



Courses for MSU Employees

Guide for employees on how to use the system

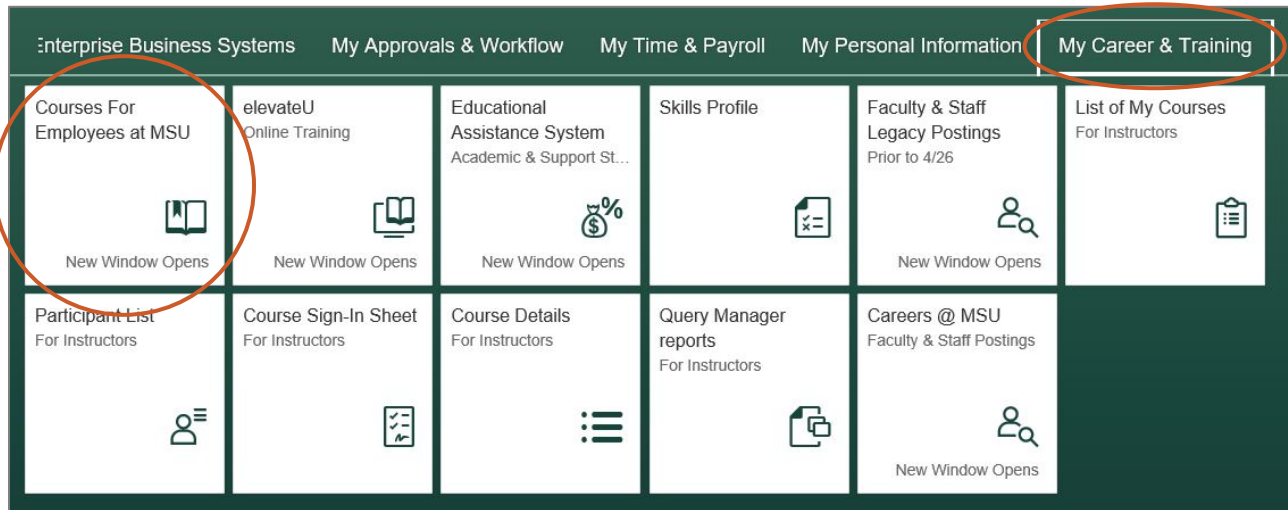
Version Final, November 14, 2017

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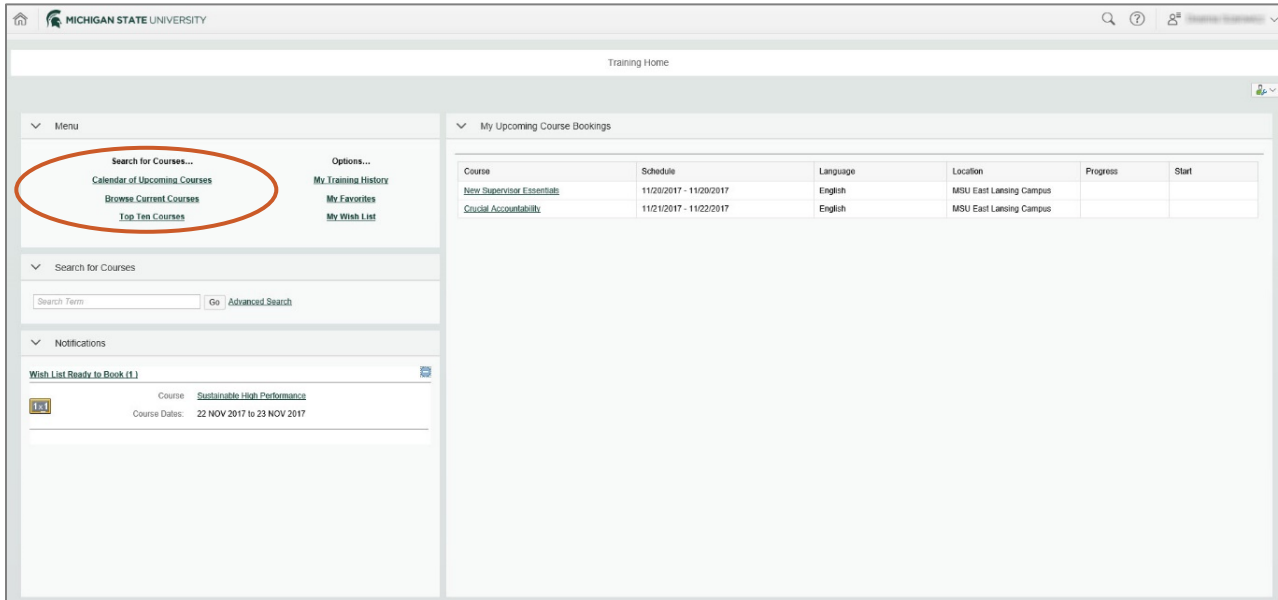
HOW TO SIGN UP FOR A PROFESSIONAL DEVELOPMENT COURSE

Access the Courses for Employees at MSU system through the EBS Portal. After logging in to the EBS Portal, click on the **My Career and Training** tab. Then click on the **Course for Employees at MSU** tile. This will open up the *Courses for Employees at MSU Training Home* page. [You can also visit the HR website for help with using the Courses for Employees at MSU training site.](#)



