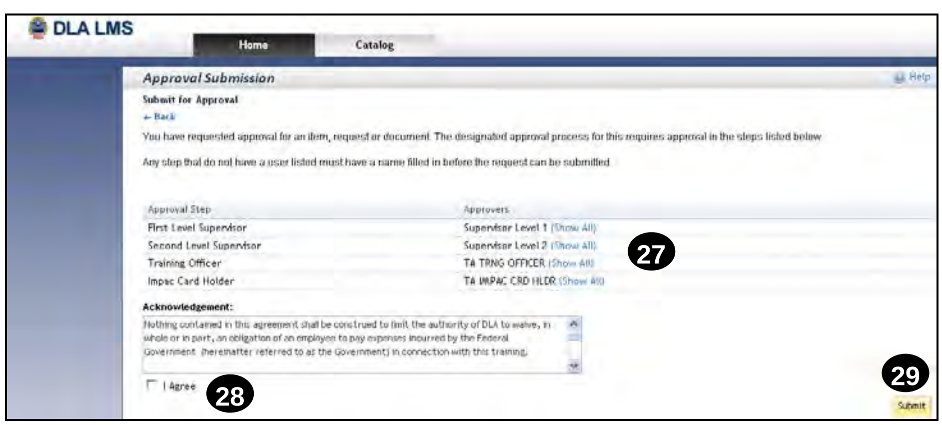
26 Click **Submit** button at either the top or the bottom of the form.



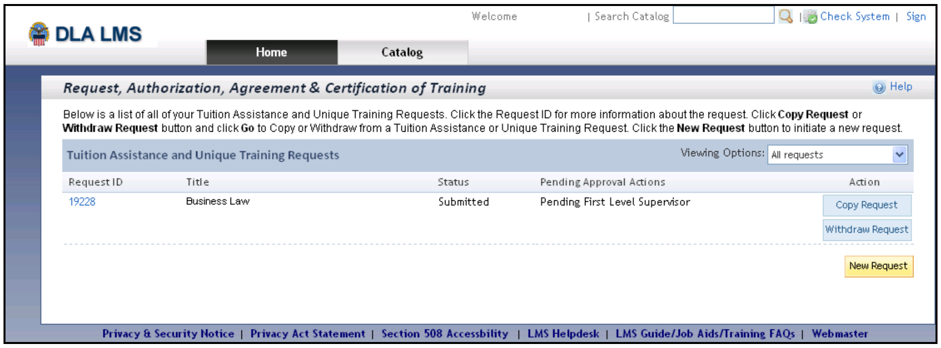
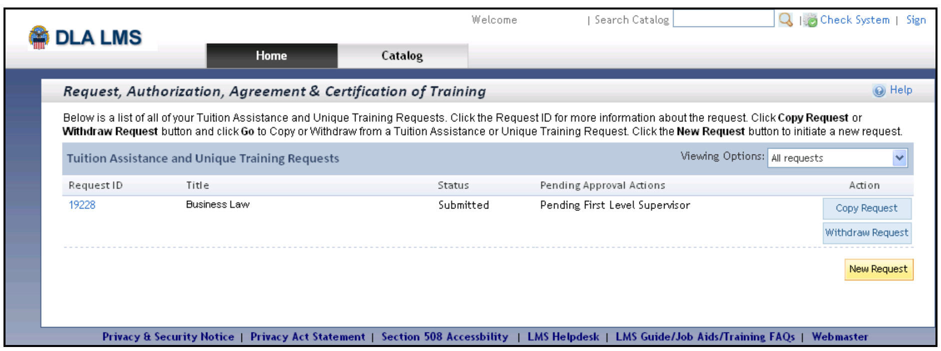
27 Approval Step—Click (Show All) for each of the four steps to automatically complete.

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

29 Click the **Submit** button.



Complete Tuition Assistance Request form, Continued

	Confirmation screen indicates that your request has been successfully submitted.	
	Status screen allows you to check on the status of your request, copy it, or withdraw it.	
	To **print** your request: • 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 Print button.	

Note to Supervisors: Click this link to learn how to Approve or Disapprove a Tuition Assistance Request.

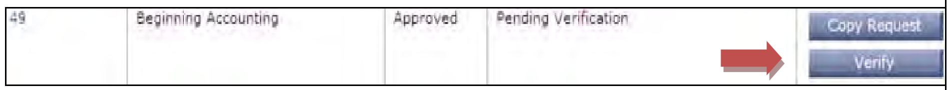
Complete Tuition Assistance Request form, Continued

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

- Click the  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.



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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.

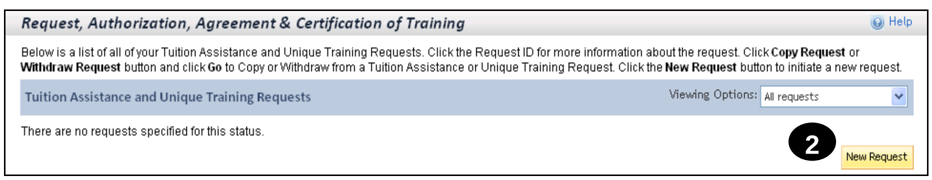
Task

Complete a Unique Training Request, SF 182

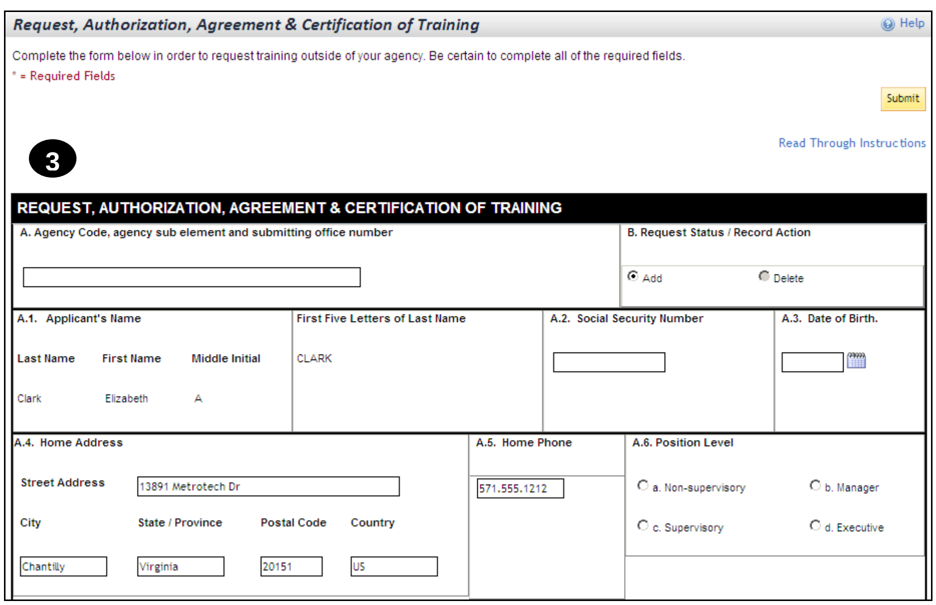
Complete a Unique Training Request, SF 182

