

MY LEARNING CONNECTION

ADMINISTRATOR & INSTRUCTOR USER GUIDES

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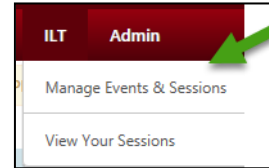
Human Resources – Organizational and Talent Development
HRLearning@missouristate.edu
417.836.7683

How do I create and copy events?

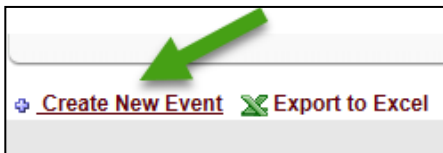
Create new events by entering new information **or** by copying a similar event and editing some key areas to create a new event.

Create an Event

1. Hover over the **ILT** tab and select **Manage Events and Sessions**.



2. To create a new event, select **Create New Event** and a new window will open.






There are 5 areas (see left sidebar) to complete to set-up up your new event before adding the sessions for the individual occurrences – **Properties, Availability, Pricing, Training Units, and Session Defaults**.

A screenshot of the 'Add New Event' form. The left sidebar menu is circled in green, showing options: Event, Properties, Availability, Pricing, Training Units, and Session Defaults. The main form area is titled 'Properties' and contains various input fields and sections:

- Event Name: [Text Field]
- Event Number: [Text Field]
- Vendor: [Text Field]
- Training Hours: [0] hour(s) [0] minute(s)
- Object ID: 9cf7c093-5e0e-4041-b05c-de#03f588b5
- Description: [Rich Text Editor]
- Resources: Add Attachment
- Objectives: [Rich Text Editor]
- Available Languages: English (US) Check all the languages that the content in this Event contains
- Default Language: English (US) This is the language in which the event is shown to the user if this event's information is not localized in their language.
- Resources: Add Material
- Subjects: Add Subject
- Competencies: Add Competency
- Skills: Add Skill
- Options: Active Allow Users To Attend Multiple Sessions Allow interest tracking
- Ability to Select Sessions: Controls the visibility of the "Select Session" link for an Event on an end user's Transcript and Training Details. End Users Admins and Managers
- Keywords: [Text Field]
- Training Contact: [Text Field]
- Created By: on Tuesday, June 05, 2018
- Last Modified By: on Tuesday, June 05, 2018

3. **Properties** – Complete the following information for this section:

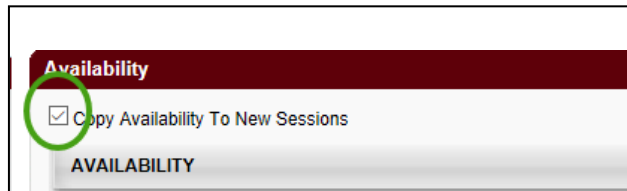
Required Fields

- a. **Event Name** – Type in event name
- b. **Event Number** – Leave blank
- c. **Vendor** - Select  to see a list of vendors and select one.
- d. **Training Hours** – Enter hours and minutes based on the contact hours
- e. **Description** - Type or copy a short description that will display in the catalog for the end user.
Note: Location, dates, times, or information specific to individual sessions will be added at the session level.
- f. **Objectives** – Optional
- g. **Resources** – Material added by system administrator – Provide users with resources via email a better option
- h. **Subjects** – Select  to access list, select at least one subject.
- i. **Competencies** – Leave blank
- j. **Skills** – Leave blank
- k. **Options** –
 - **Active** - allows end users to see the event in the catalog.
 - **Allow Users To Attend Multiple Sessions** - enables end users to attend all new sessions added to the event.
 - **Allow Interest Tracking** - allows end users to select this option when there are no current sessions available for registrations.
- l. **Ability to Select Sessions** - Select both options - **End Users** and **Admin and Managers**
- m. **Keywords** – Optional – The system already dynamically searches on the title and other information entered through the setup for the session.
- n. **Training Contact** – Select  to access a list of training contacts and select one.
- o. Select **Next** to proceed.

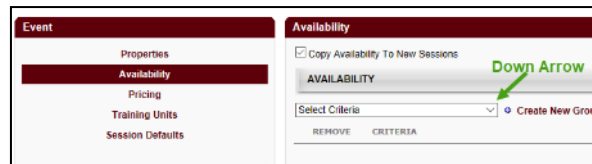


4. **Availability** – This section defines who has access to register for the event.

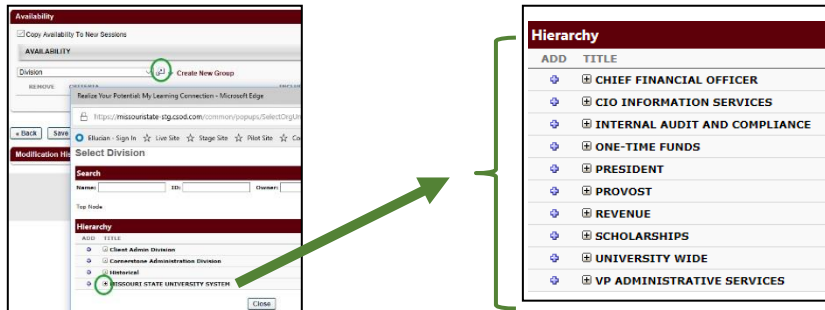
- a. **Copy Availability to New Sessions** – default setting



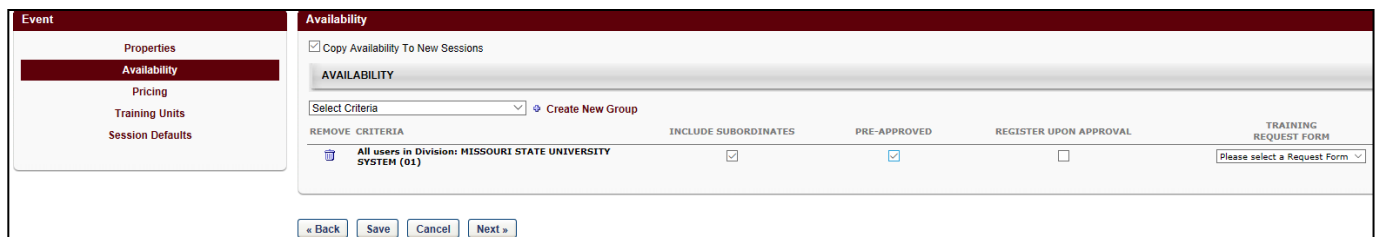
- b. To include the entire MSU system, select the down arrow, select **All Users** then **Add**.



- c. Part of the MSU system can be selected. i.e. Select the down arrow in the area that says **Select Criteria** and select **Division**. Using the flyout, select the correct division. The next screen includes a list of MSU units. Select the **blue +** to include that unit. Selecting the **black +** will drill down further in a particular unit.

