



LMS MIGRATION JOB AID SERIES



Getting started: GSA ONLINE UNIVERSITY End-User Job Aid

End-User Job Aid Overview

This job aid provides step-by-step instructions for tasks relevant to end-users of the GSA OLU (powered by SAP). Topics covered in this aid include: OLU site access, Homepage navigation, Learning Page navigation, instructor-led and online training registration, and viewing your learning history.

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HOW TO ACCESS THE GSA OLU SITE (POWERED BY SAP)

Introduction

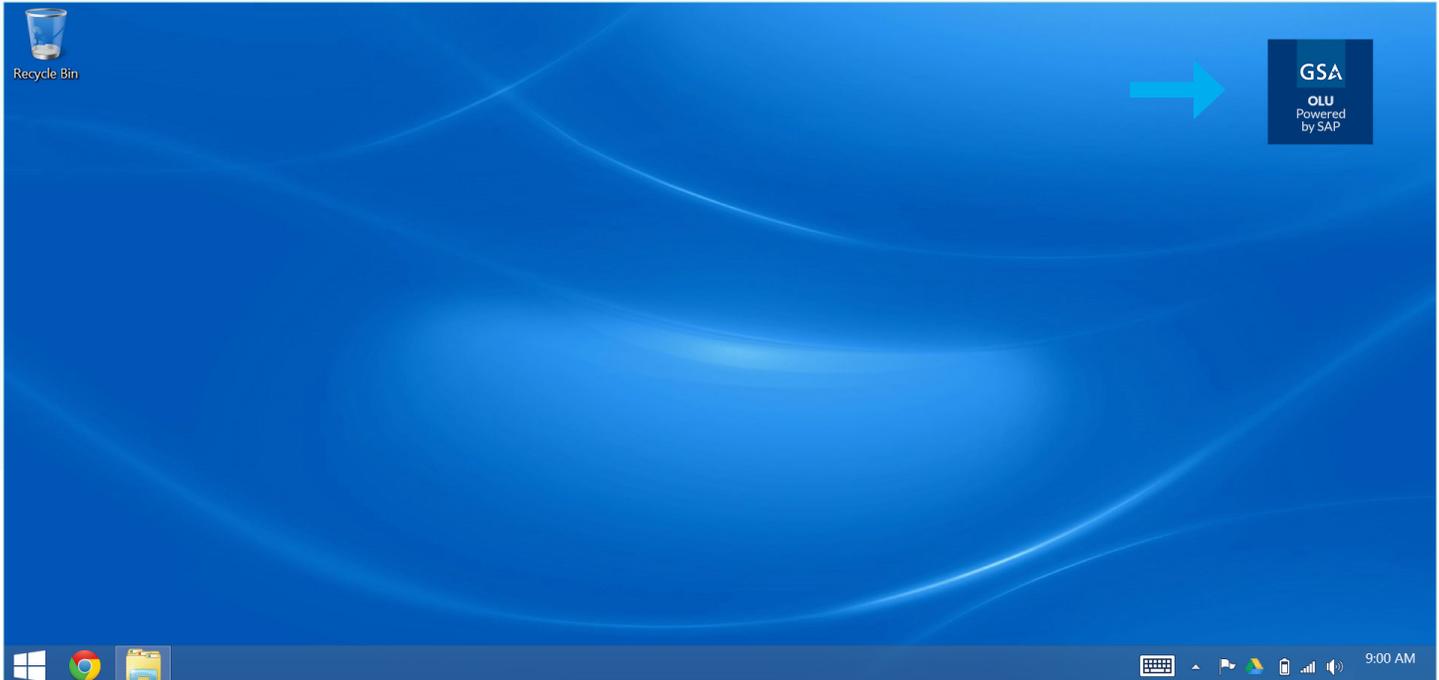
The GSA Online University (OLU) can be accessed via GSA Single Sign-On (SSO) or via a non-SSO direct URL. Please find directions below on the different ways to enter the new SAP site.

SSO Access

Logging in from a GSA Laptop

Navigate to the desktop of your computer. Locate the GSA OLU icon on the desktop*. Double click this icon to launch GSA OLU. Once launched, you will then be able to navigate within the GSA OLU system.

***Please note:** *The below screenshot is an example only. SAP is currently designing a graphic icon that will be located on the desktop of GSA computers. Thus, you may not see this icon at the time of Go Live. If you do not yet see the icon, please temporarily follow access steps on the next page for “Logging in from a Non-GSA Laptop”.*



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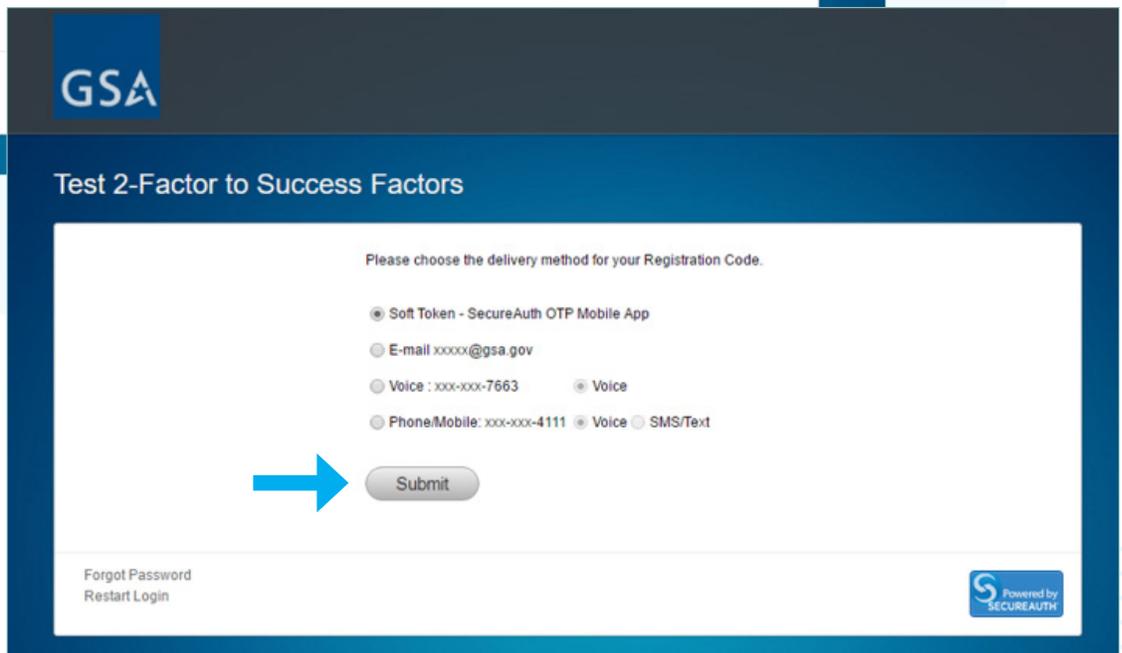
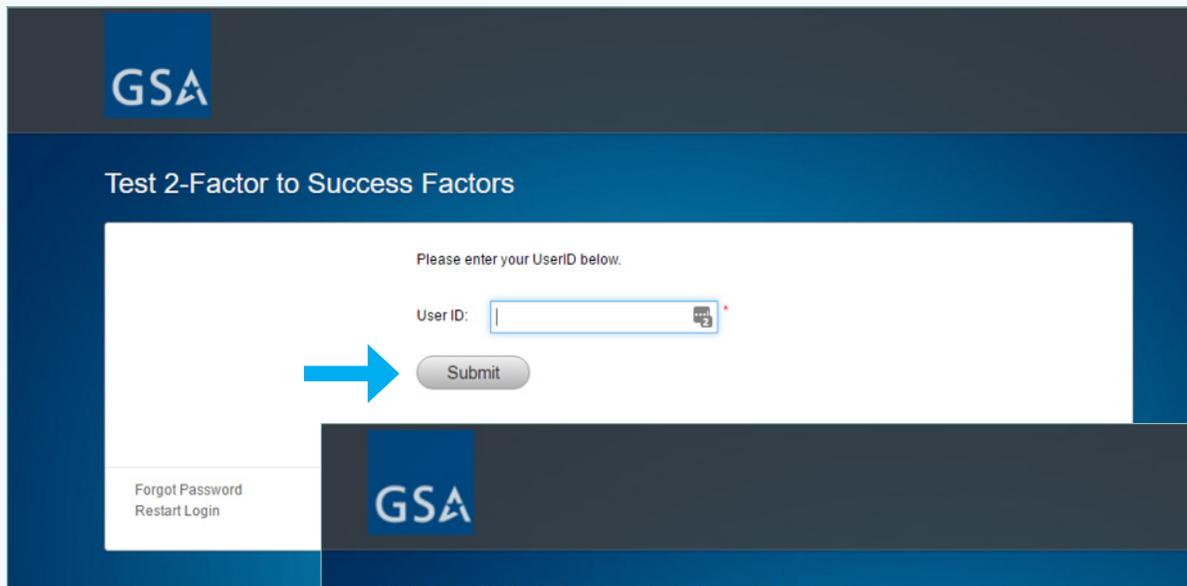


HOW TO ACCESS THE GSA OLU SITE (POWERED BY SAP), *continued*

SSO Access, *continued*

Logging in from a Non-GSA Laptop

1. From a non-GSA laptop, first navigate to the following URL:
<https://hcm03.ns2cloud.com/login?company=GSAHCM03>
2. Enter your “**User ID**” (User ID will be your ENT username) and click the “**Submit**” button. Then, choose the delivery method for receiving your registration code for access to GSA OLU and click the “**Submit**” button.



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HOW TO ACCESS THE GSA OLU SITE (POWERED BY SAP), *continued*

SSO Access, *continued*

Logging in from a Non-GSA Laptop, *continued*

3. Once you receive your delivery method, you will be asked to enter the registration code. This code is unique and will change with every sign on. Enter the registration code and click the “**Submit**” button.