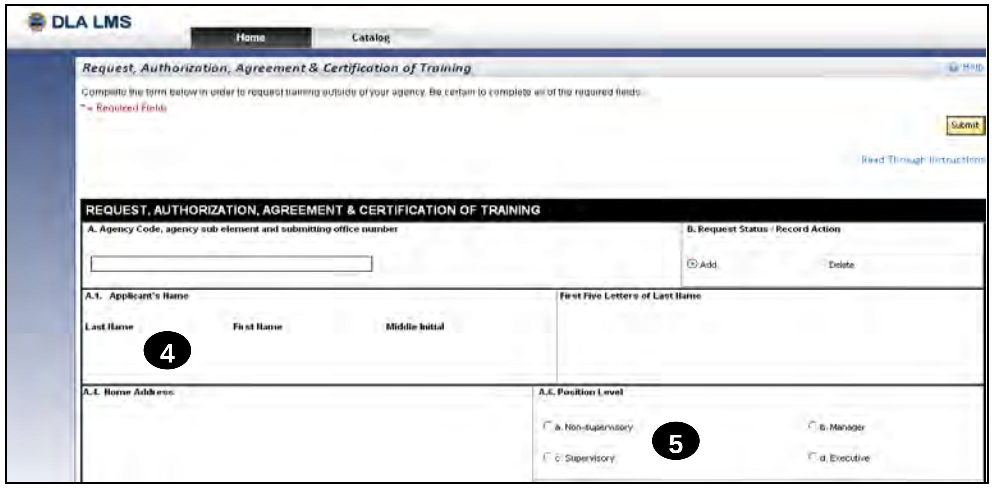
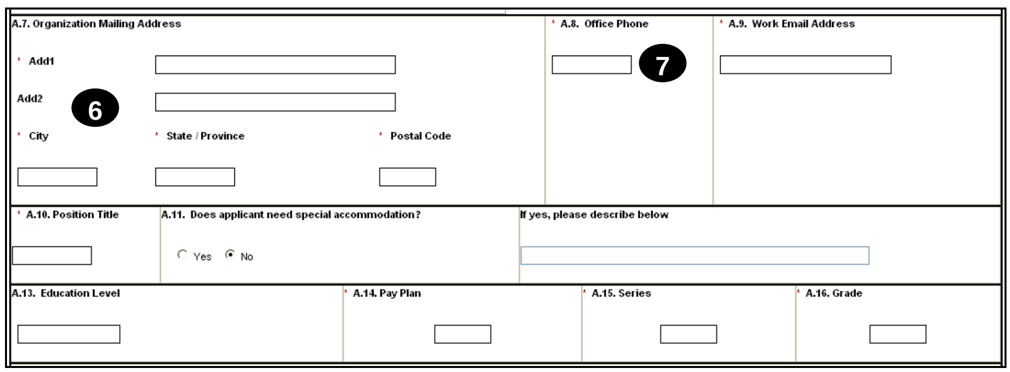
1 From the **Home** page, click the **Tuition Assistance/Unique Training Request** easy link.

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



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.



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.	
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.	

Complete a Unique Training Request, SF 182, Continued

8 Block B.1a.

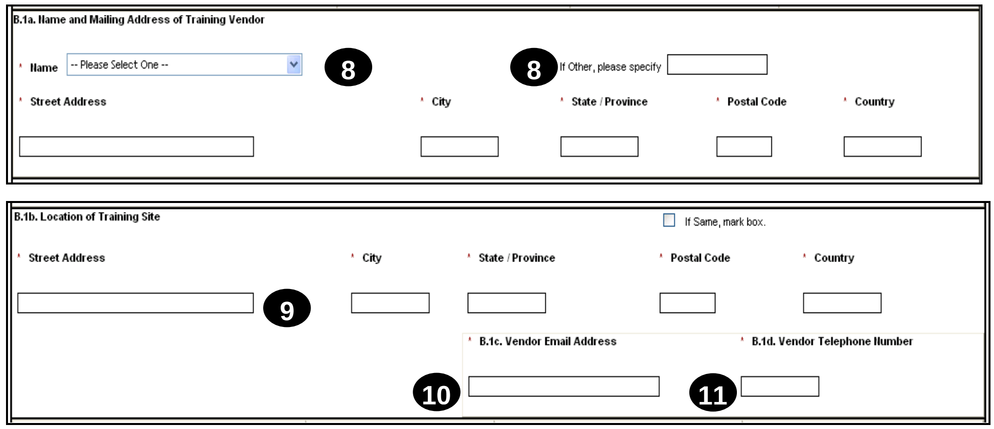
- Select school from drop down menu.
- If school is not on the list, select "Other" from the bottom of the drop down menu and then type the school name in **Other** field.

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.



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.

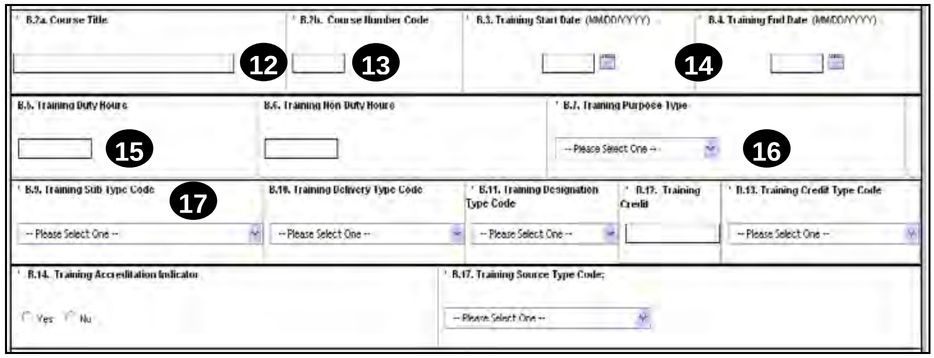
14 Blocks B.3/B.4.
Use calendar  to select and enter **Training Start** and **End Dates**.

