

## User Guide for Submitting NIMS Training for Transcript Credit in My Learning Connection



My Learning Connection

**Saving Your Training Certificate:** Follow these instructions for saving your Certificate to your computer after successfully completing your training through Adobe Acrobat Reader.

1. After the certificate opens in Adobe Acrobat Reader.

Emergency Mana	gement Institute
1	
FEM	ÍA
This Certificate of Achieven	ent for to acknowledge that
har realizated a defication to serve in profusional development and complet	times of crisis through continued for of the independent study contra-
\$1000	Data Lannua (ND) Data and Control and

2. Click on the *Save* icon in the Adobe toolbar.



3. When the Save window opens, Click either on *"My Documents" button or the Desktop" button* on the left hand side, depending on your preference.



4. Name the document as follows so you are able to identify the file and submit it online through MyLearning Connection for credit on your Transcript: **ClassNameLastNameFirstName** – for example:

File name:	IS100HESmithJon.pdf

Do not use spaces, dashes and underscores when naming the document.

Save

5. Click the *Save* button.

Make sure you make note where you saved your certificate on your system for easy retrieval for submission through MyLearning Connection for Transcript credit. The document can be saved in either your My Documents or Desktop areas.





My Learning Connection

Access your Transcript and Request Credit: Follow these instructions for uploading your Certificate to MyLearning Connection and requesting credit for documentation in your online transcript.

- 1. Go to <u>http://www.my.missouristate.edu</u> and log in to My Missouri State with your Bear Pass Login and Password.
- 2. Click the top *Profile* tab in My Missouri State.



3. Locate the Professional Development channel (you may have to scroll down to view)



- 4. Click on *My Learning Connection* The Avatar Learning Platform window will open and welcome you to My Learning Connection.
- 5. Click the blue *My Learning Portfolio* button located on the left navigation bar.



6. Select the *My Transcript* link.



 Click the *Request Credit* tab located on the upper right side of the screen to view the information for requesting credits for your transcript and provide the following four (4) required items: *Class Code, Class Name, Completion Date, and Upload Certificate.*







My Learning Connection

8. Enter the information for the *Class Code* and *Class Name* as shown below.

Select the *completion date* that corresponds with completion date on your Certificate that you will upload in the next step.

						(	Complete the Class Code and Class Name fields.			
New Request	ass Code	1040						-	required	
Cla	iss Name	1510	OHE		-	_	_	_		required
Learning	Provider		or na	(	-	Sele	ect f	he	completion	date that
Ac	credited?	Unkr	iown [	•			cor	res	ponds with y	/our
Reference (if a	wailable)								certificate.	
Class Comple	tion Date								required	
Class O	bjectives	0	Ma	у	▼ 2	013	٠	0		
		St	Мо	ти	We	Th	Fr	Sa		
2					1	2	3	4		
Upload Certificat	e/Proof of		6	7	8	9	10	11		
Possib	le Credits	19	20	21	22	23	24	25		
		20	5 27	28	29	30	31			

Please enter the same information in both the Class Code and Class Name fields.

The recommended format for the NIMS/ICS courses are as follows:

IS100HE for Introduction to the Incident Command System for Higher Education
IS700A for National Incident Management System (NIMS) an Introduction
IS200B for Single Resources and Initial Action Incidents
IS800B for National Response Framework, an Introduction
ICS300 for Intermediate Incident Command System
ICS400 for Advanced Incident Command System

9. Upload your certificate for proof of completion. Click on the *Browse* button to locate the saved file in your My Documents folder or Desktop. Select the file and Post it by clicking the Open button

Class Code	IS100HE required	
Class Name	IS100HE	required
Learning Provider		
Accredited?	Unknown	
Reference (if available)		
Class Completion Date	05/02/2013 required	
Class Objectives		
Upload Certificate/Proof of Completion	Browse Only one per transcript request	

 Click the Save As New button to save and submit the data through My Learning Connection for approval to be added to your online transcript. HR Employee Development will enter the Earned Credit fields as applicable for the course.



11. The class will be displayed in your online transcript in My Learning Connection **once it has been approved by HR Employee Development and Performance.** You can access your online transcript under the My Learning Portfolio area. If you have questions or need assistance, please contact HR Employee and Performance at 836-5779/4592.