The screenshot shows the GSA login interface. At the top left is the GSA logo. Below it, the heading reads "Test 2-Factor to Success Factors". The main content area contains the instruction "Enter the code that you just received by text." followed by a "Registration Code:" label and a text input field containing "2927". Below the input field is a numeric keypad with buttons for digits 1-9, 0, and a "C" button. A blue arrow points to the input field. Below the keypad is a "Submit" button, with another blue arrow pointing to it. At the bottom of the form area, there is a link: "Please click here to use an alternate registration method." In the bottom left corner, there are links for "Forgot Password" and "Restart Login". In the bottom right corner, there is a logo for "Powered by SECUREAUTH".

4. Next, enter your ENT password and click the “**Submit**” button.

The screenshot shows the GSA login interface. At the top left is the GSA logo. Below it, the heading reads "Test 2-Factor to Success Factors". The main content area contains the instruction "Please enter the password associated with your User ID." followed by a "User ID:" label and a text input field containing "LissbethHMcCrodden". Below the input field is a "Password:" label and a password input field. A blue arrow points to the "Submit" button. In the bottom left corner, there are links for "Forgot Password" and "Restart Login". In the bottom right corner, there is a logo for "Powered by SECUREAUTH".

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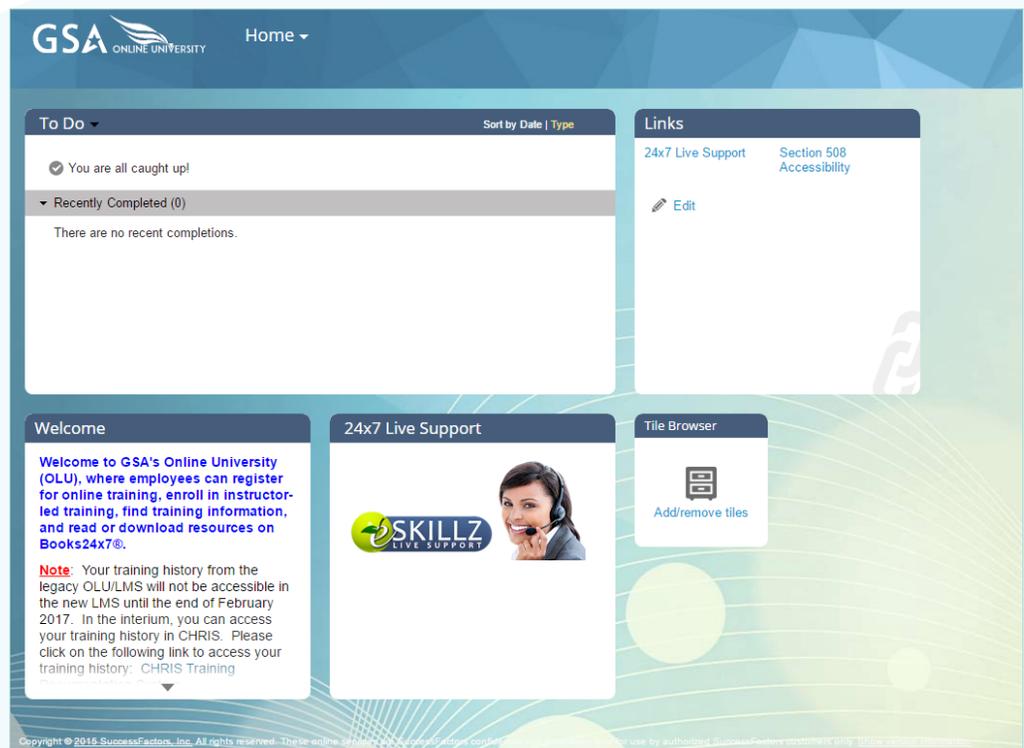


HOW TO ACCESS THE GSA OLU SITE (POWERED BY SAP), *continued*

SSO Access, *continued*

Logging in from a Non-GSA Laptop, *continued*

5. You will be directed to the new GSA OLU homepage. Please keep in mind that your homepage appearance may differ slightly based on your role (ex: employee vs. supervisor/manager) or personal tile configuration.



Non-SSO Access (Direct URL)

Logging in as a Non-GSA Employee or Off-Network GSA Employee

If you are not a GSA employee or you are a GSA employee not accessing via the GSA network (thus not utilizing SSO), you will need to access GSA OLU via a direct URL.

1. Navigate to the following URL: <https://hcm03.ns2cloud.com/login?company=GSAHCM03>. This will take you to the direct system login page for the GSA OLU site (see screenshot on following page).
2. Enter your username and password and click the orange **“Log in”** button. (Should the login page request a **“Company ID”**, please use the following: GSAHCM03.)

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HOW TO ACCESS THE GSA OLU SITE (POWERED BY SAP), *continued*

Non-SSO Access (Direct URL), *continued*

Logging in as a Non-GSA Employee or Off-Network GSA Employee, *continued*

Log in

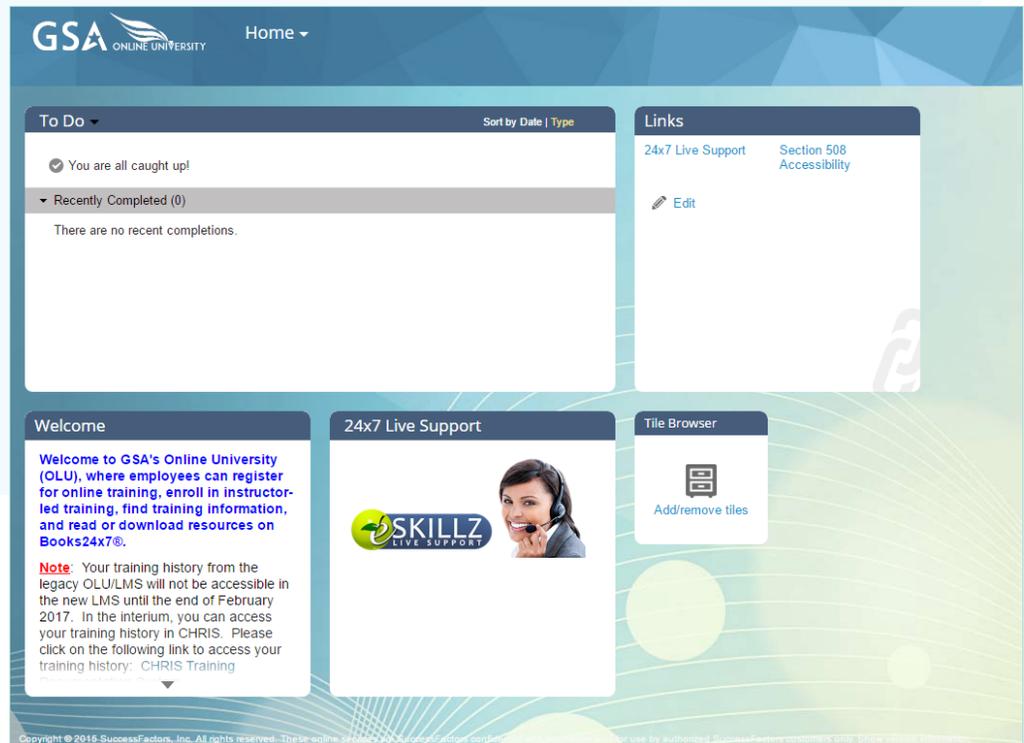
Please log in to begin using SuccessFactors. Both your username and password are case sensitive.

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Log in →

- You will be directed to the new GSA OLU homepage. Please keep in mind that your homepage appearance may differ slightly based on your role (ex: employee vs. supervisor/manager) or personal tile configuration.



GETTING STARTED: GSA ONLINE UNIVERSITY

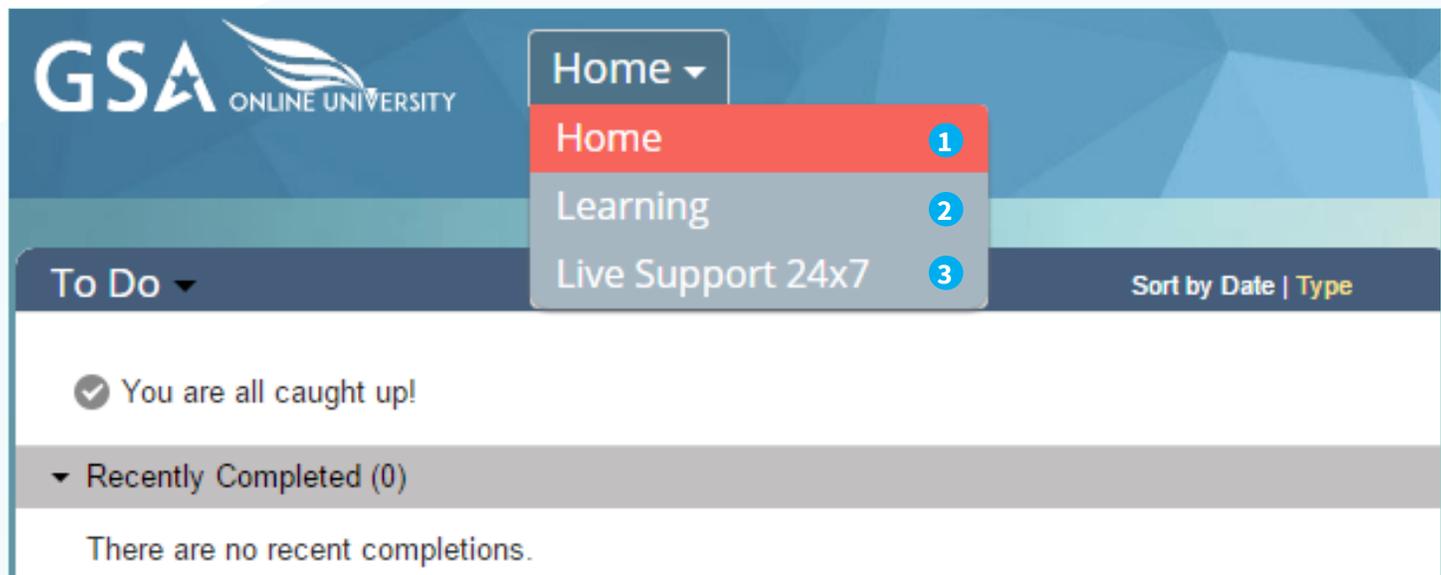
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GSA OLU HOMEPAGE

Main Menu Navigation

Your homepage will consist of a main navigation bar at the top of the homepage. This navigation bar contains a drop-down menu that lists all the Success Factors modules available to you (based on your role), along with links to other pages within the system. Click on the “**Home**” icon to return to the OLU homepage from any location.