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.



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.

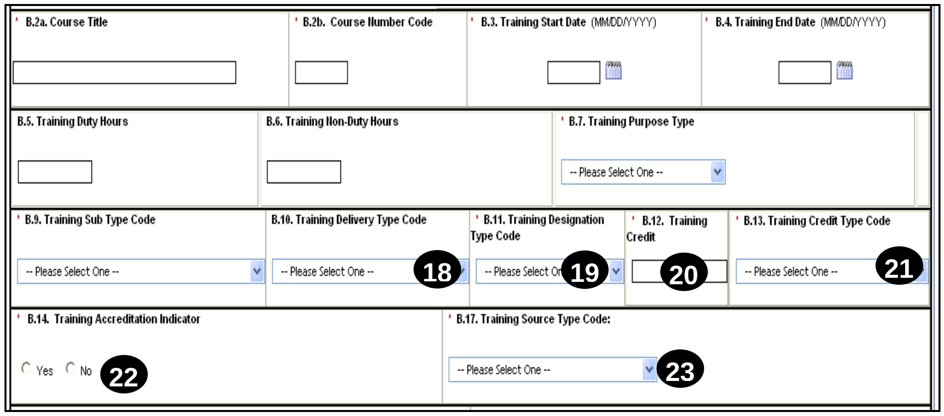
20 Block B.12.
Training Credit—Enter the number of college credit hours or 0. Most Unique Training Requests should have 0 in this field.

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.

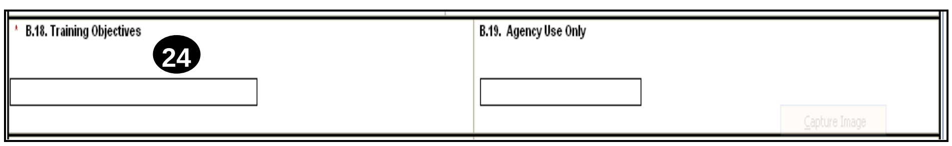
24 Block B.18.
Training Objectives—Type in justification that describes how the course will improve current job performance and/or DLA mission.



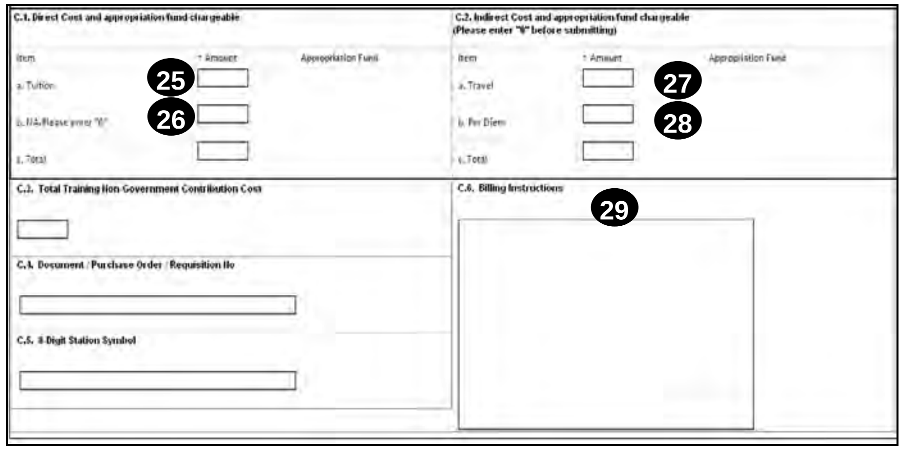
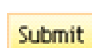
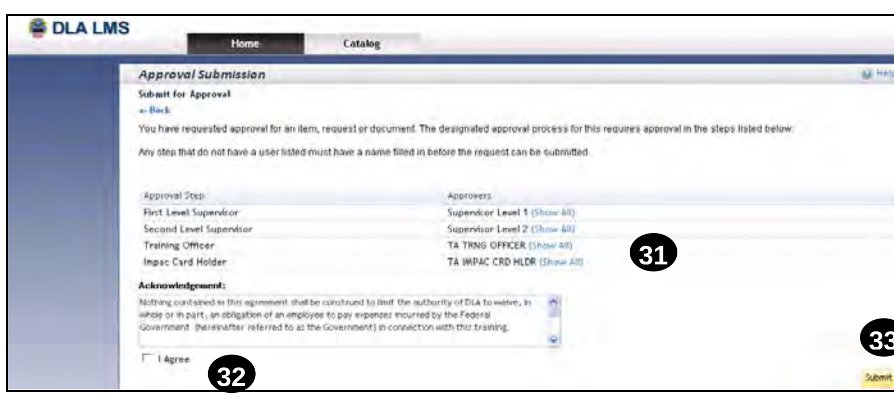
Notes for Items 20 and 21:

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.



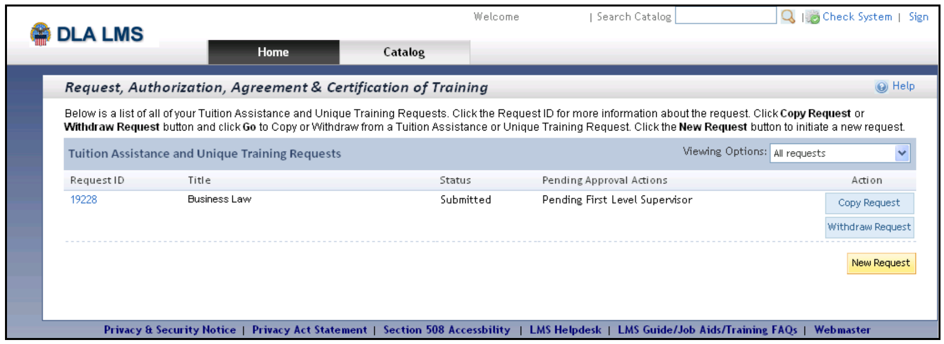
Complete a Unique Training Request, SF 182, Continued

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.	
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.	