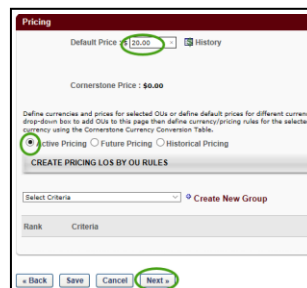


- d. Unpaid (\$0) classes - Select **Include Subordinates, Pre-Approved and Register Upon Approval** (all three boxes)
- e. Classes with a cost - Select **Include Subordinates and Pre-Approved** (first two boxes)
- f. **Note:** Select the first two boxes for an event that has sessions with different prices.
- g. Select **Next** to proceed.

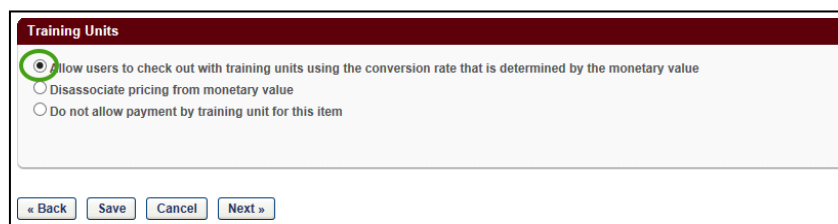


5. Pricing - Determines the event price.

- a. Enter the amount in dollars and cents. For example, twenty dollars would be 20.00.
- b. **Note:** Set the price at **\$0** for an event that has sessions with different prices.
- c. Leave at default of **Active Pricing.**
- d. Select **Next** to proceed.



6. Training Units - The system will default to “Allow usersvalue”. Do not change default. Select **Next** to proceed.



7. **Session Defaults** - These settings are defaults for every session you add to assist with ease of entry. They can be edited at the session level when needed.

Required Fields

a. **Registration**

- **Registration Deadline** - Select when you want the registration to close based on the first part of session start date and time. Can be set up in weeks, days, hours, and minutes; before or after first part of session.
- **Minimum Registration** - Enter at least one (1)
- **Maximum Registration** - Enter a number

b. **Waitlist** – These are all default settings

- **Allow waitlist for sessions in this event** - allows the system to auto manage it or not
- **Allow auto-management** – system automatically manages the waitlist
- **Auto-register user upon granting waitlist**
- **Limit users to one waitlist per event** – optional
- **Waitlist Deadlines** - for response by users and availability of waitlist

c. **Cost**

Enter the amount in dollars and cents. For example, twenty dollars would be 20.00.

Note: Should match the amount listed under the Pricing Tab you entered earlier.

- **Restrict Withdraw from Sessions** - **Select for all paid classes (Required)**

d. **Advance Criteria**

- **Credits per Session** – Enter the number of credits based on contact hours for the sessions. i.e. The session meets 8 hours which would equal 8 credits.

Note: Enter in decimals for partial contact hours. For example 8 ½ hours would be 8.5 contact hours.

e. **Prerequisites** – ability to add required training

f. **Additional Requirements** – can add additional training if necessary.

g. Select **Save**.

8. After saving the event, create the sessions associated with the event. Refer to the Administrator and Instructor guide - *How do I create and copy sessions?*

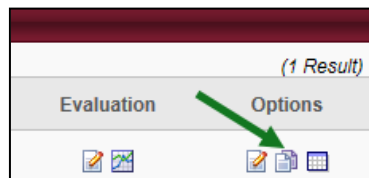
Copy an Event

After saving the event you will be able to create new events with similar information.

Note: If the **event content** or **session length** change, a new event and session(s) must be created since you will impact the training details information for users who have already completed the previous event/session.

1. Hover over the **ILT** tab and select **Manage Events & Sessions**. A list of your events will appear on the page.

2. Find your event and select **Copy Event**.



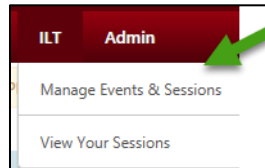
3. Complete new event information on the **Copy Event** pages. Follow the same process used in creating a new event to edit your information. Be sure and **Save** your new event.

4. After saving the event, create the sessions associated with the event. Refer to the Administrator and Instructor guide - *How do I create and copy sessions?*

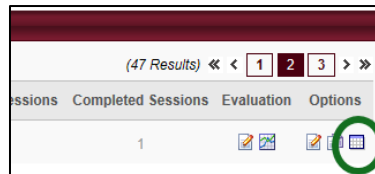
How do I create and copy sessions?

Create a Session

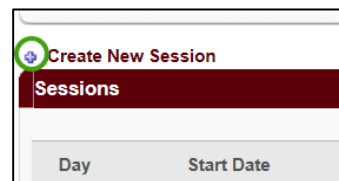
1. Hover over the **ILT** tab and select **Manage Events & Sessions**. A list of your events will appear on the page.



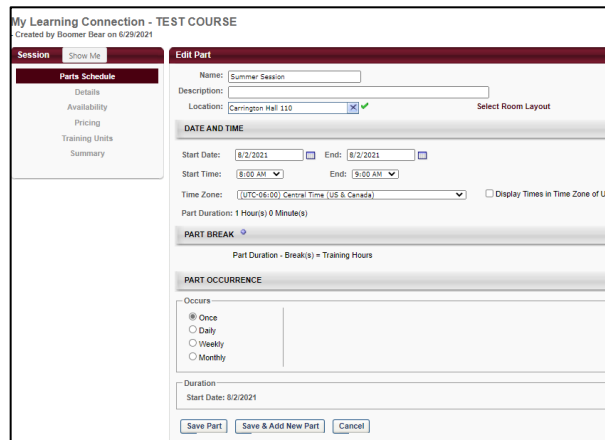
2. Find your event and select **View Sessions**.



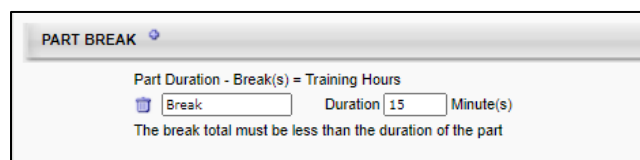
3. Select the **+** next to **Create New Session**.



4. You will be redirected to the **Edit Part** screen to edit the name, location, date, time and instructor for the session part as needed.



5. To add a **Part Break**, select the **blue plus sign**.



6. *Session with one part* - Select **Save Part** at the bottom of the screen.

7. *Session with multiple parts* – Some sessions may occur over the period of several days (i.e. A training may occur over the period of five Mondays, 1pm-3pm). In the **Part Occurrence** box, select how often the part will occur.

After you have finished editing, select **Save Part** at the bottom of your screen.

8. You will be returned to the **Parts Schedule** screen where you can view your new session part information. When everything is correct, select **Next**.