The drop-down menu contains “**Home**”, “**Learning**”, and “**24x7 Live Support**” links.

1. The “**Home**” link will take you back to the homepage no matter where you are in the platform.
2. The “**Learning**” link will take you the learning management area of the system.
3. The “**24x7 Live Support**” link will take you to the area of the system where you can interact with an OLU Live Support Specialist to that can assist with general OLU navigation and utilization inquiries.

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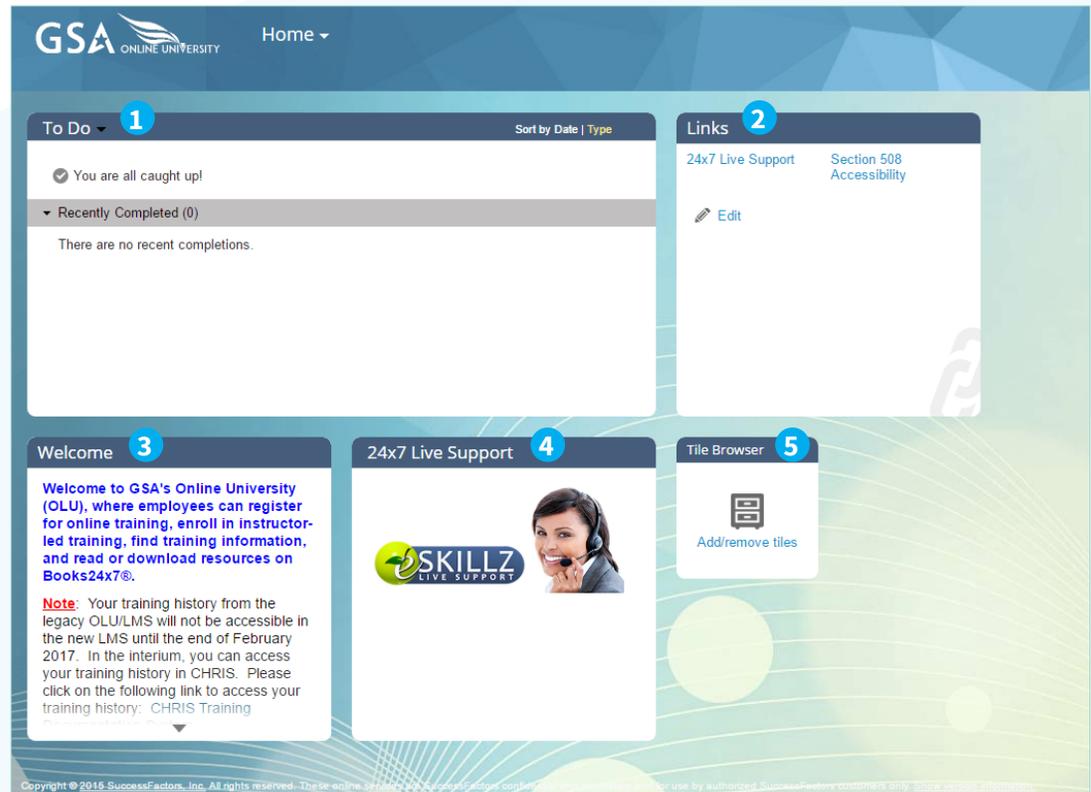
End-User Job Aid

GSA

GSA OLU HOMEPAGE, *continued*

Homepage Features

Your homepage has multiple features called *tiles* that allow you to view different OLU functionality in a convenient layout. Tiles are movable and can be edited to fit your system needs. Below is an explanation of each feature tile on your homepage.



- 1. To Do:** Lists all your incomplete items, completed activities, activities, and tasks assigned to you from all modules within the system. To Do items can be sorted by date and/or type.
- 2. Links:** Displays links added as shortcuts to other pages and areas of the system. To add or remove shortcuts, click the **Edit** button to view a list of available links.
- 3. Welcome:** Displays information on the new GSA OLU and will have announcements pertaining to the new Learning Management System.
- 4. 24x7 Live Support:** Click on the eSkillz Live Support picture to be transferred to a GSA chat classroom support page (powered by eSkillz). Simply select the “Click Here to Chat” button from that page and you will be connected with OLU support specialists who are standing by 24 hours a day, 7 days a week. Support specialists assist with general OLU navigation and utilization inquiries including how to use the OLU, how to find training, course launch assistance and more.
- 5. Tile Browser:** Allows the end-user to add or remove tiles from the OLU homepage.

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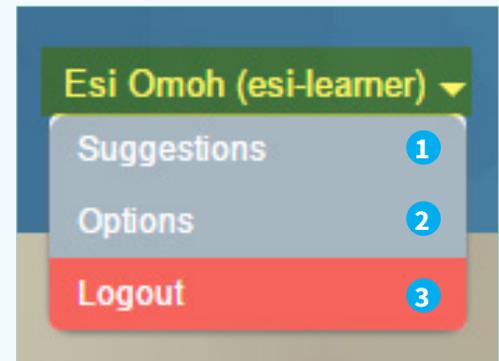


GSA OLU HOMEPAGE, *continued*

Homepage Options

The homepage “**Options**” drop-down menu can be accessed by clicking on your name in the top right hand corner of the OLU homepage.

1. “**Suggestions**”: Submit system suggestions for the new OLU.
2. “**Options**”: Change display options, select a new landing page, change language options, and access accessibility settings.
3. “**Logout**”: Log out of the OLU system.



MY LEARNING PAGE

Navigating to the Learning Page

1. Locate the main navigation bar at the top of the OLU homepage. Click on the “**Home**” icon to open the drop-down menu.
2. Click on the “**Learning**” icon to access the Learning page. This will take you the learning management area of the system.
3. You are now in the learning management area of the system where you can access learning items, search for training, register/enroll in training, and view learning history.
Note: Once on the Learning page, the top navigation menu will change from *Home* to *Learning*.



GETTING STARTED: GSA ONLINE UNIVERSITY

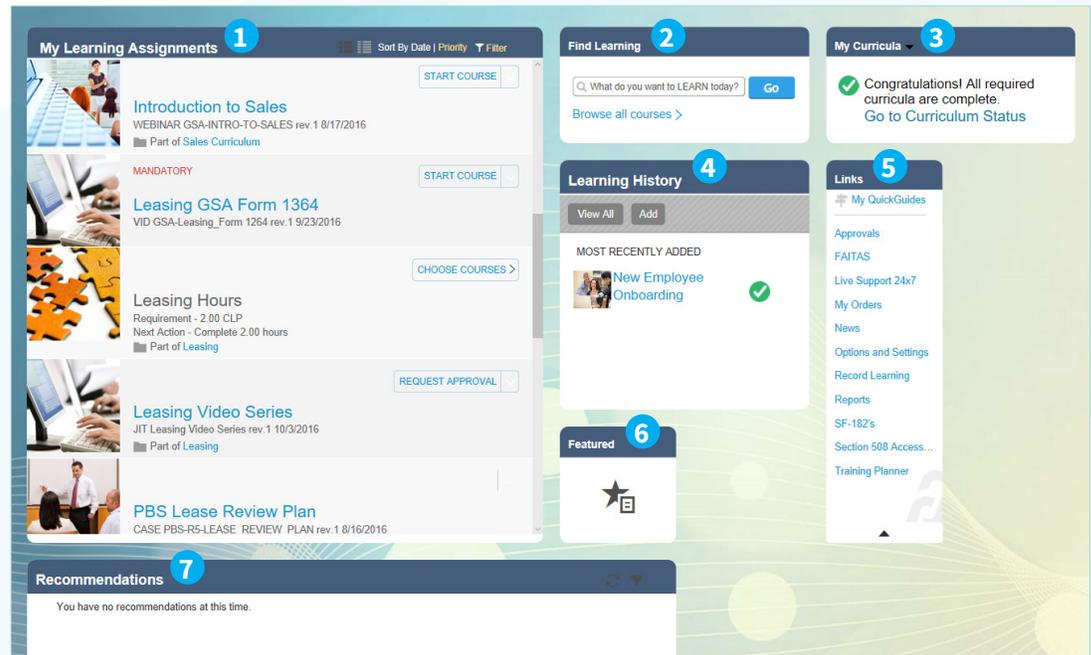
End-User Job Aid



MY LEARNING PAGE, *continued*

Learning Page Features

Your Learning page has multiple features called *tiles* that allow you to view different functionality in a convenient layout. Tiles are movable and can be edited to fit your system needs. Below is an explanation of each feature tile on your Learning page.



- 1. My Learning Assignments:** Displays all your mandatory, required, and optional assigned learning items. You can launch online courses, view Instructor-Led Trainings (ILTs), register for Scheduled Offerings (SO), and remove/un-enroll from an online course directly from the *My Learning Assignments* tile. Learning items can be sorted by date and/or type.
- 2. Find Learning:** Search tool used to find learning items and activities. Items can be found via keyword quick search or by browsing the Learning Catalog via the **“Browse All Courses”** link.
- 3. My Curricula:** Displays all pending and incomplete curricula assigned to your user account. This tile also provides details on curriculum components (items grouped together to form a curriculum) and can be used to track completion progress.
- 4. Learning History:** Displays all learning items that have been recently completed. Click the **“View All”** button to view your complete training history.
- 5. Links:** Displays links to various Learning features and shortcuts to other areas of the system. The links tile helps the user manage approvals, reports, 24x7 Live Support Services, Section 508 and Accessibility, and other supporting processes.
- 6. Featured:** Displays training items featured or promoted within a time period.
- 7. Recommendations:** Displays learning items that have been recommended to you by other users.

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MY LEARNING PAGE, *continued*

Search for Training

1. On the Learning page, locate the *Find Learning* tile. Please keep in mind that your Learning page appearance may differ slightly based on your role (ex: employee vs. supervisor/ manager) or personal tile configuration.