Complete a Unique Training Request, SF 182, Continued

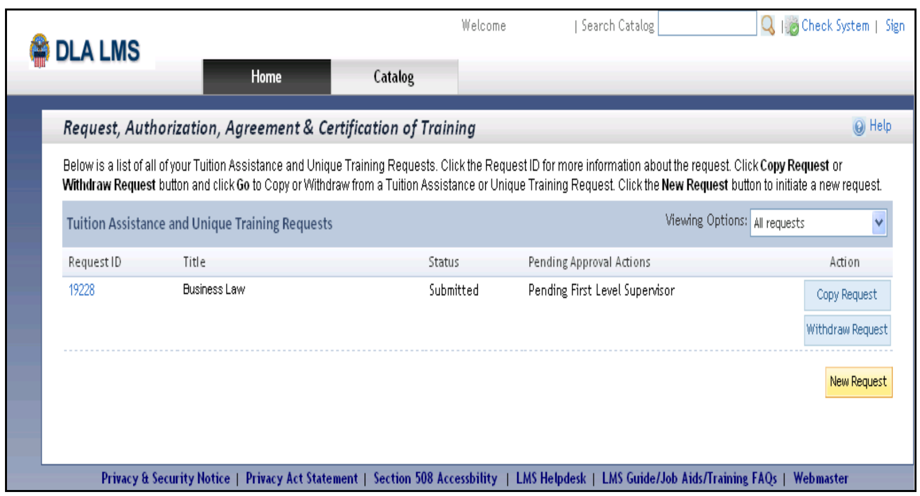
Confirmation screen indicates that your request has been successfully submitted.

Status screen allows you to check on the status of your request, copy it, or withdraw it.



To **print** your request:

- 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 Print button.

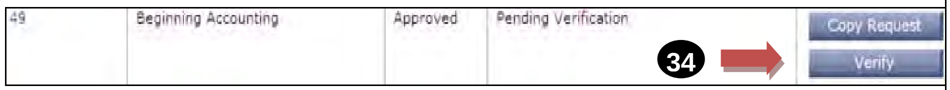


Note to Supervisors: Click this link to learn how to Approve or Disapprove a training request.

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.



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Run Standard Reports

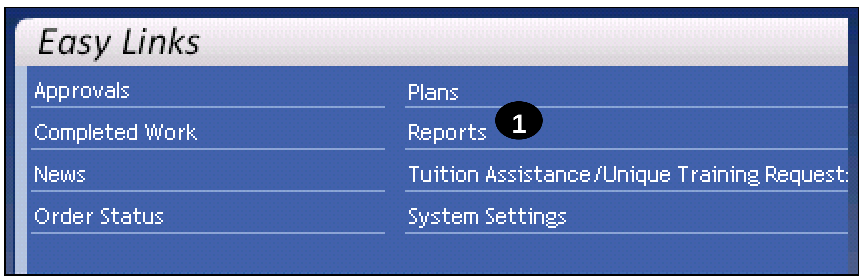
Purpose

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.



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;

9 check the **Page Break Between Records** checkbox to do so.

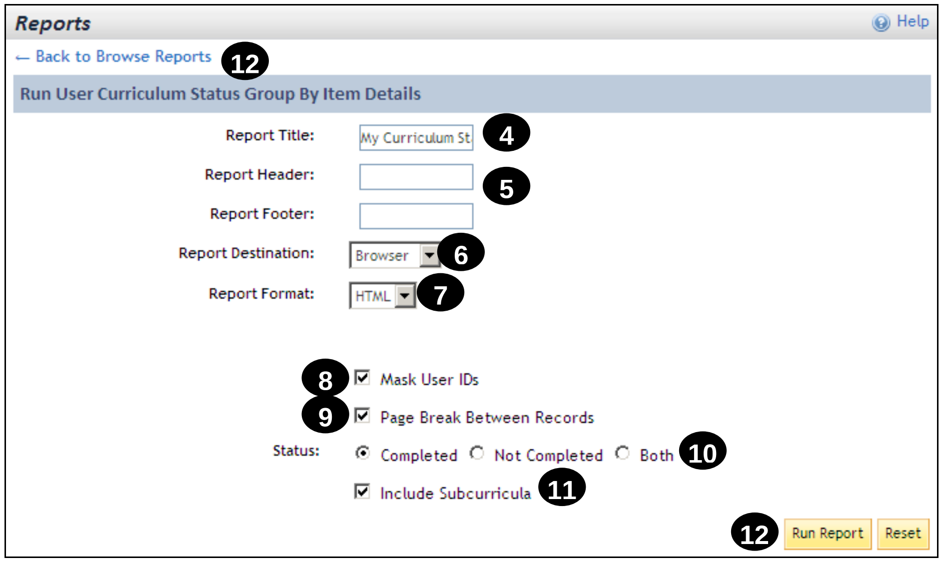
10 Select whether to include **complete**, **incomplete** or **both** curriculum status types.

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.