Status	Day	Part Name	Starts	Ends	Training Hours	Location
●	Friday	Summer 2018 Training	6/22/2018 8:00 AM CST	6/22/2018 10:00 AM CST	1 Hour(s) 45 Minute(s)	Carrington Hall 110 ✓

9. On the left sidebar, there are 6 areas to review and complete. The **Parts Schedule** is already done. The information from the event should copy to the session, however, it is a good idea to review to ensure that it is correct. There are some fields that are specific to the session.

10. Details

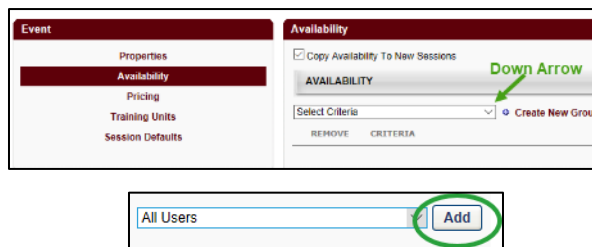
Required fields

- Session ID** – This is the name that will appear on the session in the catalog
- Credits** – Should match the training hours

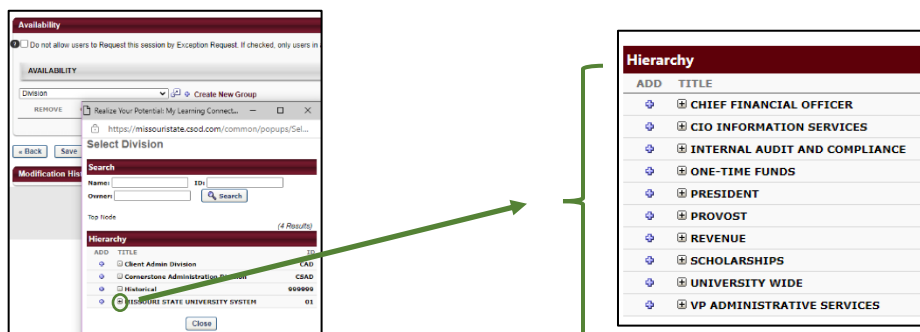
Information in the remaining fields on this page should have copied from the **Session Defaults** page of the event. Changes can be made that are specific to the session created.

11. **Availability** – If necessary, change the settings for the session. The process is the same as for an event.

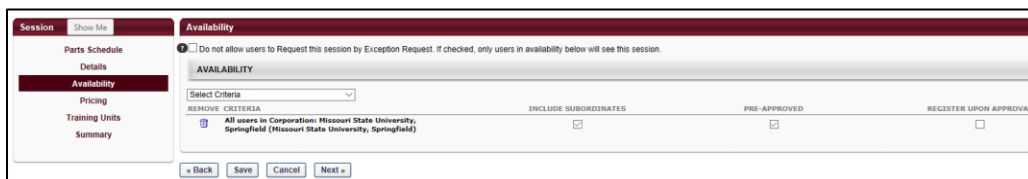
a. To include the entire MSU system, select the down arrow, select **All Users** then **Add**.



b. Part of the MSU system can be selected. i.e. Select the down arrow next to **Select Criteria** and select **Division**. Using the flyout, select the correct division. The next screen includes a list of MSU units. Select the **blue +** to include that unit. Selecting the black + will drill down further in a particular unit.



- c. Unpaid (\$0) classes - Select **Include Subordinates**, **Pre-Approved** and **Register Upon Approval** (all three boxes)
- d. Classes with a cost - Select **Include Subordinates** and **Pre-Approved** (first two boxes)
- e. Select **Next** to proceed.

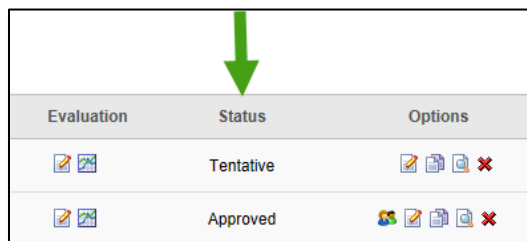


12. **Pricing** – Enter the session price

13. **Training Units** - The system **will** default to “Allow usersvalue”. Do not change default. Select **Next** to proceed.

14. **Summary** – Summary of the session. Select **Save** to save any changes that were made.

15. The session will be in a **Tentative** status. After approval by the system administrator, the status will be **Approved**.



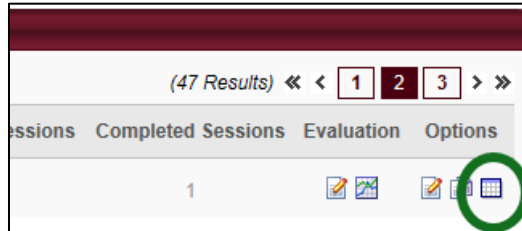
Copy a Session

After creating and saving a session you can use the copy feature to add new sessions with similar information. This feature is useful if you need to create a session that is identical to previous sessions other than date, time and/or location.

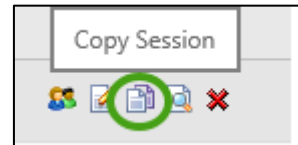
*Note: If the **event content** or **session length** change, a new event and session(s) must be created since you will impact the training details information for users who have already completed the previous event/session.*

1. Hover over the **ILT** tab and select **Manage Events & Sessions**. A list of your events will appear on the page.

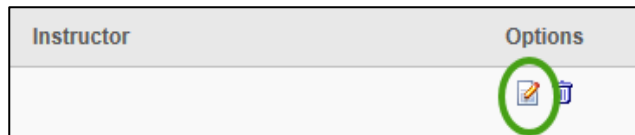
2. Find your event and select **View Sessions**.



3. Find the session you want to copy and select **Copy Session**.



4. The **Parts Schedule** will open. Select the **Edit** icon to the right of the part.



5. You will be redirected to the **Edit Part** screen to edit the name, location, date, time and instructor for the session part as needed. To add a **Part Break**, select the **blue plus sign**. After you have finished editing, select **Save Part** at the bottom of your screen.

6. You will be returned to the **Parts Schedule** screen where you can view your edited session part information. When everything is correct, select **Save**.

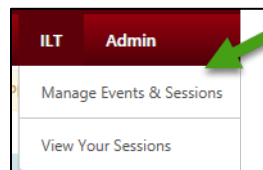
Status	Day	Part Name	Starts	Ends	Training Hours	Location	Instructor	Options
●	Wednesday	Banner Time Approver - May 2018	5/9/2018 10:00 AM CST	5/9/2018 12:00 PM CST	2 Hour(s) 0 Minute(s)	Carrington Hall 110		

7. The session will be in a **Tentative** status. After approval by the system administrator, the status will be **Approved**.