The screenshot shows the 'My Learning Assignments' section on the left, listing several courses with their respective 'START COURSE' or 'CHOOSE COURSES' buttons. The 'Find Learning' section in the center features a search bar with the placeholder text 'What do you want to LEARN today?' and a 'Go' button. Below the search bar is a 'Browse all courses >' link. A blue arrow points from the 'Go' button to the 'Browse all courses >' link. The 'Learning History' section below shows a 'New Employee Onboarding' course with a green checkmark. The 'My Curricula' section on the right displays a green checkmark and the text 'Congratulations! All required curricula are complete. Go to Curriculum Status'. The 'Links' section on the right lists various navigation options like 'My QuickGuides', 'Approvals', 'FAITAS', 'Live Support 24x7', 'My Orders', 'News', 'Options and Settings', 'Record Learning', 'Reports', 'SF-182's', 'Section 508 Access...', and 'Training Planner'. A 'Featured' section is also visible at the bottom left of the main content area.

2. In the *Find Learning* search box, enter the title or keyword associated with your desired course. Click **Go** to view results based on your search criteria. To browse the entire Learning Catalog for a list of available courses, click on the **“Browse All Courses”** link. You will then be directed to the Catalog Search page.

This close-up shows the 'Find Learning' search box. The search bar is highlighted in yellow. Below the search bar is a 'Browse all courses >' link. A blue arrow points from the 'Go' button to the 'Browse all courses >' link.

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MY LEARNING PAGE, *continued*

Search for Training, *continued*

- From the Catalog Search page, use filter options to narrow your search by category, subject area, source, and delivery method. Alternatively, you can sort listed items by relevance, price, tier, rating, or title.

← Back
Catalog Search

Search:

Language: English (English) ; Currency: USD (US Dollar)

Courses (4,489) Social Learning Relevance

Narrow Courses:

- Category
 - Instructor-Led
 - Online
 - Other
 - External
 - Curricula
 - Program
 - QuickGuide
- Subject Area
 - GSA >
 - SKILLSOFT >
 - View all
- Source
 - Skillsoft
- Delivery Method
 - Technology Based
 - Traditional and/or Virtual ...
 - Traditional Classroom

Records per Page: 10 Page 1 of 449

Introduction to Project Management using Project 2010 (SKILLSOFT mo_bprj_a01_dt_enu)
Online Course
The role of Project Manager is an important position in virtually any organization. The move from tr [more](#)
0.00 USD

Liquidity Risk Measurement, Monitoring, and Application of Standards (SKILLSOFT fini_08_a02_bs_enu)
Online Course
Liquidity of a bank describes its ability to meet out its debt obligations as and when they arise wi [more](#)
0.00 USD

Managing for Rapid Change and Uncertainty (SKILLSOFT mgmt_23_a03_bs_enu)
Online Course

- Use the “**Records per Page**” drop down to show more results per page. Click the “**Next**” button to advance and view the next page of training items.

Records per Page: 10 Page 1 of 449

Introduction to Project Management using Project 2010 (SKILLSOFT mo_bprj_a01_dt_enu)
Online Course
The role of Project Manager is an important position in virtually any organization. The move from tr [more](#)
0.00 USD

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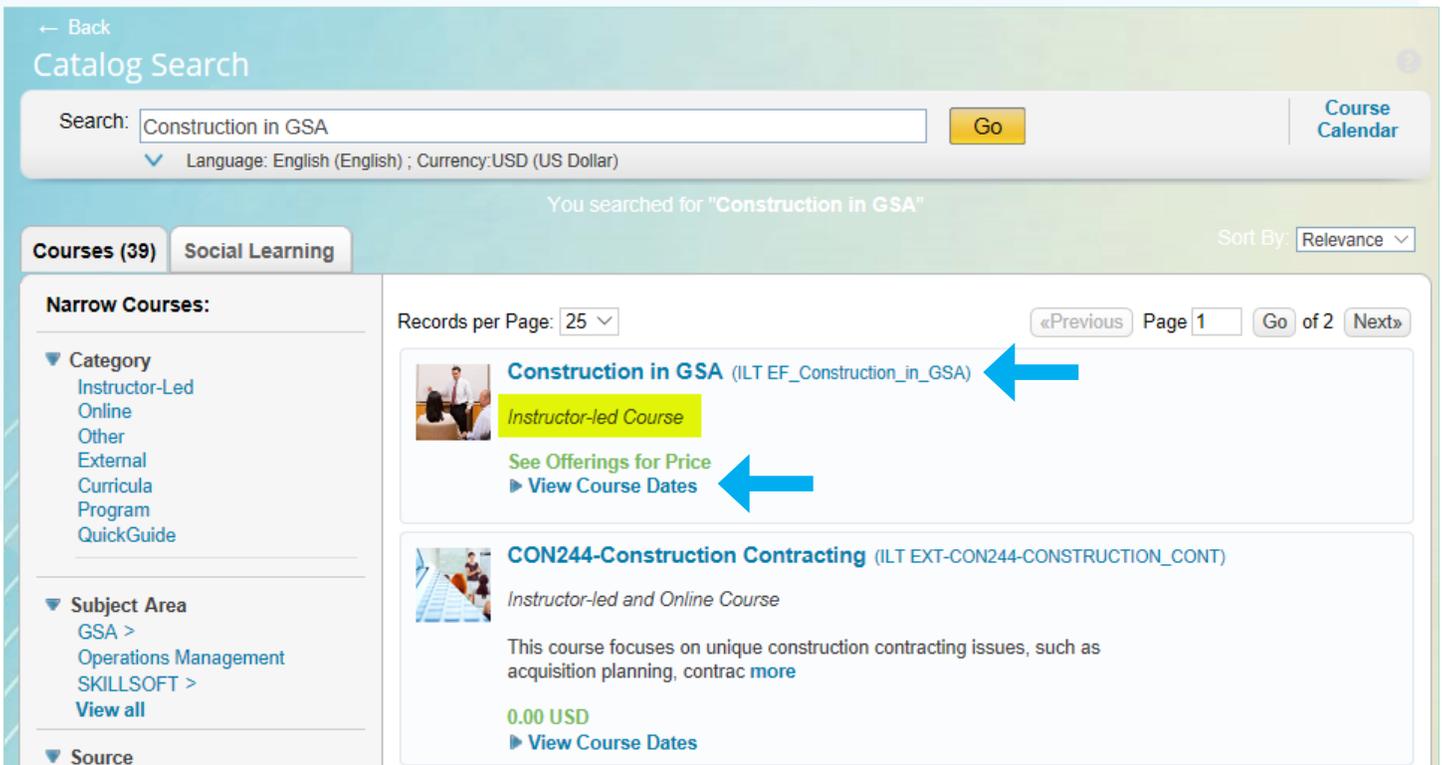
INSTRUCTOR-LED TRAINING

How to Register for Instructor Led Training

1. On the Learning page, locate the *Find Learning* tile. Please keep in mind that your Learning page appearance may differ slightly based on your role (ex: employee vs. supervisor/manager) or personal tile configuration. Enter the title or keyword associated with your desired Instructor-Led Training (ILT) course in the search box and click [Go](#) to view results based on your search criteria.



2. On the Search Catalog page, locate your desired ILT. Note the course type to verify you have the correct course. Click on "**View Course Dates**" to view a list of scheduled offerings, training duration, location, and number seats available.



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INSTRUCTOR-LED TRAINING, *continued*

How to Register for Instructor Led Training, *continued*

- To register for your desired scheduled offering, click on the date that works best with your schedule (ex: 11/1/2016).

Please note:

- If an ILT is comprised of more than one day of training (ex: 2-day training), clicking on the “**Register Now**” button won’t show you training details for each day before registration. This is an expedited route to registration (not recommended).
- Clicking on “**Assign to Me**” will only add the training to your Learning page. It will not register you for your desired scheduled offering instance of the ILT. **Follow step 3 to properly register for Instructor Led Training.**

Records per Page: 25 | «Previous Page 1 Go of 2 Next»

Construction in GSA (ILT_EF_Construction_in_GSA)
Instructor-led Course

Assign to Me
 Recommend

See Offerings for Price
▼ Hide Course Dates

11/1/2016 08:30 AM - 1 day
TEST ADMIN
Region 2 - 26 Federal Plaza, NY, NY 10278 - 6th Floor Conference Center - Room C
Free | Unlimited seats available
 Register Now

12/1/2016 08:30 AM - 1 day
New York, NY - One World Trade - One World Trade Center, NY, NY
Free | Unlimited seats available
 Register Now

- Click on the *expand icon* ► to expand and view additional scheduled offering information. It is important to review the segment details (start/end times and location), registration, document, and contact information area before registering for the session. Once finished, click on “**Register Now**” to register for the SO.

← Back
Scheduled Offering Details

Offering of Construction in GSA

▼ Summary Information

Construction in GSA
Description: TEST ADMIN
Scheduled Offering ID: 19015
Item Description: No Description

▼ Segment Details

Segment	Start	End	Building & Room	Instructor
1	11/1/2016 08:30 AM US/Eastern	11/1/2016 04:30 PM US/Eastern	Region 2 - 26 Federal Plaza, NY, NY 10278 - 6th Floor Conference Center - Room C	Wright, Test

▼ Registration Information

Capacity: 1 enrolled, 0 waitlisted
Cutoff Date:
Self Registration: Yes

▼ Attached Documents

No related documents found for this schedule offering.

▼ Contact Information

Contact Name:
Contact Email:

Please note: Any questions about your SO can be directed to the contact listed here.

GETTING STARTED: GSA ONLINE UNIVERSITY

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INSTRUCTOR-LED TRAINING, *continued*

How to Register for Instructor Led Training, *continued*

5. Enter any comments that you wish to be associated with your registration. Click **“Confirm”** to confirm details and finalize registration.