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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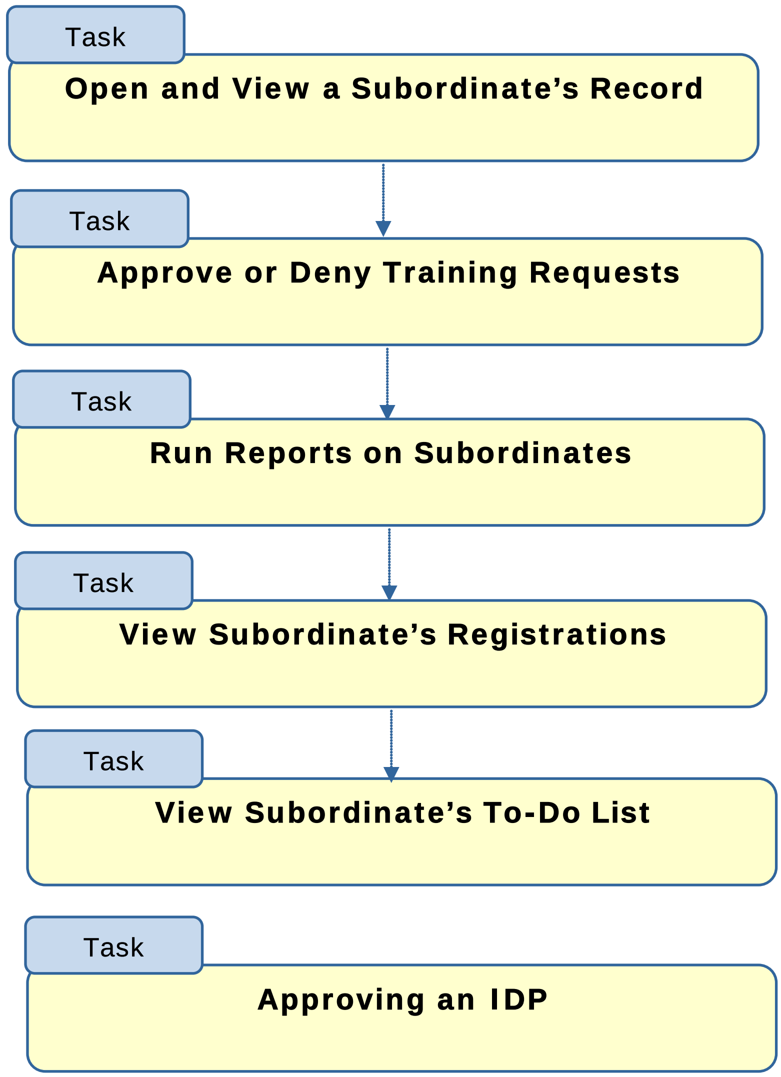
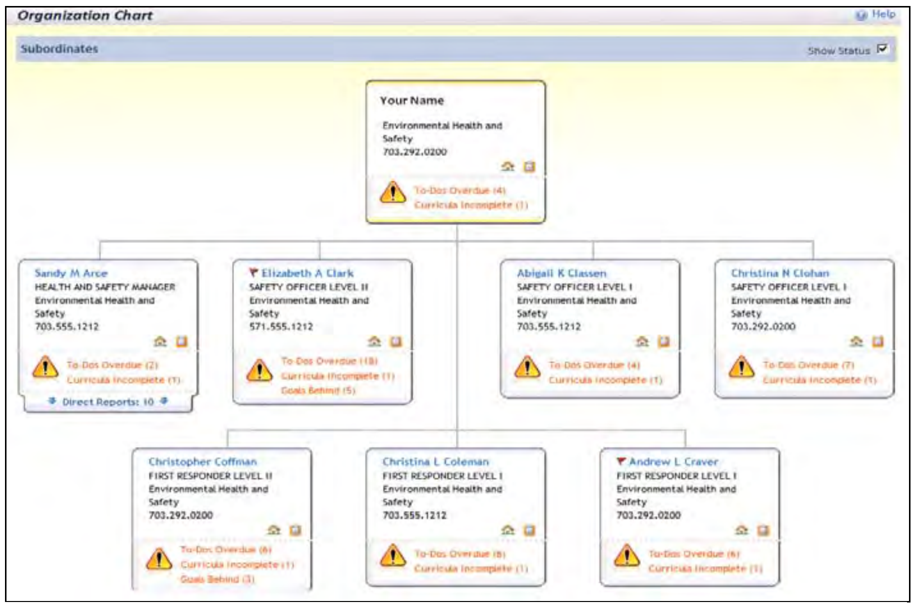
Supervisor - Managing Subordinates Training

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.



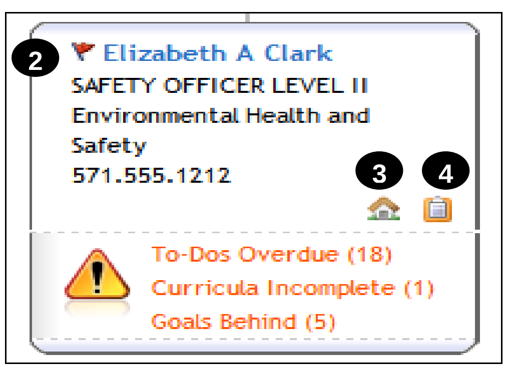
<table>
<tr><th colspan="3">Open and View a Subordinate’s Record</th></tr>
<tr><td>1</td><td>From the Home page, navigate to My Employees > Organization Chart.</td><td>

<u>Note</u>: Another navigate option from the Home page is to hover over the Employees pod to view a list and select an employee.</td></tr>
<tr><td></td><td>The Organization Chart displays.
<u>Note</u>: None of the employees in the examples has the same name as a DLA employee.</td><td>
</td></tr>
<tr><td>2

3

4</td><td>The flag icon ( ) indicates the employee is flagged as a risk.

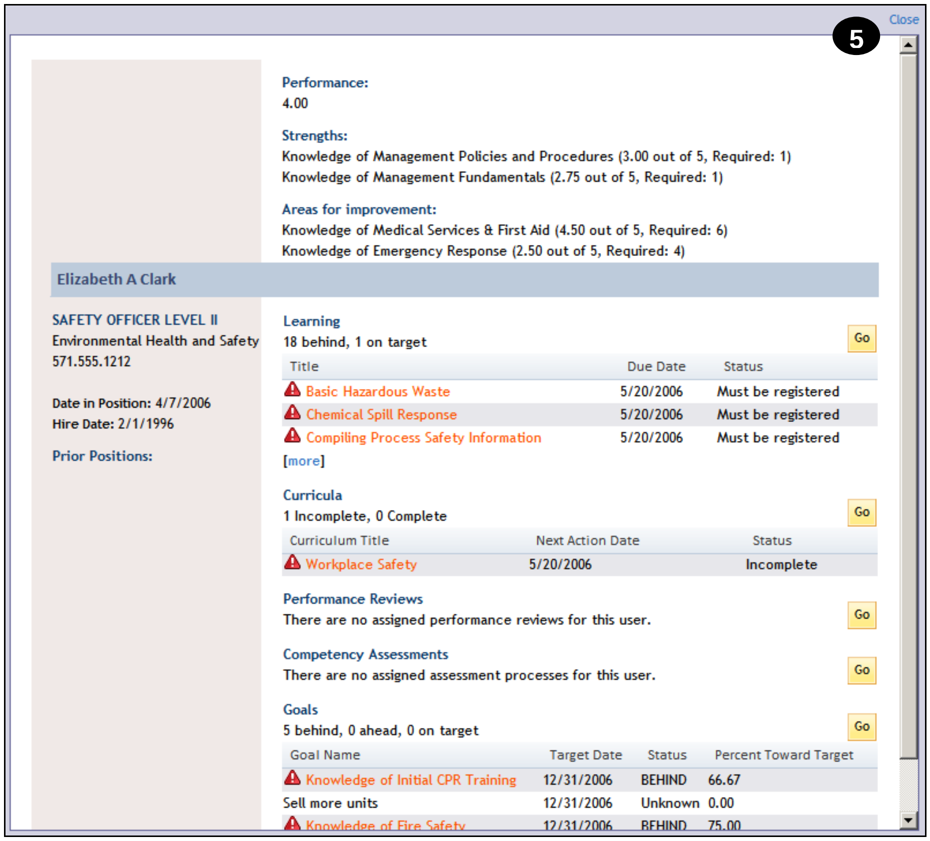
The home icon ( ) opens the employee's Home page. You can navigate through the employee view of the LMS.

