My Learning Portal
Navigation Guide

The new Learning Portal will allow employees at all of the UNT System institutions to manage their professional learning as well as required certifications and compliance trainings. View the new portal on any mobile device. If on a desktop computer, use Learning Home for a more detailed view. The Learning Portal easily integrates with Outlook for managing schedules.

▼ Learning Center

Announcements
Click Here for a quick guide to the Learning Portal....
Posted on 11/09/2017

My Class Schedule
Developing Positive Relationships
11/14/2017   2:00PM CST

1 more session

Current Enrollments
2 Classes

Learning 360

Find Learning

Supplemental Learning

Training records from the previous EIS system have been migrated to the new Learning Portal. Use the *My Class Schedule* tile or *Current Enrollments* to view any upcoming classes you have enrolled in. The *Find Learning* tile will allow you to search for available classes. Enter those webinars, conferences or other external learning classes that you have attended using the *Supplemental Learning* tile.

UNT SYSTEM   UNT   UNT HEALTH SCIENCE CENTER   UNT DALLAS UNIVERSITY OF NORTH TEXAS AT DALLAS

Logging In

Go to **mylearning.unt.edu** or any of the UNT EIS portals (look for Learning Portal pagelet).

Accessing the Learning Portal

All faculty, staff and student employees from the following institutions have access:

- ➢ UNT (including Frisco)
- ➢ UNT Dallas (Including College of Law)
- ➢ UNTHSC
- ➢ UNT System

Using Learning Home (Classic Desktop View)

If using a desktop computer click on the *Compass* icon (top right corner) and select *Learning Home.*

Top right

Use to Return to Learning Center

Notification alerts
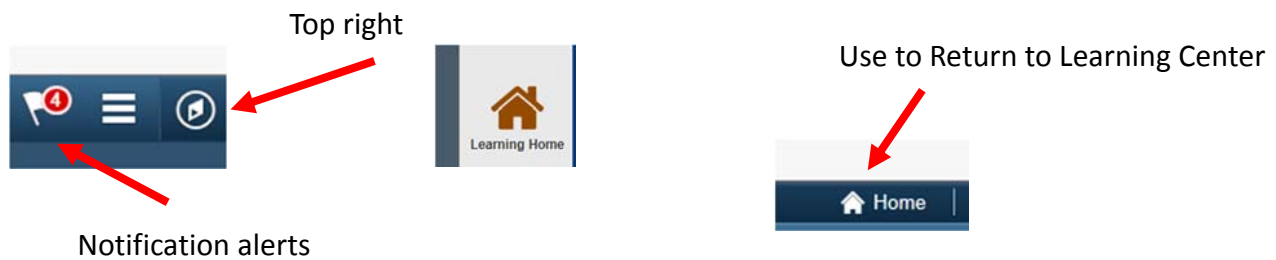
Viewing Enrolled & Completed Learning

Use *My Learning* to view any classes you are currently enrolled in and your transcript of completed classes.
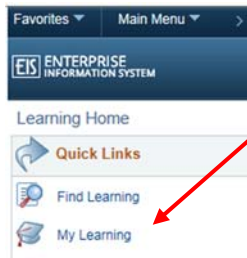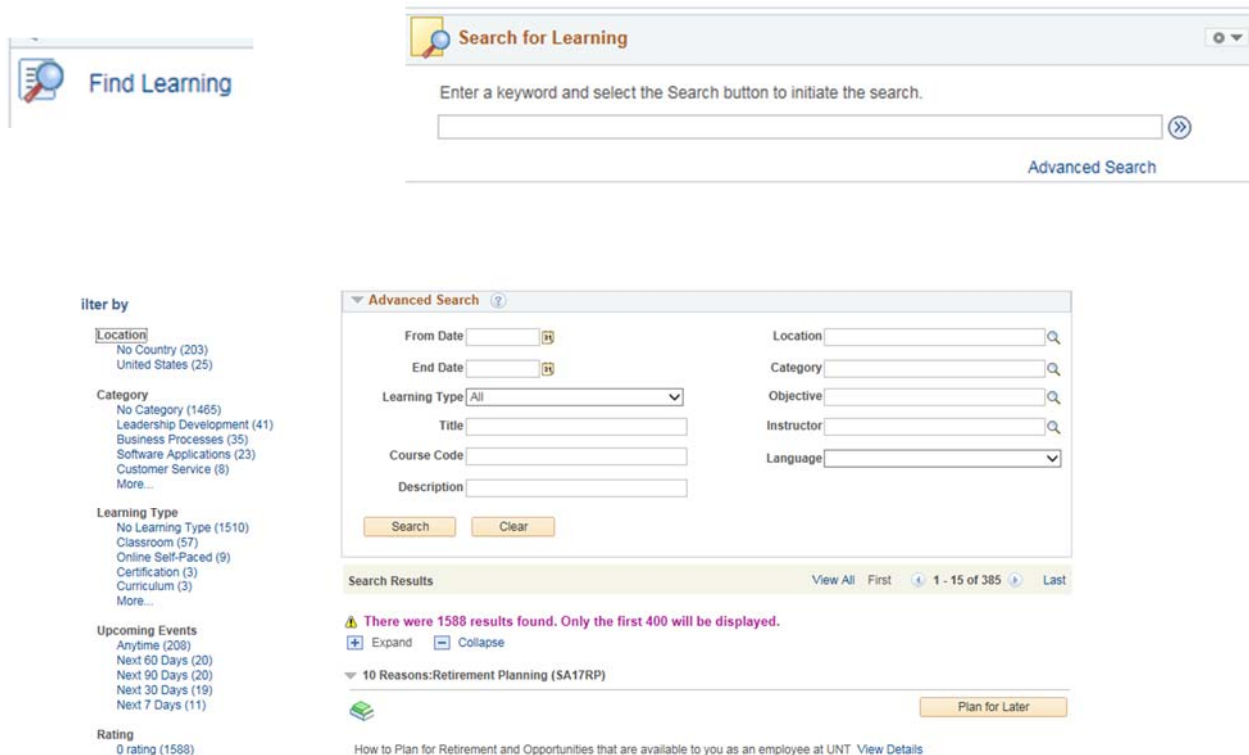
Transferred from EIS Administer Training (AT):
- All verified class completion data from instructors' rosters
- All Supplemental Learning entered by the employee
- All enrollments for upcoming classes