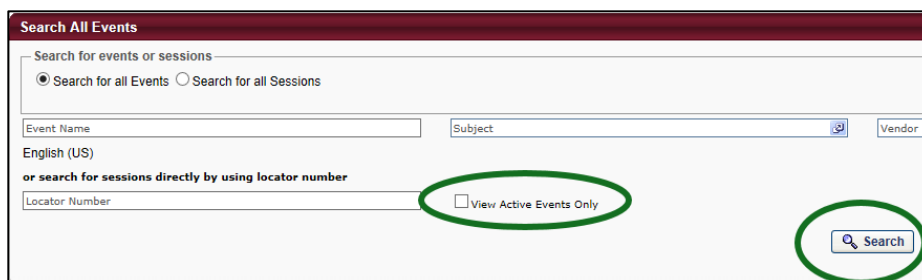
Evaluation	Status	Options
	Tentative	
	Approved	

How do I view my sessions and print sign-in sheets?

1. Hover over the **ILT** tab and select **Manage Events and Sessions**.

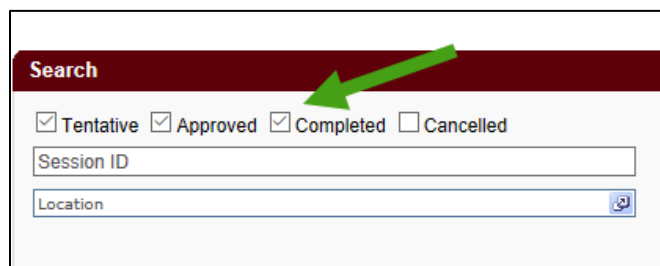
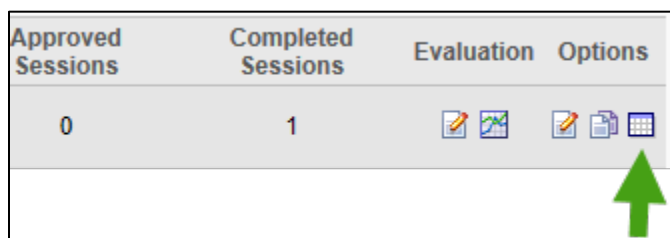


2. You will be redirected to the **Manage Events and Sessions** page. A list of the active events offered by your department will appear. To include inactive events, uncheck the **View Active Events Only** box and select **Search**.

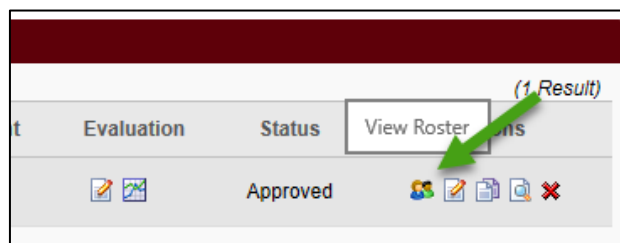


3. Select **View Sessions** to the right of the event of your choice. A list of sessions under the event will open.

Note: To find a session that has already occurred, select the **Completed** box on the session page and select **Search** to pull up a list of completed sessions under the event.



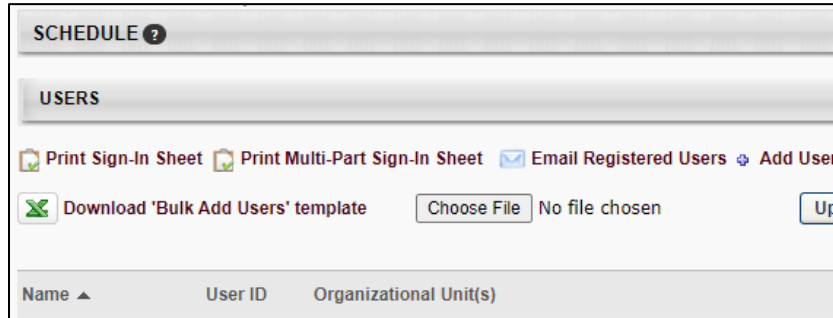
4. Select **View Roster**



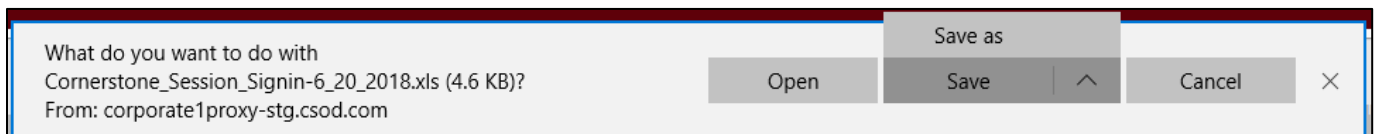
- You will be redirected to the **Session Roster** page.
- Session with one part* - Select **Print Sign-In Sheet**.

Session with multiple parts –

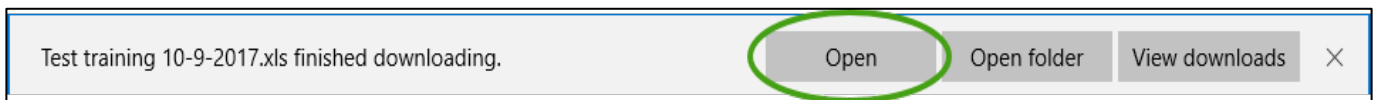
- Select **Print Sign-In Sheet** to generate a sign in sheet just for the session you are in.
- OR
- Select **Print Multi-Part Sign-In Sheet** to generate a sign-in sheet with all parts listed and a signature line for each part.



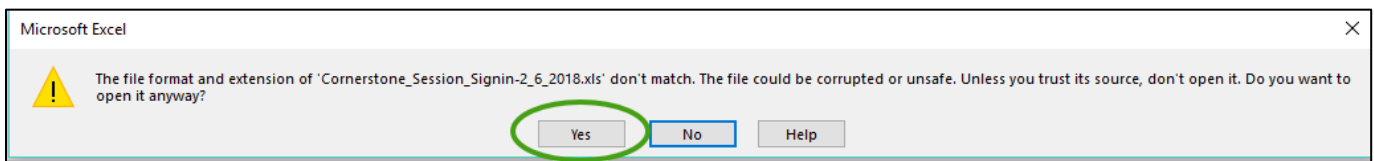
- Save the document by selecting **Save As**, moving the file to the correct destination and changing the file name.



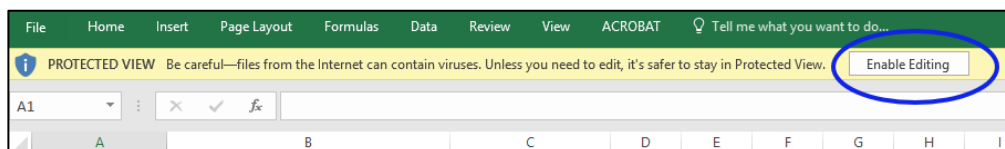
- Select **Open**.