Click the snapshot icon ( ) to gain a snapshot of the subordinate’s status and records.</td><td>
</td></tr>
</table>

Open and View a Subordinate's Record, Continued

The snapshot is launched in a separate window.

5 Click **Close** to return to the organization chart.

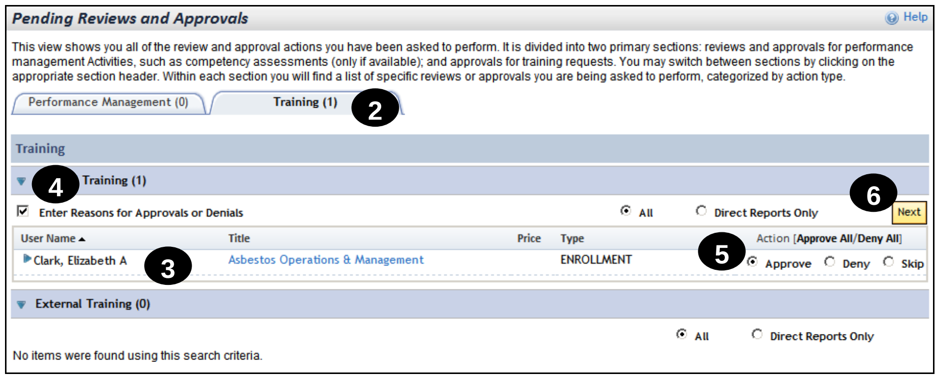
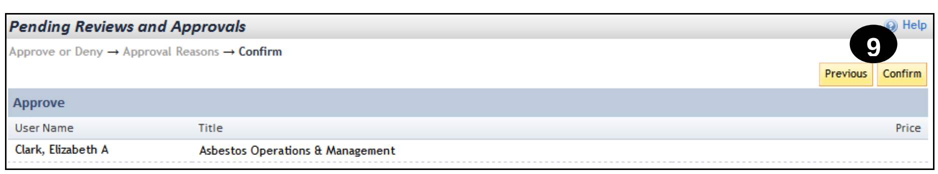
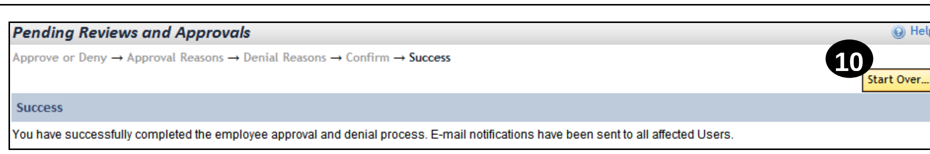


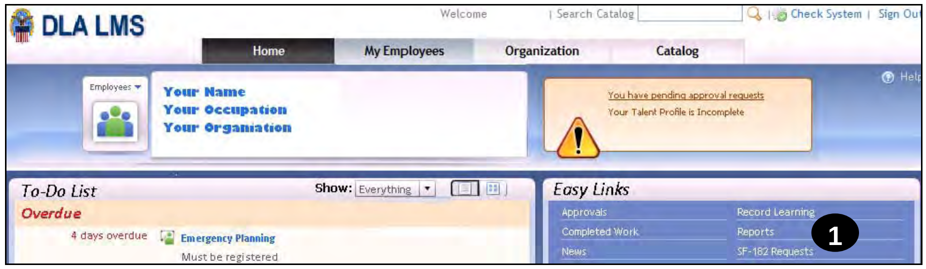
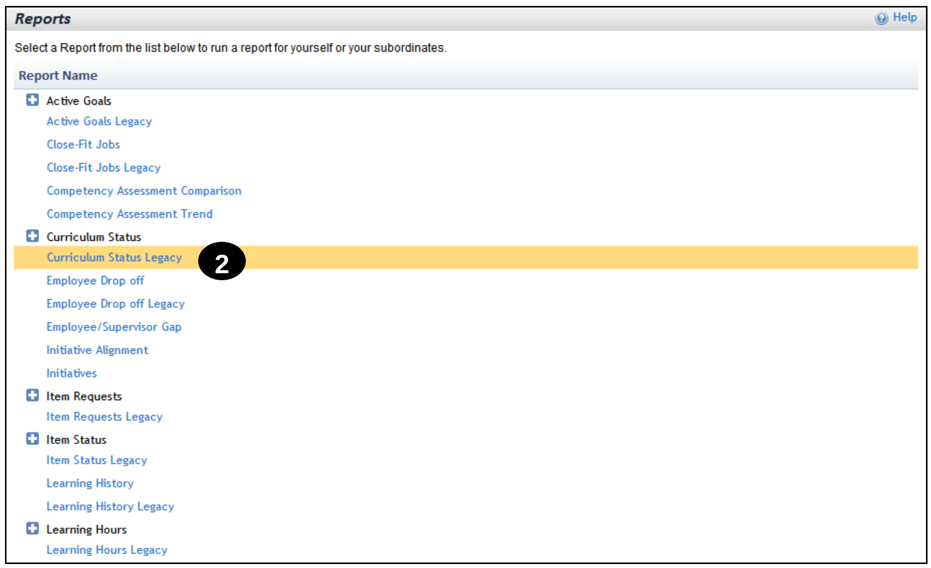
The **Alert** icon (⚠) indicates overdue, incomplete, or behind status.