← Back
Registration

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

Previous **Confirm**

Offering
● Construction in GSA
ILT EF_Construction_in_GSA
Revision: 1 - 10/3/2016 02:50 PM US/Eastern
Start Date: 11/1/2016 08:30 AM US/Eastern
End Date: 11/1/2016 04:30 PM US/Eastern
Capacity: 1 enrolled, 0 waitlisted
Price: Free

Registration Comments
User Name: Test5, Esiloza
Registration Status: Active Enrollment (Enrolled)
Comments:

Previous **Confirm**

6. Once successfully registered, you will be directed to a registration confirmation page. Click the **“My Learning”** link in the top left corner of the page to return to your Learning page.

← Back
Registration

Registration Comments → Finished
● Construction in GSA
ILT EF_Construction_in_GSA
Revision: 1 - 10/3/2016 02:50 PM US/Eastern
Start Date: 11/1/2016 08:30 AM US/Eastern
End Date: 11/1/2016 04:30 PM US/Eastern
Capacity: 2 enrolled, 0 waitlisted
Price: Free

Success
User Name: Test5, Esiloza
Registration Status: Active Enrollment (Enrolled)
Comments:

GETTING STARTED: GSA ONLINE UNIVERSITY

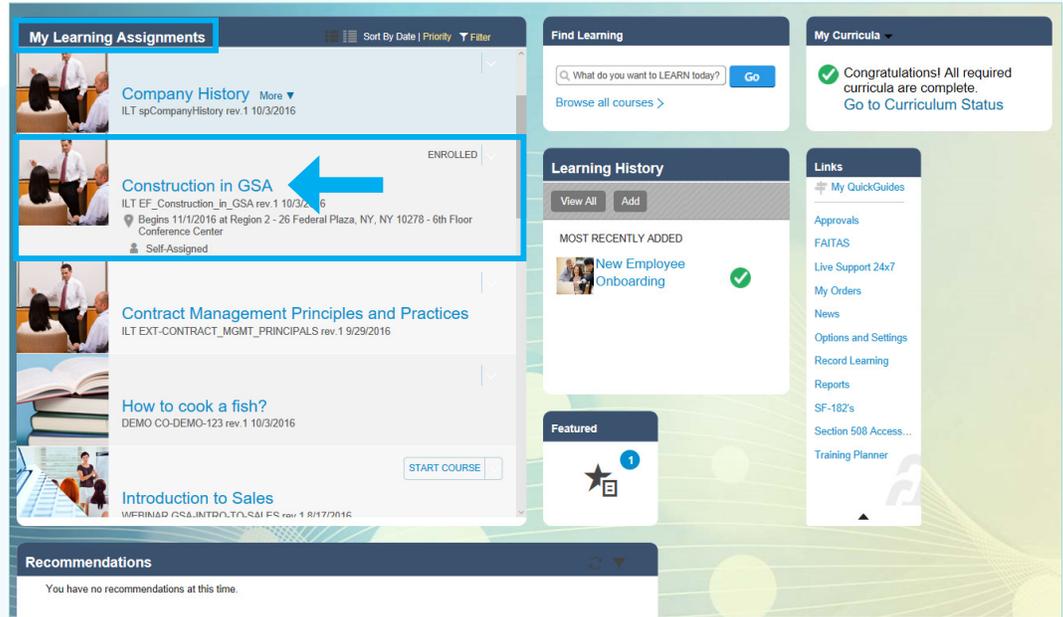
End-User Job Aid



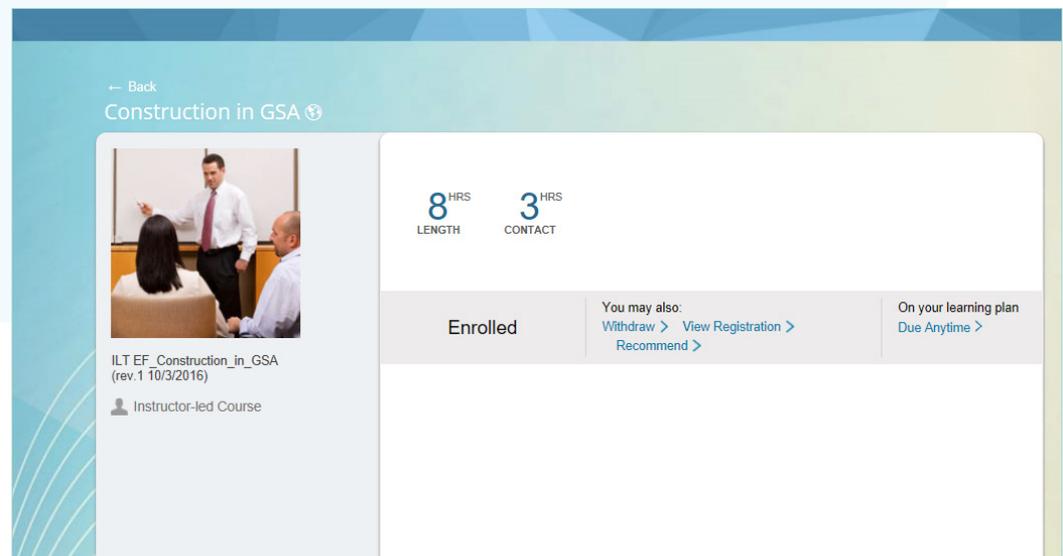
INSTRUCTOR-LED TRAINING, *continued*

How to Register for Instructor Led Training, *continued*

- Your registered class will now be posted on your *My Learning Assignments* tile. (Notice *Construction in GSA* from the example on the previous page.) Click on the training title to open the Course Details page. From this page, you will be able to view course description, requirements, and other details.



- Once you are done reviewing course details, click the “**My Learning**” link in the top left corner of the page to return to your Learning page.



GETTING STARTED: GSA ONLINE UNIVERSITY

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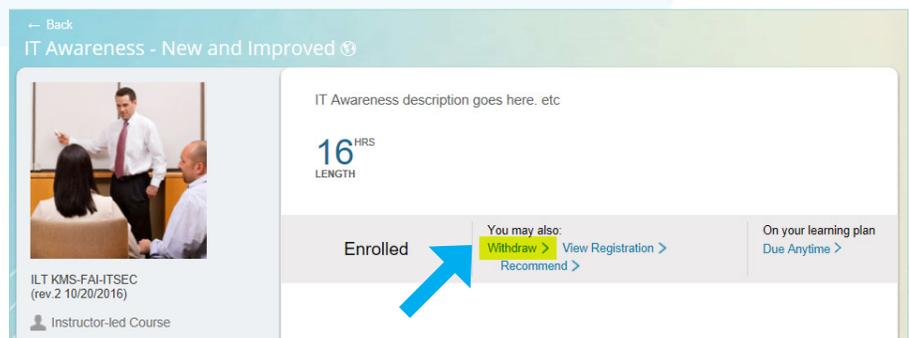
INSTRUCTOR-LED TRAINING, *continued*

How to Drop an Instructor Led Training

1. On the Learning page, locate the *My Learning Assignments* tile. Please keep in mind that your Learning page appearance may differ slightly based on your role (ex: employee vs. supervisor/manager) or personal tile configuration. Locate the ILT you would like to drop. Click on the course title to view more details.



2. Click on **“Withdraw”** to withdraw from the ILT.



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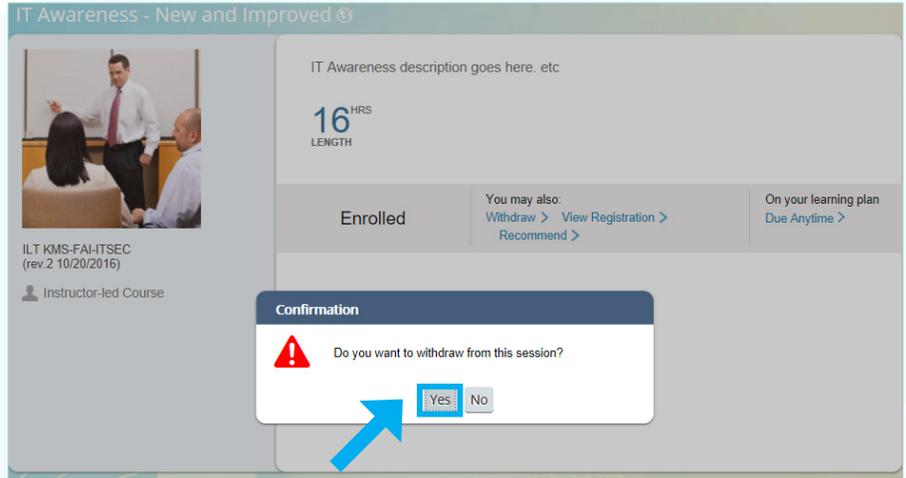
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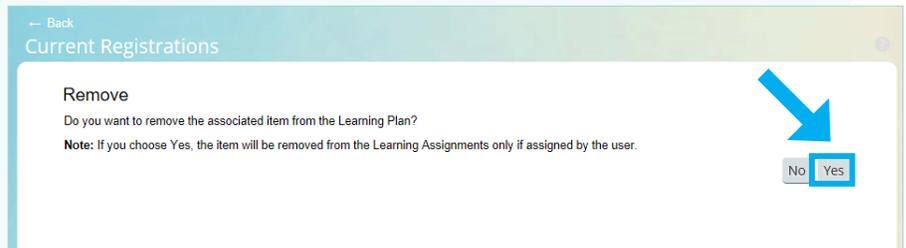
INSTRUCTOR-LED TRAINING, *continued*

How to Drop an Instructor Led Training, *continued*

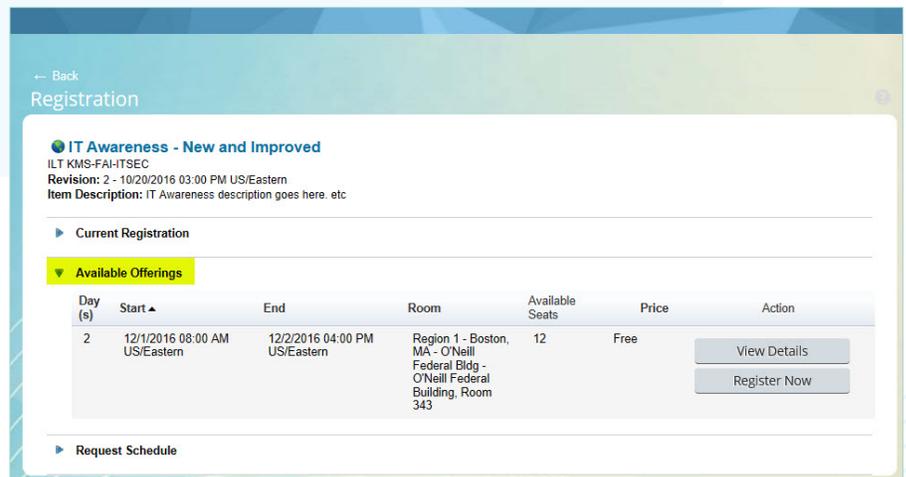
3. A confirmation window will pop-up. Click “Yes” to withdraw from the ILT.