- If you get an alert from Excel about the file format, select **Yes** to open the file.



- When you open the file, a "PROTECTED VIEW" message will appear. Select **Enable Editing** to allow you to edit your sign-in sheet.



10. Tips for editing your sign-in sheet

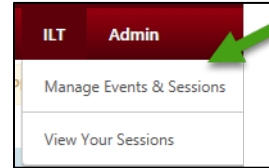
- a. Edit the title and session details** - Use bold, enlarge and/or delete in any of the fields.
- b. Reduce or enlarge some of the rows or columns** - Hover over the line between any two columns or rows until the black double arrow appears, and then simply drag the row or column to the desired size. Reduce the size of the User ID column and enlarge the size of the signature column to allow more room for participants to sign their names.
- c. Change the orientation of the sign-in sheet** - PageLayout>Orientation>Landscape. Changing the orientation to landscape will allow you to make the columns larger while still fitting them on the page.
- d. Change the row height** - Format>Row Height. A good size for the sign-in portion itself is around 40. Be sure and highlight the rows you want to change first.

11. When you are done editing, save your file as a PDF or Excel file and save it to your computer.

How do I cancel a session?

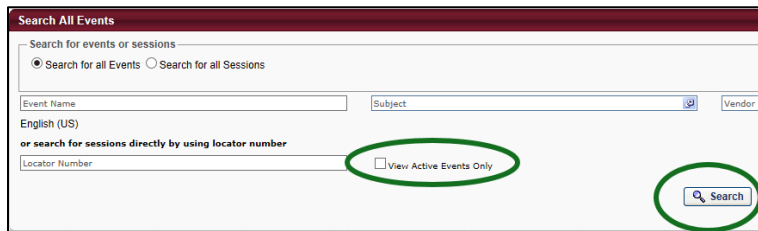
Note: Session cancellation will automatically withdraw the participants. To cancel sessions with a cost contact HRLearning@missouristate.edu to ensure that the participants receive the appropriate refund.

1. Hover over the **ILT** tab and select **Manage Events and Sessions**.

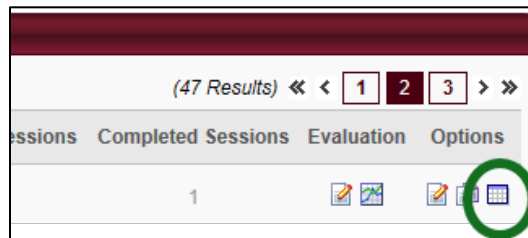


2. You will be redirected the **Manage Events and Sessions** page that includes a list of active events offered by your department.

To view all events, both active and inactive, unselect the **View Active Events Only** box and select **Search**.



3. Select **View Sessions** to the right of the event of your choice. A list of sessions under the event will open.



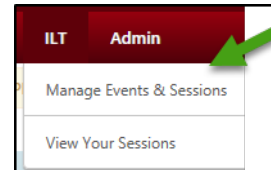
4. Select the **X** next to the session you want to cancel.



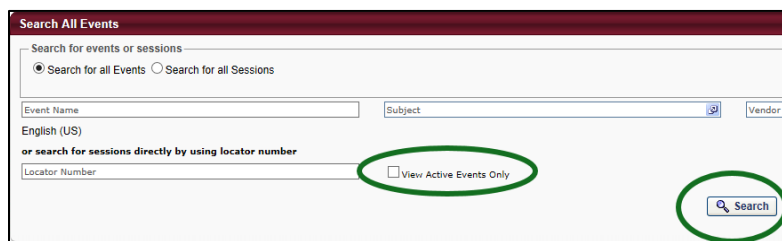
5. Select a reason for the cancellation in the dropdown box and add **Additional Comments** if necessary. Select **Submit** when complete. In \$0 sessions, cancellation of a session will automatically withdraw users.

How do I check the waitlist on a session?

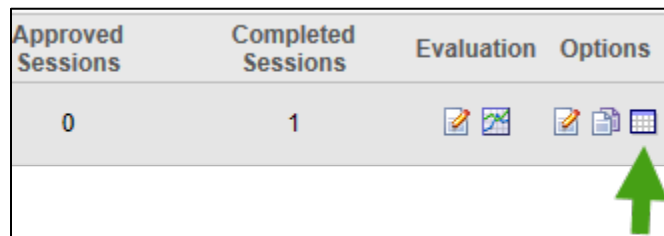
1. Hover over the **ILT** tab and select **Manage Events and Sessions**.



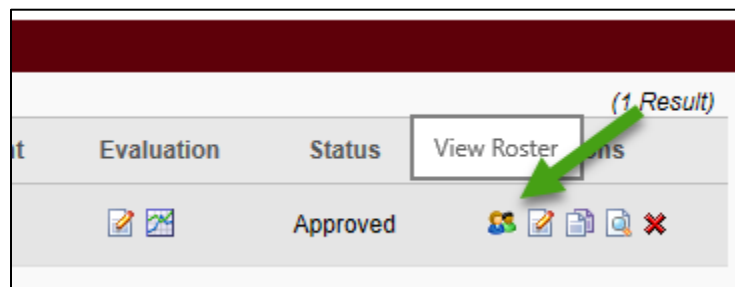
2. You will be redirected to the **Manage Events and Sessions** page that includes a list of active events offered by your department. To view all events, both active and inactive, unselect the **View Active Events Only** box and select **Search**.



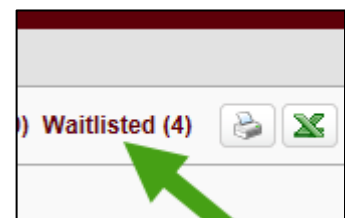
3. Select **View Sessions** to the right of the event of your choice. A list of sessions under the event will open.



4. Select **View Roster**.

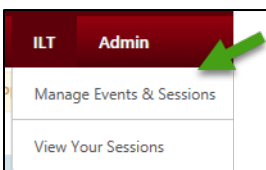


5. The **Session Roster** will open. Select **Waitlist** to open, print, or export to Excel.



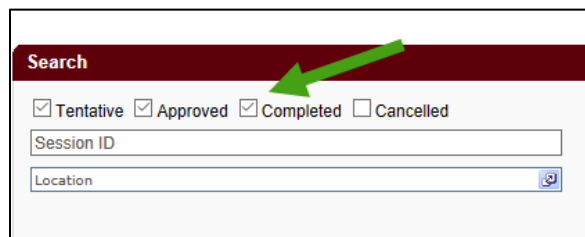
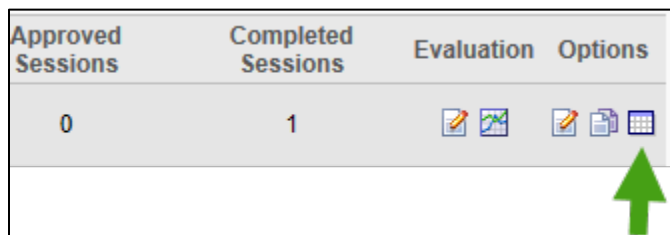
How do I email participants using My Learning Connection?