6 Click the links listed in the **Alerts** area to navigate to the subordinate's record for additional details.

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.

Approve or Deny Training Requests

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

<table>
<tr><th colspan="3">Run Reports on Subordinates</th></tr>
<tr>
<td>1</td>
<td>From the Home page, click the Reports easy link.</td>
<td>
</td>
</tr>
<tr>
<td>2</td>
<td>Click a Report Name to open the report.</td>
<td>
</td>
</tr>
<tr>
<td>3

4

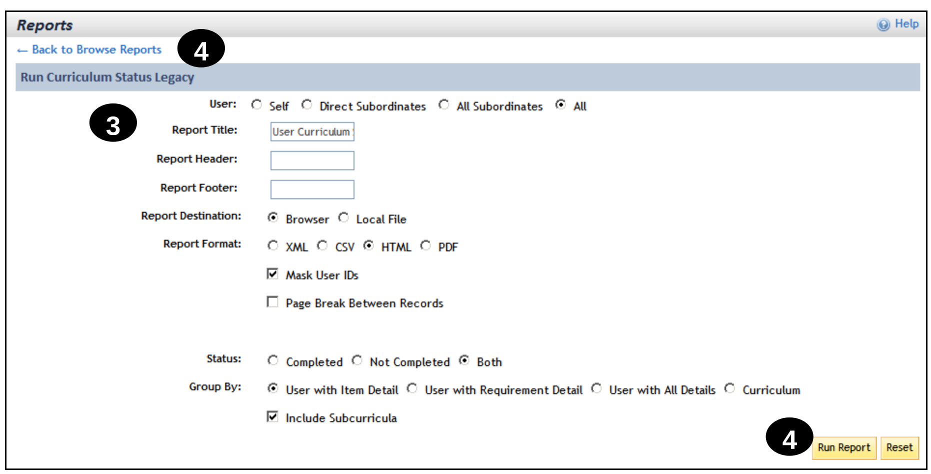
4</td>
<td>Enter the report criteria.

<u>Note</u>: Available criterion will vary depending on the report.

Click Run Report.

<u>or</u>

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

<u>Note</u>: Click Help ( ) for additional information on reports.</td>
<td>
</td>
</tr>
</table>

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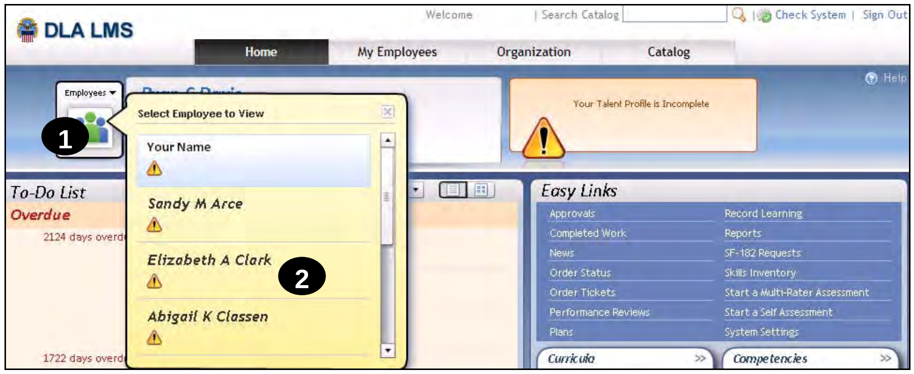
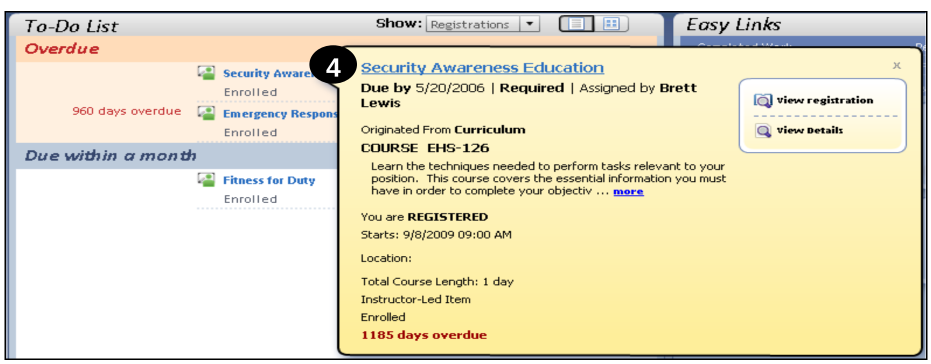
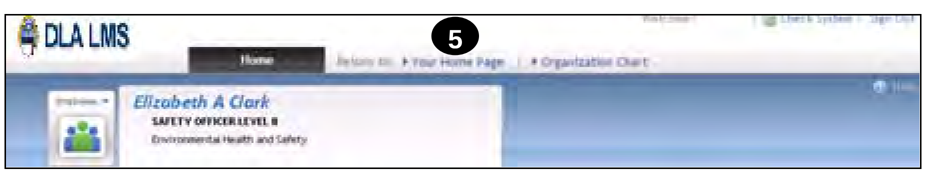
<table>
<tr><th colspan="3">View Subordinate’s Registrations</th></tr>
<tr><td>1

2</td><td>From the Home page, hover over the Employees pod.

Select an employee to view.

