

Department Training Liaison’s Guide

This guide is to show Department Training Liaisons (DTLs) and Readiness Coordinators (RCs) how to review training status for learners from their department as well as enroll them into courses.



Review Training

1. Log into the University of FI\$Cal (UF) at <http://mss.netdimensions.com> with your username and password

2. Rollover the **Review** tab  and click the **Assigned group review** link 


3. Click the **Show filters** button 

Note: You can either search for the learner through the filter options or scroll down through the pages.

4. Click on the name of the Job Profile to expand it
5. Click on the expand arrow to show all courses in the job profile for the learner
 - a. If the course has been completed, it will show a green check mark 
 - b. If the course has not been completed, it will show a red triangle 

Career Development Center

The Career Development Center gives the DTLs and RCs access to the learner’s completion certificates, learning path, job profiles and the ability to enroll their learners in classes.

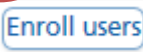
1. To access the Career Development center, click the **Toolbox (Open Career Development Center)** icon  to the right of the learner
 - a. Under the **Learning Center** you will find the certifications and learning paths of the learner
 - b. Under the **Career Center** you will find the job profiles and the area you can enroll the learner into courses

2. To enroll the learner into a course, click on the course name (competency) under the **Career Center Summary** page



Ex: **PO142/152 – Processing Solicitations and Procurement Contracts W2**

3. Under the Learning Modules section at the bottom of the page, click on the course title corresponding to either the classroom object for Instructor Led Training (ILT) or the online object for Web Based Training (WBT)


Mandatory ^	Title	ID
<input type="checkbox"/>	PO142/152 – Processing Solicitations and Procurement Contracts ILT	PO142152_Classroom_W2_1
<input checked="" type="checkbox"/>	PO142/152 – Processing Solicitations and Procurement Contracts WBT	PO142152_Online_W2_1

4. For an **ILT** class, select an open session and click the **Enroll users** button 

For a **WBT** only class, click the **Enroll users** button 

5. Click the **Confirm enrollment** button 
6. A confirmation message will show, click the **Close** button 

Note: ILT classes are optional. However, if you enrolled the learner for an ILT, also enroll them for the online portion of the class as well. They will need it to follow along in the classroom exercises. They will also receive an email confirmation with the date, time and location of the class.

7. Click the **Back** button 
8. Repeat the enrollment process for this learner or close the Career Center Summary browser window
9. Repeat steps for any other learners you need to enroll

Questions

For questions concerning the University of FI\$Cal training program, email us at fiscal.cmo@fiscal.ca.gov.