1. Hover over the **ILT** tab and select **Manage Events and Sessions**. A list of your events will appear on the page.

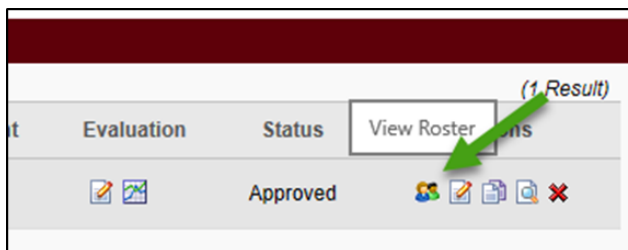


2. Select **View Sessions** to the right of the event. A list of sessions under the event will open.

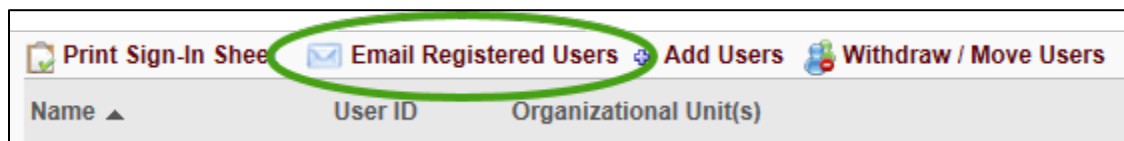
Note: To find a session that has already occurred, select the **Completed** box on the **Sessions** page and select **Search** to pull up a list of completed sessions under the event.



3. Select **View Roster**.



4. You will be redirected to the **Session Roster** page for a list of people who are registered for the session.
5. Select **Email Registered Users**.



6. An email box will appear that includes a list of your participants.

Add Email

Use the fields below to create a new custom email or choose a preformatted template from the select drop down.

Create e-mails using the fields below.
[Click here for help.](#)

Note: Files uploaded through the Image or Document Manager will be stored on a publicly accessible server. The upload limit (per file) for images, documents, and videos is 10 MB.

Select: New Email
Action: Send Email Event
Email Title: New e-mail **Active**
From Address: MyLearningConnection@MissouriState.edu
Reply-To Address:

Following users will receive this email:

Send To: Participants

Tags are replaced with the corresponding values when emails are sent.

Tags: Display a list of tags that can be used within the subject and body of the e-mail

Subject:

Deep Link: Base URL: Default, Page URL: Select, Image: No Image, Alternate Text:

Message: HTML Plain Text

Rich text editor toolbar with options for font (Verdana, 10pt), style (Normal), zoom, and various text formatting tools.

Annotations: Green arrows point to 'Email title' (pointing to the Email Title field), 'Reply to Address' (pointing to the Reply-To Address field), and 'Subject' (pointing to the Subject field).

7. A date and time to send the email can be included in the lower left corner of the email screen.

Design HTML Preview

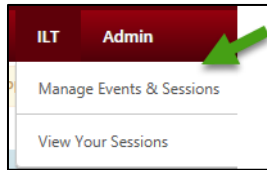
Send Date: 2/6/2020 3:30 PM

Cancel Save

8. Complete the e-mail and select **Save** to send the email to the participants.

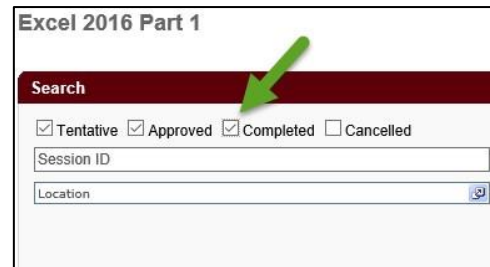
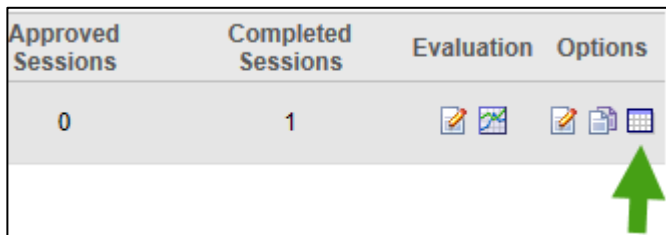
How do I manage rosters and mark attendance?

1. Hover over the **ILT** tab and select **Manage Events and Sessions**. Enter the name of your event in the **Event Name** field.

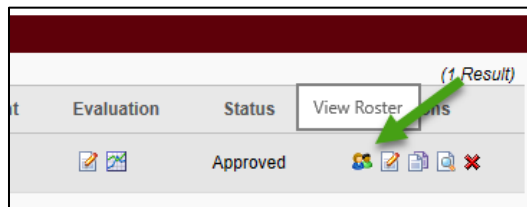


2. Select **View Sessions** to the right of the event. A list of sessions under the event will open.

Note: To find a session that has already occurred, select the **Completed** box on the **Sessions** page and select **Search** to pull up a list of completed sessions under the event.



3. Select **View Roster**.

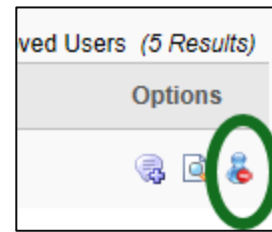


4. You will be redirected to the **Session Roster** page for a list of everyone who is registered for the session.
5. Select the print or excel icon in the top right corner of the screen to print or save the roster.



To remove a user

1. Select **Remove Users** (on the right) of the user you would like to remove.



2. Enter a reason for withdrawal by selecting from the dropdown. If you do not wish to notify the user of withdrawal, select **Do Not Send Withdrawal Email**. When you are finished, select **Submit**.