<u>Note</u>: None of the employees in the examples has the same name as a DLA employee.</td><td>
</td></tr>
<tr><td>3</td><td>From the Home page, filter the To-Do List to show Registrations.</td><td>
</td></tr>
<tr><td>4</td><td>Hover over the registration title for additional information.</td><td>
</td></tr>
<tr><td>5</td><td>Click Your Home Page to return to your supervisor record.</td><td>
</td></tr>
</table>

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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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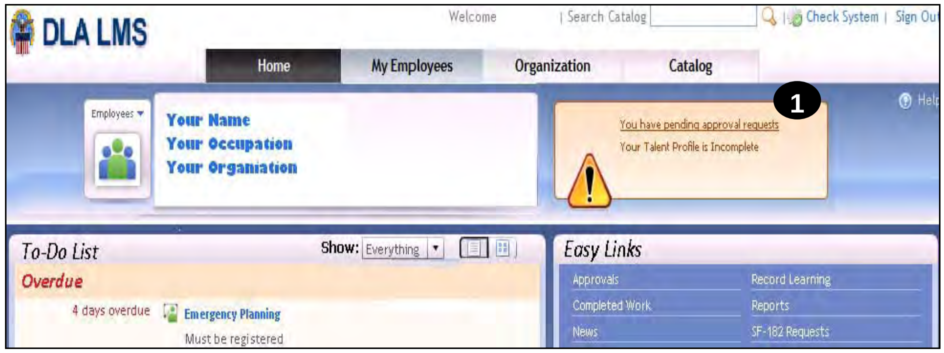
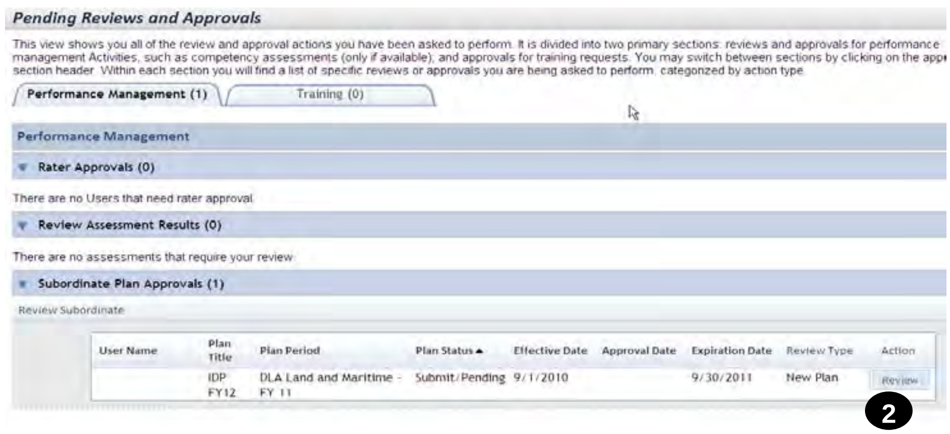
<table>
<tr><th colspan="3">Approving an IDP</th></tr>
<tr>
<td>1</td>
<td>From the homepage, Click on the link, You Have Pending Approval Requests.

<u>Note:</u> You can also access pending approvals by clicking on Approvals under the Easy Links.</td>
<td>
</td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
<td>
</td>
</tr>
<tr>
<td>3</td>
<td>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.

<u>Note:</u> 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.</td>
<td>
</td>
</tr>
</table>

Approving an IDP, Continued

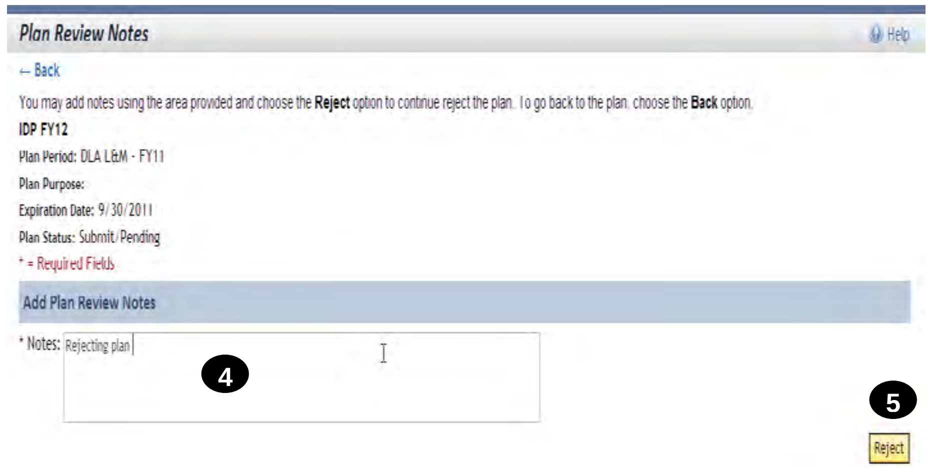
When you click **Reject**, you will go to the **Plan Review Notes** screen.

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

5 Click the **Reject** button.

Note: This completes the Rejection process.

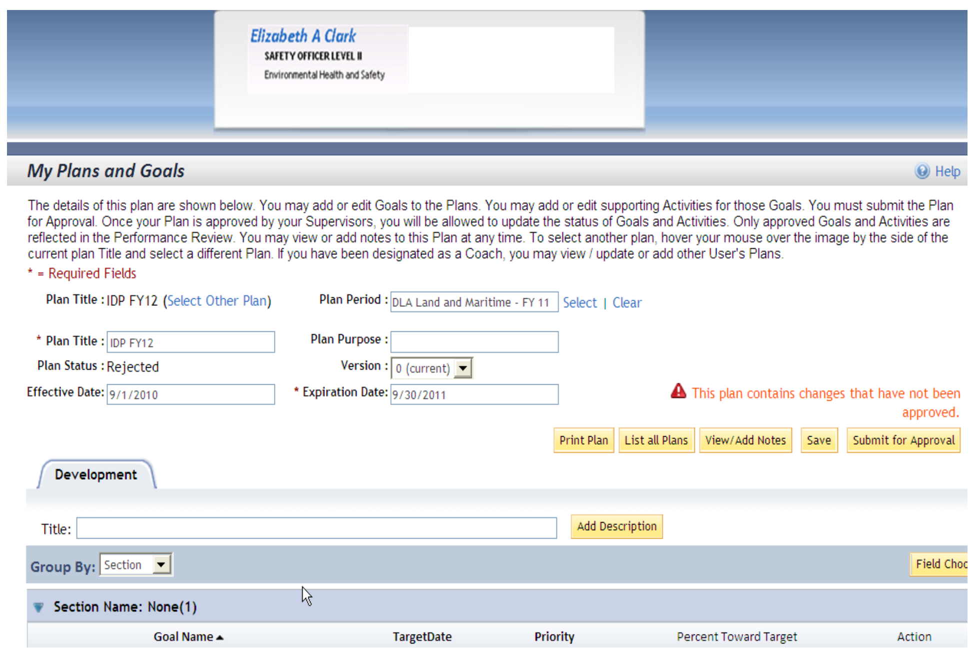
DO NOT click on the Submit for Approval button on the next screen.



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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