4. Click “Yes” to remove the item from your Learning Plan.



5. Your ILT withdrawal is now complete. Should you need to *re-register* for the ILT, you may click on the *expand icon* ► next to “Available Offerings” to view other times the ILT is offered. Click the “My Learning” link in the top left corner of the page to return to your Learning page.



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INSTRUCTOR-LED TRAINING, *continued*

How to Drop an Instructor Led Training, *continued*

- The removed training will no longer be listed on your *My Learning Assignments* tile. To confirm, use the scroll bar to review your entire list of learning assignments.

Important note: To minimize confusion, it is recommended that you remove the dropped session from your calendar via the emailed link or directly through Google Calendar.

The screenshot displays the 'My Learning Assignments' page. At the top, there are navigation options: 'Sort By Date | Priority' and a 'Filter' dropdown. The main content area lists several courses, each with a thumbnail image on the left and course details on the right. A vertical scroll bar is visible on the right side of the course list.

Thumbnail	Course Title	Course ID / Rev. / Date	Action
	Contract Management Principles and Practices	ILT EXT-CONTRACT_MGMT_PRINCIPALS rev.1 9/29/2016	
	How to cook a fish?	DEMO CO-DEMO-123 rev.1 10/3/2016	
	Introduction to Sales	WEBINAR GSA-INTRO-TO-SALES rev.1 8/17/2016 Part of Sales Curriculum	START COURSE
	Leasing GSA Form 1364	VID GSA-Leasing_Form 1264 rev.1 9/23/2016	START COURSE
	Leasing Hours	Requirement - 2.00 CLP Next Action - Complete 2.00 hours	CHOOSE COURSES

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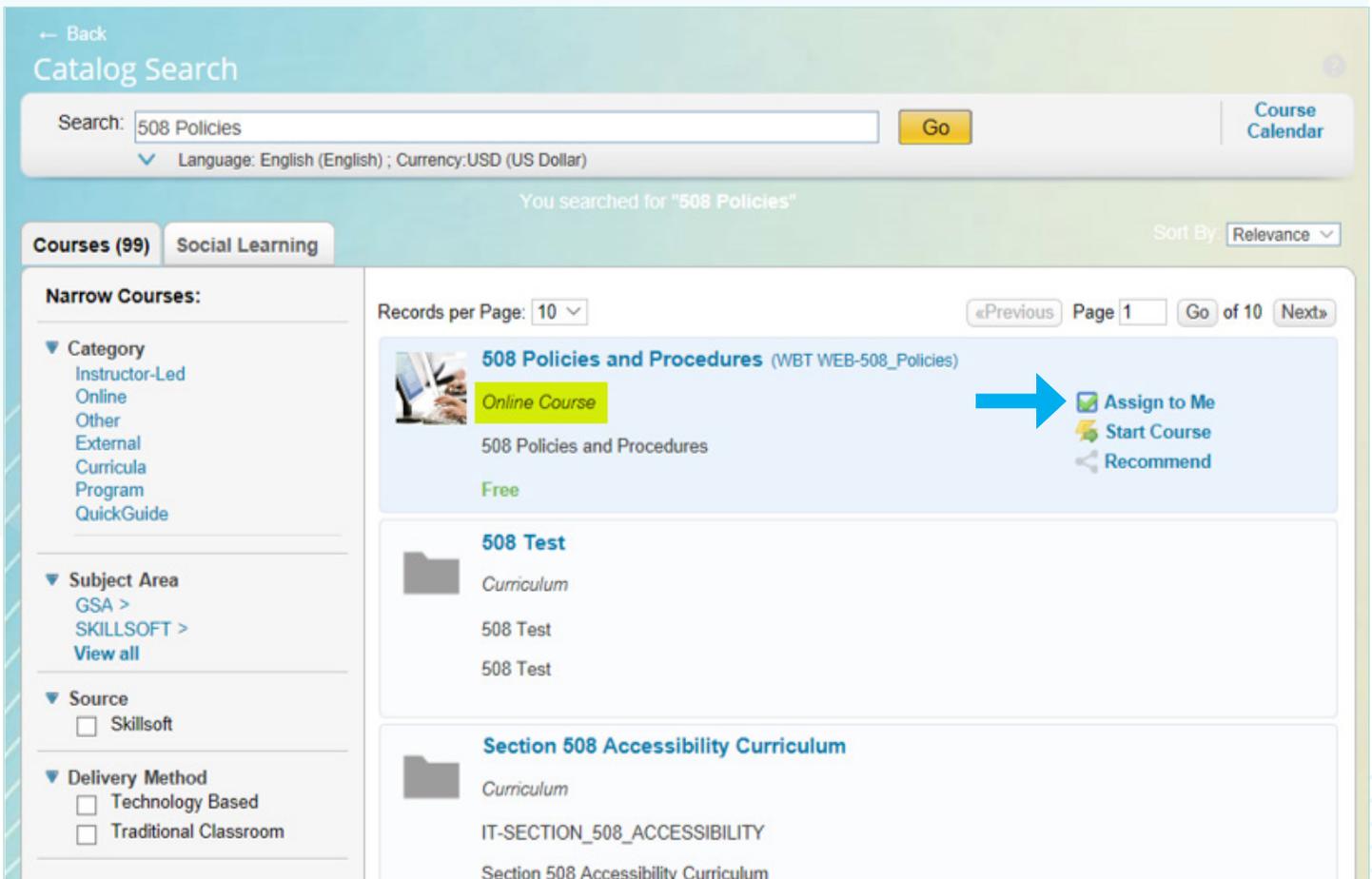
ONLINE TRAINING

How to Enroll in Online Training

1. On the Learning page, locate the *Find Learning* tile. Please keep in mind that your Learning page appearance may differ slightly based on your role (ex: employee vs. supervisor/manager) or personal tile configuration. Enter the title or keyword associated with your desired online course in the search box and click **Go** to view results based on your search criteria.



2. On the Search Catalog page, locate your desired online course. Note the course type to verify you have the correct course. Click **Assign to Me** to enroll in the online course.



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ONLINE TRAINING, *continued*

How to Enroll in Online Training, *continued*

- Once successfully enrolled, the “**Assign to Me**” button will change to “**Already Assigned**”. Click the “**My Learning**” link in the top left corner of the page to return to your Learning page.

The screenshot shows the 'Catalog Search' interface. At the top, there is a search bar with the text '508 Policies' and a 'Go' button. Below the search bar, it indicates 'You searched for "508 Policies"'. On the left, there are tabs for 'Courses (99)' and 'Social Learning'. Under 'Courses (99)', there is a 'Narrow Courses:' section with a 'Category' dropdown menu. The main search results area shows 'Records per Page: 10' and 'Page 1 of 10'. The first result is '508 Policies and Procedures (WBT WEB-508_Policies)', an 'Online Course' that is 'Free'. A blue arrow points to the 'Already Assigned' status, which has a green checkmark. Below this status are buttons for 'Start Course' and 'Recommend'.

- Your enrolled course will now be posted on your *My Learning Assignments* tile. (Notice *508 Policies and Procedures* from the above example.) Click on the training title to open the Course Details page. From this page, you will be able to view course description, requirements, and other details.

The screenshot shows the 'My Learning Assignments' page. At the top, there is a 'START COURSE' button. Below this, there is a list of assignments. The first assignment is '508 Policies and Procedures' (WBT WEB-508_Policies rev.1 10/20/2016), which is 'Self-Assigned'. A blue arrow points to this assignment. Below it are two 'Company History' assignments (ILT BCJ-ILT-CO-HISTORY rev.1 10/3/2016 and ILT spCompanyHistory rev.1 10/3/2016). At the bottom, there is a 'Construction in GSA' assignment (ILT EF_Construction_in_GSA rev.1 10/3/2016) with an 'ENROLLED' status.