Note: *Withdrawing a user from a session with a charge (paid on account and/or training units) - Contact HRLearning@MissouriState.edu to ensure that the user receives a refund.*

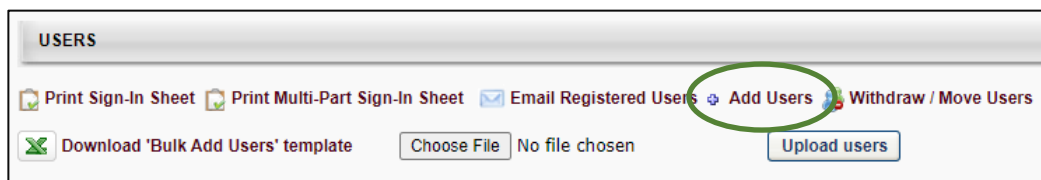
A screenshot of a 'Withdraw Registration' form. At the top, it says 'Withdraw Registration' and has a warning: 'Withdrawing this user's registration for this session is not a reversible decision. The user will immediately be withdrawn from the roster and charged any applicable withdrawal penalties.' Below is a 'Session Details' section with fields for Event Name, Date / Time, and Location. The main section is 'SESSION WITHDRAWAL OPTIONS'. It has a dropdown menu labeled 'Please select a reason' with a green arrow pointing to it. Below the dropdown is a 'Comments' text area. To the right are two checkboxes: 'Do Not Charge Withdrawal Penalty' and 'Do Not Send Withdrawal Email', both circled in green. At the bottom are 'Submit' and 'Cancel' buttons.

To add a user

Users can be added individually by selecting **Add Users** or with the **'Bulk Add Users'** template.

Add users individually

1. Select **Add Users**.

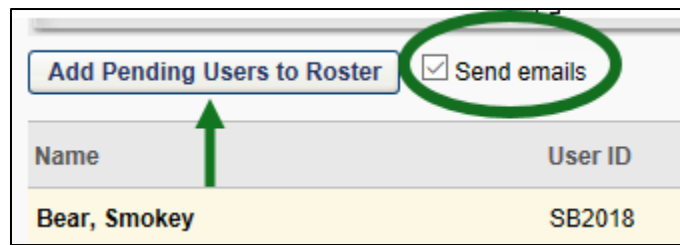


2. A new window will open that will allow you to search for and add one or multiple users. When finished, select **Done** at the bottom of the window.

A screenshot of a 'Select User' search window. At the top is the title 'Select User'. Below it is the text 'Search is limited to 1000 records only'. There is a dark red bar with the word 'Search' in white. Below that are five input fields: 'Last Name:', 'ID:', 'Manager's Last Name:', 'First Name:', and 'User Name:'. To the right of the 'User Name' field is a blue 'Search' button with a magnifying glass icon. At the bottom is a dark red bar with the text 'Search Results' in white.

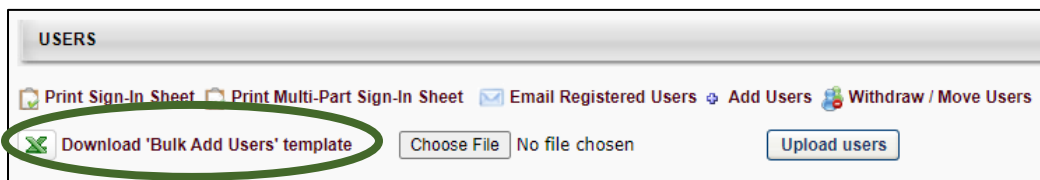
3. Select **Add Pending Users to Roster** to add the selected user(s). If you do not want to notify the user(s), uncheck the **Send emails** box.

Note: If there is a cost for the class, the user will need to open **My Transcript in My Learning Connection** to complete the registration. When completed, the user will appear on the roster.



Add Several Users at Once

1. Select **Download 'Bulk Add Users' template**



The template can only be used for sessions with active events. A maximum of 100 users can be included.

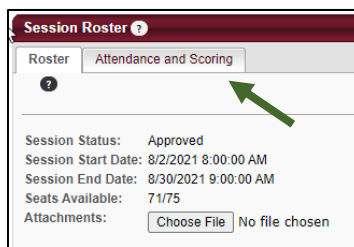
2. Indicate at the top of the document if you want to send emails by answering the question.

1	Instructions		
2	Do you want to send emails? Answer '1' for Yes, and '0' for No in Cell F2		0
3	Enter user ID in the below column		
4	Do not remove instructions or change any headers		
5			
6	User ID		
7	BB2018		
8	SB2018		
9	YB2018		
10	TB1		
11			

3. Add the User ID's to the template. Save the document to your computer as an excel file and close it.
4. Select **Choose File** (the file you saved).
5. Select **Upload users**.

Marking Attendance & Roster Submission

1. When all additions and withdrawals are completed, the attendance can be marked. From the **Session Roster** page, select the **Attendance and Scoring** tab.



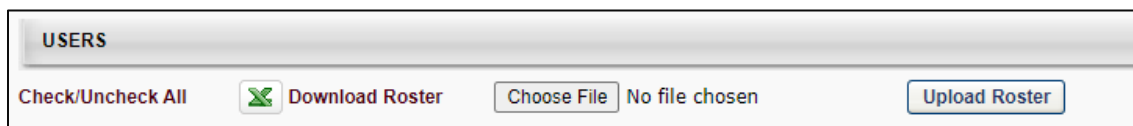
Attendance can be recorded directly on the **Attendance and Scoring** tab or by using the **Download Roster** (Bulk Update Attendance & Scoring) function.

Record attendance directly on the Attendance & Scoring tab

1. Select the box under **Attendance** for each user that attended. One option is to select **Check/Uncheck All**. When finished, select **Submit Roster**.



Record attendance using the Bulk Update Attendance function




1. Select **Download Roster**.

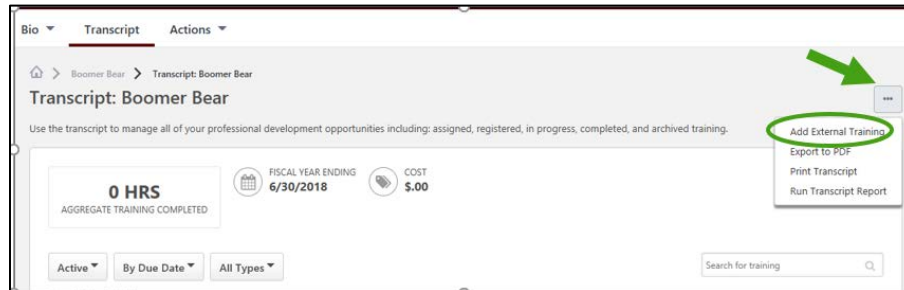
Instructions to be followed for 'Bulk Update Attendance' Feature [Do not delete]								
Do not update the headings of the column								
Do not add or remove any record								
Only score, Pass and Part Attendance column values can be updated								
Pass and Part fields can only have the values 1 for Yes, and 0 for No								
Name [Do not u	User ID [D	Score	Pass	Part1	Part2	Part3	Part4	Part5
Bear #1, Test	TB1	0	1	0	0	0	0	0
Bear, Boomer	BB2018	0	1	0	0	0	0	0
Bear, Smokey	SB2018	0	1	0	0	0	0	0
Bear, Yogi	YB2018	0	1	0	0	0	0	0

2. Add **Score**, **Pass**, and or **Part Attendance** information. Only Part Attendance will show users as attended or not attended. Pass and Score have no impact on attendance information. Use 1 for Yes and 0 for No.
3. Save the document to your computer as an excel file and close it.
4. Select **Choose File** (the file you saved).
5. Select **Upload Roster**.
6. Select **Submit Roster** at the bottom of the page.