Note: Enrollments for which there was no documented completion prior to 1/1/17 were not loaded

Finding Upcoming Available Classes

Using *Learning Home* there are many ways to find learning: <u>Basic Search</u> provides widest results, <u>Advanced Search</u> offers search by specific criteria, and <u>Filtered Search</u> filters by interested categories such as business processes, leadership, or by location, learning type, or time.

Enrolling in a Class

Use one of the *Find Learning* options and click on *Enroll.*

Dropping a Class

If you are unable to attend a class that you have enrolled in, drop that class prior to the scheduled time. Click on *My Learning* and then use the *Drop* button.

Viewing/Printing a Certificate of Completion

When a class has been marked as completed by an instructor or by the Learning Portal, a certificate of completion will be available for the learner to view or print. The icon will be displayed in the *My Learning* area of *Learning Home*.

Creating a Learning Plan

Employees can create their own personal learning plan or managers can create individual learning plans for their team. Search for classes of interest and click on *Plan for Later*. Set a target completion date and priority.   Your planned course will then appear in the *Learning Plan*. Click on *Details* to view.

Select Learning Plans

Select Learning Plans ⑦			Personalize | Find | View All | 📤 | 📊		First ◀ 1 of 1 ▶ Last	
Select	**Title**	**Default**	**Target Completion**	***Priority**	**Required**	
☑	IMy Learning Plan	☑	03/31/2018 📅	Medium ⌄	☐	

☑ Select All   ☐ Clear All

📋 **Learning Plans**

Learning Plan Details ⑦					View All | 📤	First ◀ 1 of 1 ▶ Last		
Title	**Type**	**Status**	**Priority**	**Required**	**Target Completion**	**Assigned By**	**Action**	**Edit Delete**
Approvers: ePRO & ePAR	Course	Planned	Low	☐		Gravois,Suzanne R	Enroll	✏ 🗑

Add New Learning to Plan

Adding Supplemental Learning

The *Supplemental Learning* option can be used for conferences, webinars, and other professional learning, that is not managed by the Learning Portal.

Supplemental Learning   Or   🎓 Supplemental Learning

Managers – Viewing Team Learning

Select Manager Self Service from the Learning Center to view learning your team has enrolled for or have completed. You can look at the whole team at once or select specific employees. Additionally, you can view employees reporting to supervisors on your team.

Those are just the highlights… go explore all the Learning Portal has to offer!

Watch for future announcements on the Learning Portal. We will introduce you to more features as we expand course offerings and move toward providing access for compliance courses and certifications.

Additional FAQs

🏠 What training data was migrated from the previous system to the new Learning Portal?
- All verified class completion data from instructors' rosters
- All Supplemental Learning entered by the employee
- All enrollments for upcoming classes

  Note: *Enrollments for which there was no documented completion prior to 1/1/17 were not loaded*

🏠 My department offers training to employees – how can we use the new Learning Portal to offer classes?
- Contact the HR Talent Management team at talentmanagement@untsystem.edu

🏠 I am unable to save the Outlook appointments to my calendar, whom should I contact?
- Contact your local IT Help Desk for assistance.

🏠 I am unable to view the Certificate of Completion, whom should I contact?
- First – turn off the browser's pop-up blocker. If that does not work, contact your local IT Help Desk for assistance.

🏠 I would like additional information on using the Learning Portal. Whom should I contact?
- Send an email to the HR Talent Management team at talentmanagement@untsystem.edu

🏠 I am receiving the "Not Authorized" message when attempting to login. Whom should I contact?
- Contact your campus HR office

Campus	E-mail	Phone
UNT	AskHR@unt.edu	940-565-2281
UNTHSC	HR@untsystem.edu	817-735-2690
UNT Dallas (including College of Law)	HR@untdallas.edu	972-338-1410
UNT System Administration	HR@untdallas.edu	972-338-1410