GETTING STARTED: GSA ONLINE UNIVERSITY

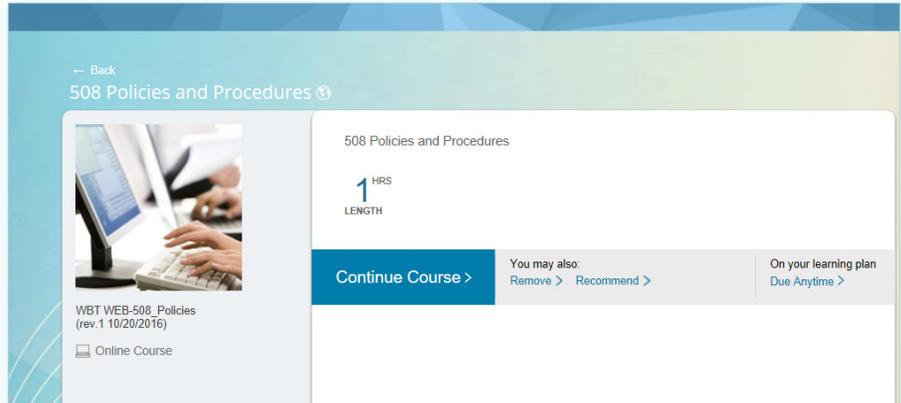
End-User Job Aid



ONLINE TRAINING, *continued*

How to Enroll in Online Training, *continued*

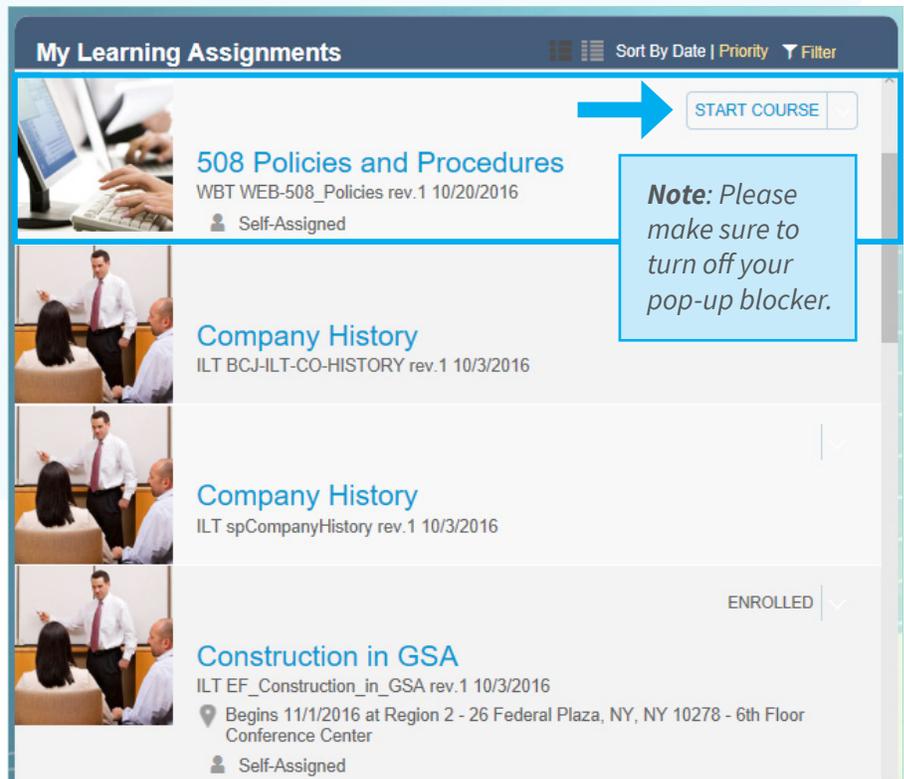
- Once you are done reviewing course details, click the “**My Learning**” link in the top left corner of the page to return to your Learning page.



How to Launch Online Training

Online training can be launched from any tile housing training items. Below are steps for launching training from your *My Learning Assignments* tile.

- On the Learning page, locate the *My Learning Assignments* tile. Please keep in mind that your Learning page appearance may differ slightly based on your role (ex: employee vs. supervisor/manager) or personal tile configuration.
- Locate your desired course and click “**Start Course**” to launch the training. **Note:** make sure your browser’s pop-up blocker has been disabled before launching the course.



GETTING STARTED: GSA ONLINE UNIVERSITY

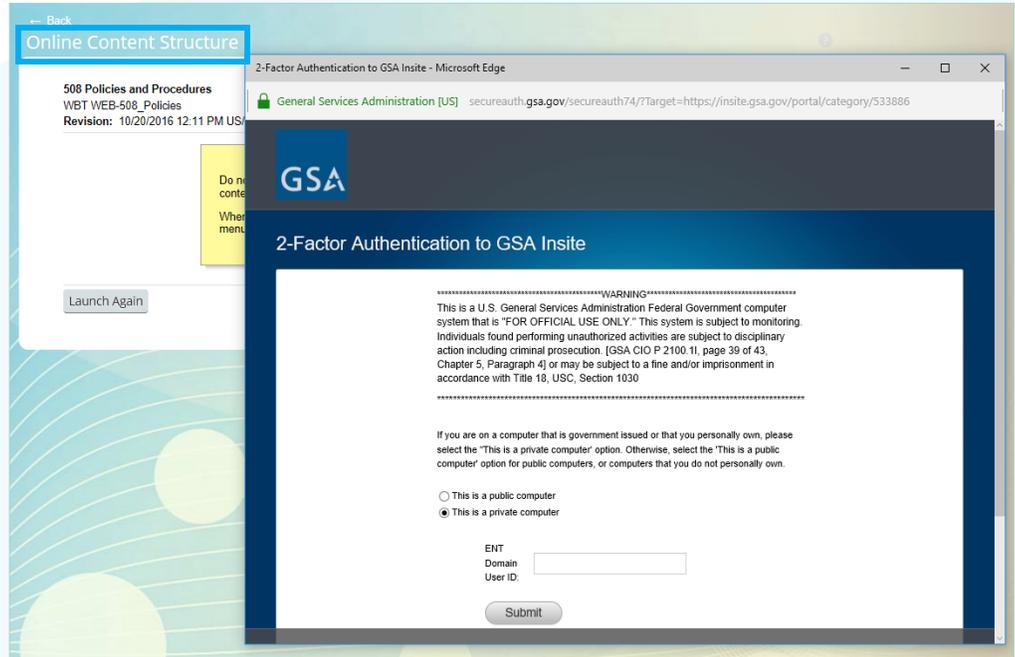
End-User Job Aid



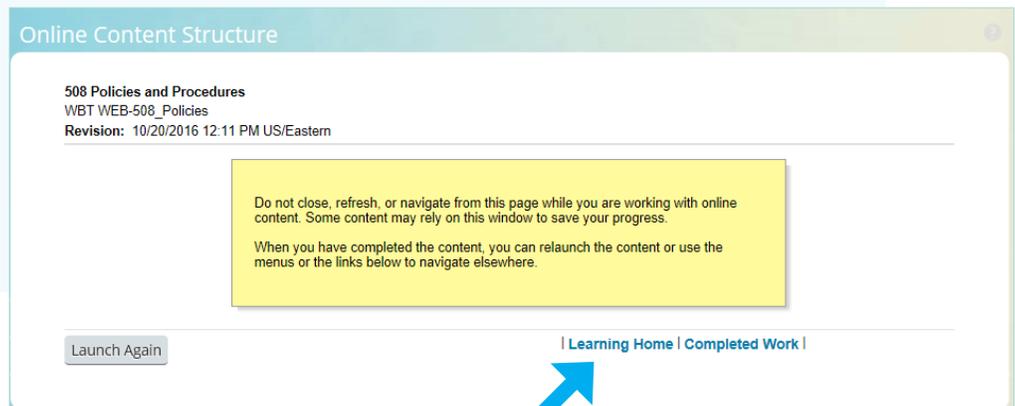
ONLINE TRAINING, *continued*

How to Launch Online Training, *continued*

- You will be directed to the Online Content Structure page and the online course will launch in a separate browser window. Advance through the online course (pop-up window) to receive completion for the training. **Note:** You must follow the steps for 2-factor authentication (if applicable) before being able to view online training content.



- Once the training has been completed, exit out of the online course. **Note:** You may choose to exit the course and return later to finish it. The system will save your position in the course. Follow steps 1 – 3 to re-launch online training. Click “**Learning Home**” from the Online Content Structure page to return to the Learning page.



GETTING STARTED: GSA ONLINE UNIVERSITY

End-User Job Aid



ONLINE TRAINING, *continued*

How to Drop Online Training

1. On the Learning page, locate the *My Learning Assignments* tile. Please keep in mind that your Learning page appearance may differ slightly based on your role (ex: employee vs. supervisor/manager) or personal tile configuration. Locate the online course you would like to drop. Click the arrow to open the course action menu.

My Learning Assignments Sort By Date | Priority Filter

▼ DUE ANYTIME

- Liquidity Risk Measurement, Monitoring, and Application of Standards**
SKILLSOFT fini_08_a02_bs_enus rev.1 1/1/2011
Self-Assigned START COURSE
- 508 Policies and Procedures**
WBT WEB-508_Policies rev.1 10/20/2016
Self-Assigned CONTINUE COURSE
- Company History**
ILT BCJ-ILT-CO-HISTORY rev.1 10/3/2016
- Company History**
ILT spCompanyHistory rev.1 10/3/2016

2. Click “**Remove**” to drop the online course.

Liquidity Risk Measurement, Monitoring, and Application of Standards
SKILLSOFT fini_08_a02_bs_enus rev.1 1/1/2011
Self-Assigned START COURSE

Remove Recommend

GETTING STARTED: GSA ONLINE UNIVERSITY

End-User Job Aid



ONLINE TRAINING, *continued*

How to Drop Online Training, *continued*

3. Click “**Yes**” to remove the online course from your training history.

Confirmation

 Are you sure you want to remove Liquidity Risk Measurement, Monitoring, and Application of Standards from your Learning Plan?



4. The removed training will no longer be listed on your *My Learning Assignments* tile. To confirm, use the scroll bar to review your entire list of learning assignments.

My Learning Assignments Sort By Date | Priority Filter

-  **508 Policies and Procedures**
WBT WEB-508_Policies rev.1 10/20/2016
Self-Assigned
-  **Company History**
ILT BCJ-ILT-CO-HISTORY rev.1 10/3/2016
-  **Company History**
ILT spCompanyHistory rev.1 10/3/2016
-  **Construction in GSA**
ILT EF_Construction_in_GSA rev.1 10/3/2016
Begins 11/1/2016 at Region 2 - 26 Federal Plaza, NY, NY 10278 - 6th Floor Conference Center
Self-Assigned

GETTING STARTED: GSA ONLINE UNIVERSITY

End-User Job Aid



LEARNING HISTORY

How to Access My Learning History

Navigating to the Completed Work Page

1. On the Learning page, locate the *Find Learning* tile. Please keep in mind that your Learning page appearance may differ slightly based on your role (ex: employee vs. supervisor/manager) or personal tile configuration.

2. Click “**View All**” button to access the Completed Work page and view your learning completion history.

GETTING STARTED: GSA ONLINE UNIVERSITY

End-User Job Aid



LEARNING HISTORY, *continued*

How to Access My Learning History, *continued*

Navigating to the Completed Work Page, continued

The Completed Work page lists all completed training items.