How do I add external training to my transcript?

The addition of external training is a process for employees to update their learning transcript by documenting training that is not available within My Learning Connection.

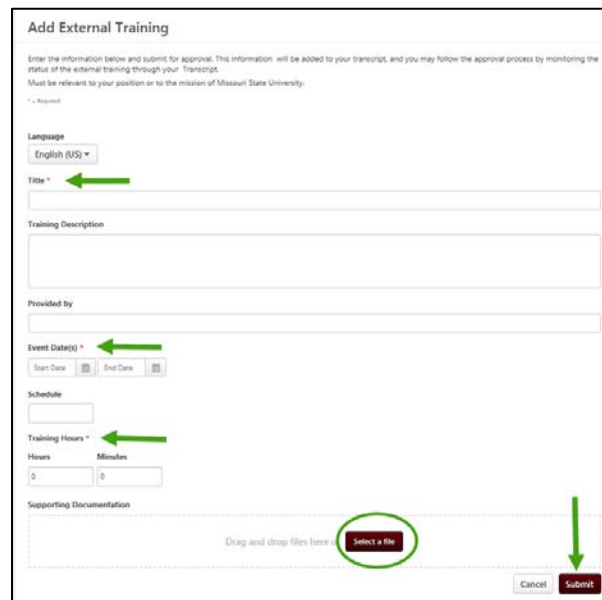
1. From the Welcome page, select the **My Transcript** icon. 
2. Select the 3 dots icon on the right side of screen and a drop down list will appear. Select **Add External Training**.



3. A new page, **Add External Training** will appear. Complete the fields. The fields with a red * are required. Supporting documentation is not required, but can be included. Examples include a certificate or agenda.

To add supporting documentation, select **Select a file** to access it on your computer. Each attachment can be up to 1 MB in size, and a maximum of 15 attachments can be added to an external training. They are limited to ppt, pptx, doc, docx, pdf, jpg, jpeg, jpe, png, txt, gif, xls, xlsx, and rtf file types.

After completion, select **Submit**.

A screenshot of the 'Add External Training' form. The form includes fields for 'Language' (set to English (US)), 'Title *', 'Training Description', 'Provided by', 'Event Date(s) *' (with 'Start Date' and 'End Date' sub-fields), 'Schedule', 'Training Hours *' (with 'Hours' and 'Minutes' sub-fields), and 'Supporting Documentation'. A 'Select a file' button is circled in green, and a 'Submit' button is also circled in green. A green arrow points to the 'Submit' button.

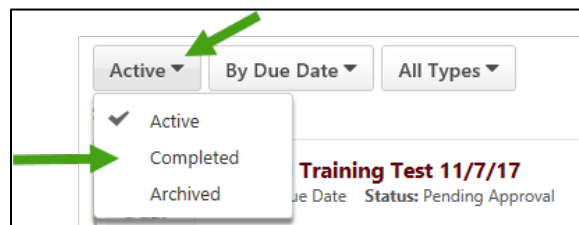
4. Return to your transcript and select **Mark Complete**.



5. The status of the external training request will change to **Pending Completion Approval**. An e-mail will automatically be sent to your supervisor advising them to approve the training.



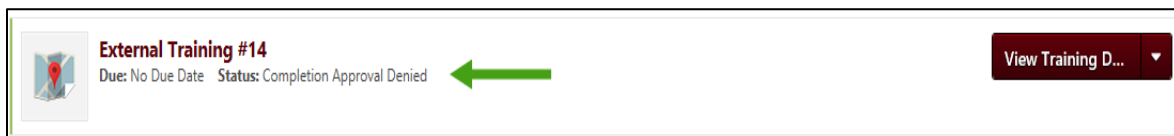
6. After approval, your training will appear as completed on your transcript. To view your approved, completed training, select the drop down arrow next to **Active** and select **Completed**.



7. If approved, the training will appear as **Completed** on your transcript.



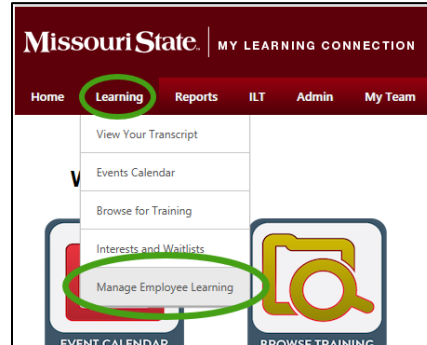
8. If not approved, the training will appear as **Completion Approval Denied** on your transcript.



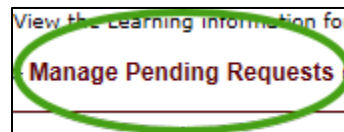
How do I approve an external training?

Supervisors will be notified that external training approval is needed with an email that is automatically generated by My Learning Connection. A sample is at the end of this user guide.

1. Hover the **Learning** tab and select **Manage Employee Learning**.



2. Select **Manage Pending Requests**.



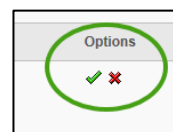
3. Select the **users name** (on the left) to see more information about the training on their transcript.



4. Locate the training on the transcript and select **View Training Details** to see details including supporting documents (i.e. certificate, registration, agenda, etc.).



5. Go back to the **Training Pending Approval** screen and select the **GREEN ✓** to approve or **RED X** to disapprove the training.



Notification Email to Supervisors
External Training Approval Required

From: MyLearningConnection@missouristate.edu

Reply-To-Address: HRLearning@missouristate.edu

Subject: A user has created an external training for your approval

My Learning Connection features include a process for employees to update their learning transcript by documenting external training conducted outside of the Organizational & Talent Development office. Please contact your employee for specific questions or more information about their external training.

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME has completed an external training. Approval is requested for completion of this external training.

To review and approve the training-

- Log into My Missouri State
- Select the **Profile** tab
- Select **My Learning Connection** under **Professional Development**

From your My Learning Connection welcome page-

- Hover over the **Learning** tab and select **Manage Employee Learning**
- Select **Manage Pending Requests**
- Select the users name (on the left) to see the training on their transcript
- Locate the training on the transcript and select **View Training Details** (on the right) to see details
- Go back to your approval screen and select the **GREEN ✓** to approve or **RED X** to disapprove the training.

Thank you,

Organizational & Talent Development
Office of Human Resources
417-836-7683 HRLearning@missouristate.edu