1. **Completion Date:** Allows users to sort completions by date.
2. **Show Completions:** Allows users to filter completions by time periods.
3. **Title Search:** Allows users to quickly search for completions by course title.
4. **Status:** Allows users to sort the Completed Work page by completion status.

← Back
Completed Work

Show Completions: All **2**

Completion Date * 1	Title 3	Status 4	
10/27/2016 01:37 AM	New Employee Onboarding	Program Complete	

1 Items * All dates are for US/Eastern time zone.

GETTING STARTED: GSA ONLINE UNIVERSITY

End-User Job Aid

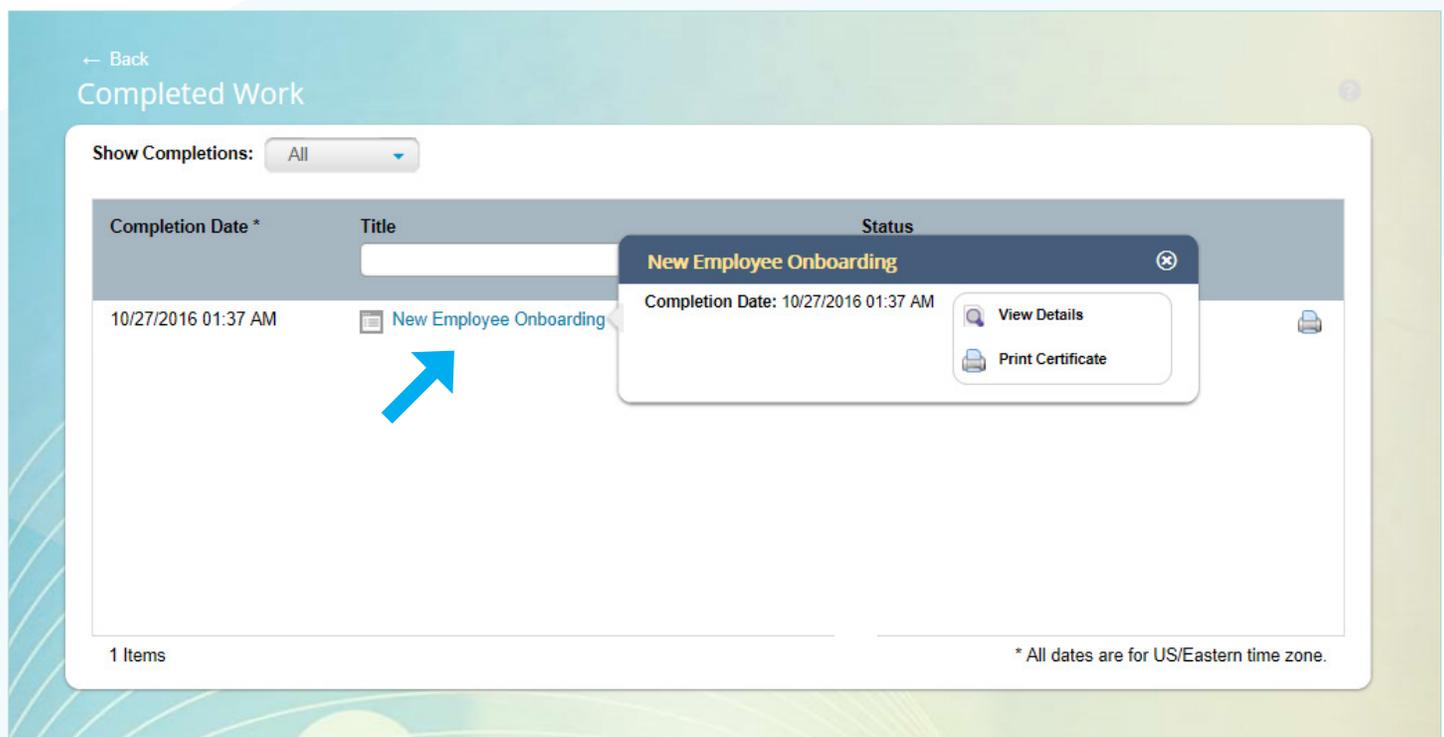


LEARNING HISTORY, *continued*

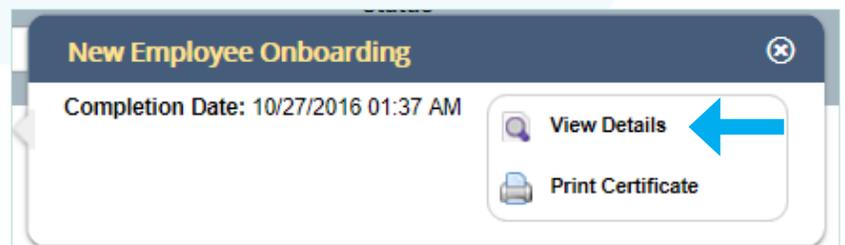
How to Access My Learning History, *continued*

Completed Work Course Details

1. On the Completed Work page of your Learning History, locate your desired completed course. Click on the training title to review details of the completed course.



2. Click “**View Details**” to view description, requirements, and other details of your completed course.



GETTING STARTED: GSA ONLINE UNIVERSITY

End-User Job Aid

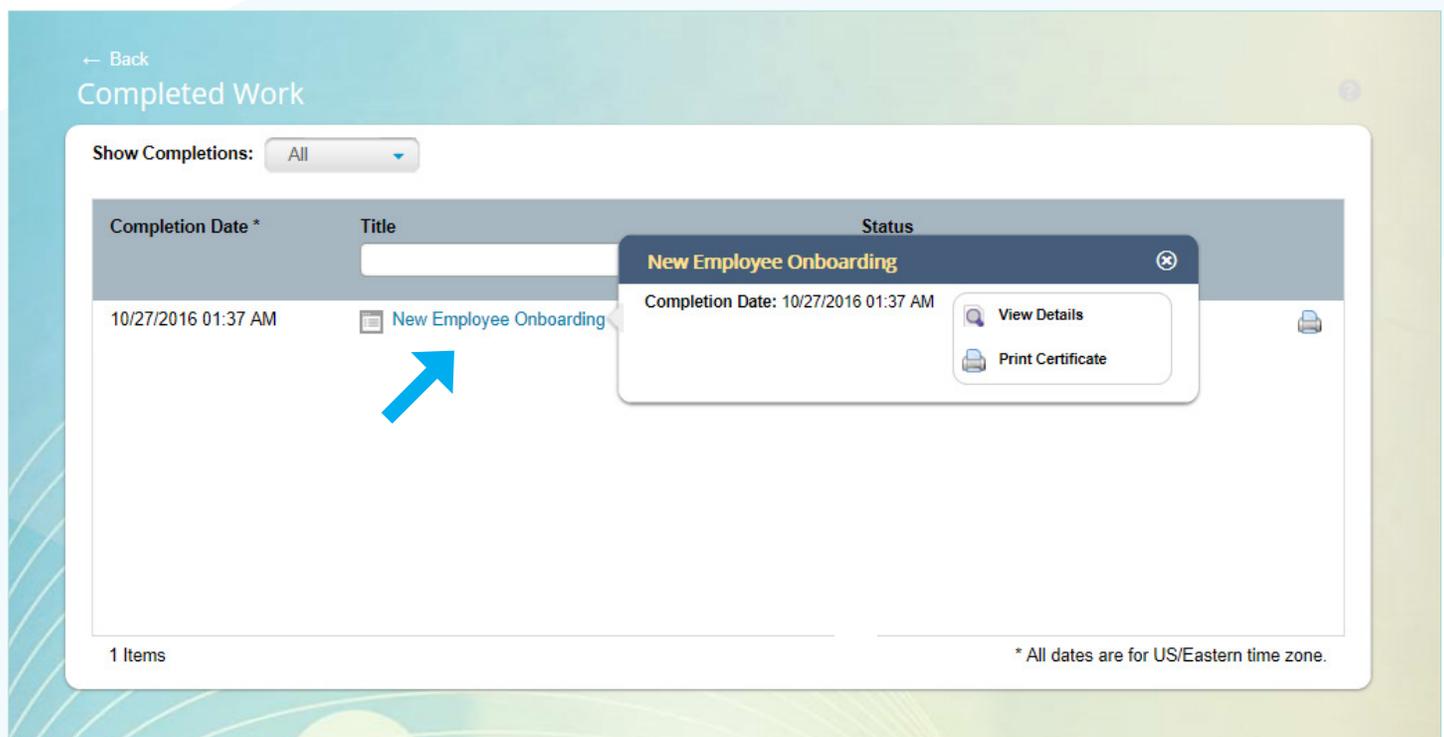


LEARNING HISTORY, *continued*

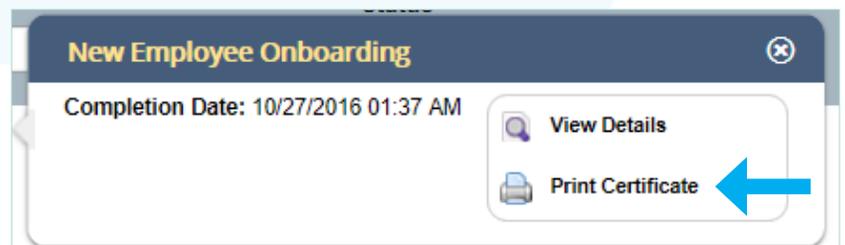
How to Access My Learning History, *continued*

Printing Training Certificates

1. On the Completed Work page of your Learning History, locate your desired completed course. Click on the training title to print the certificate of your completed course.



2. Click “**Print Certificate**” to run the Certificate of Completion report.



GETTING STARTED: GSA ONLINE UNIVERSITY

End-User Job Aid



LEARNING HISTORY, *continued*

How to Access My Learning History, *continued*

Printing Training Certificates, continued

3. A report status window will open while the report request is being processed. Once complete, your report status will show as “**Succeeded**”.

Please wait...

Report Title: Certificate of Completion

Status: Succeeded

Your report is in the queue and will start automatically as long as you do not close this page. (If you close the page, the report will be automatically cancelled.)

4. When ready, your Certificate of Completion will open in a separate browser window. Utilize your browser and/or PDF viewer settings to print out a copy of your certificate.