How to sign up for a course via the Browse Current Courses link

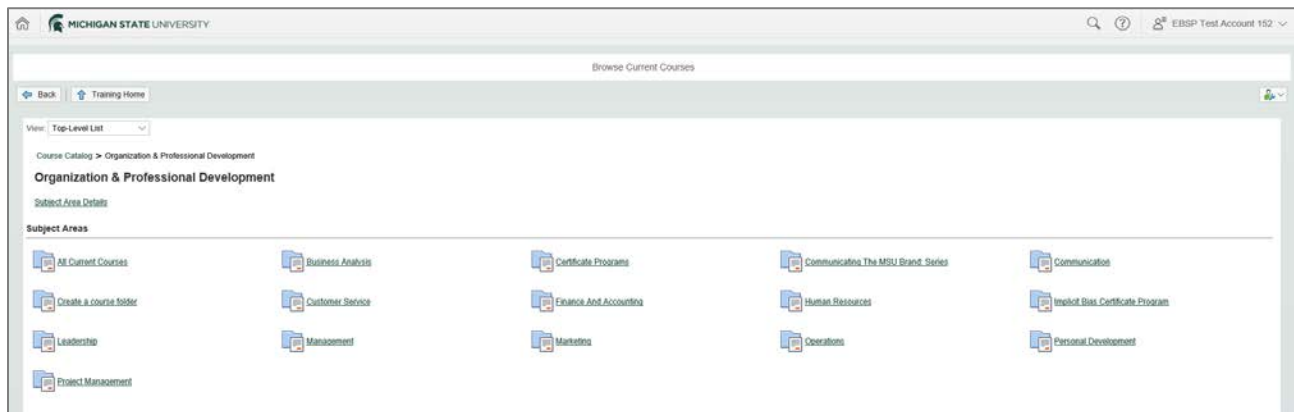
1. On the *Training Home* page you will see *Menu* items in the left navigation. One of the options is **Browse Current Courses** – click on this link.



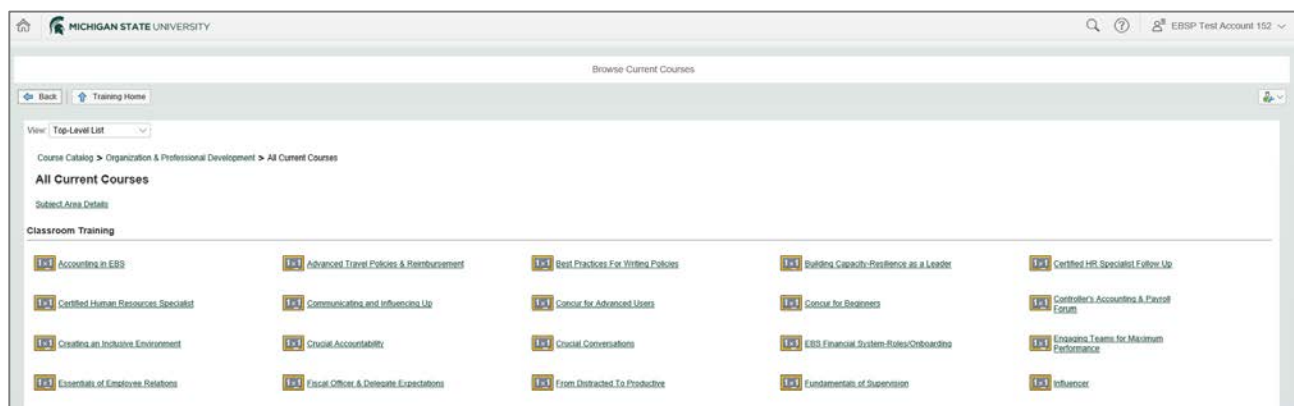
- You have the option of looking at courses offered by **Organization and Professional Development (OPD)** or by **MSU IT**. Click on either link to see available courses.



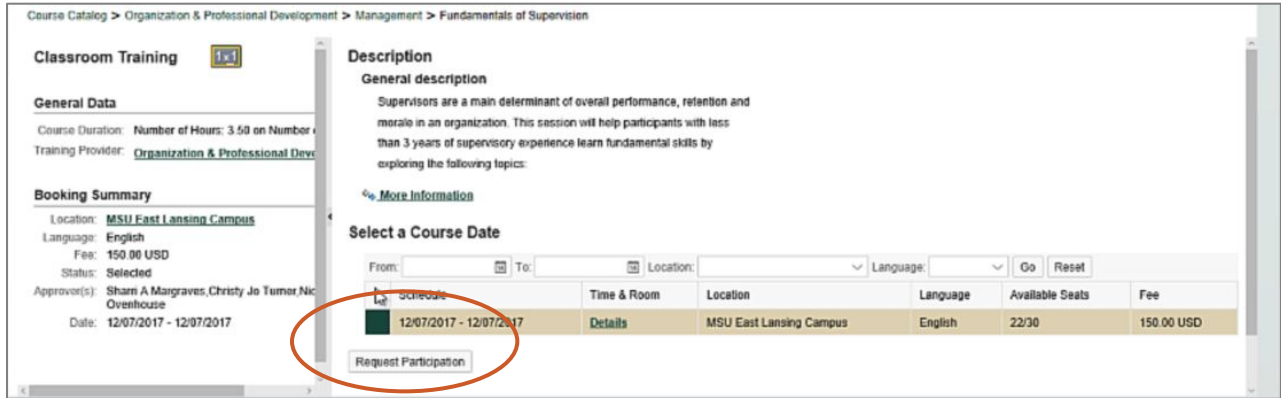
- On the next page there are different topic folders, such as “Communication” or “Leadership”, which contain courses related to that topic. Click on a **folder** to see available courses.



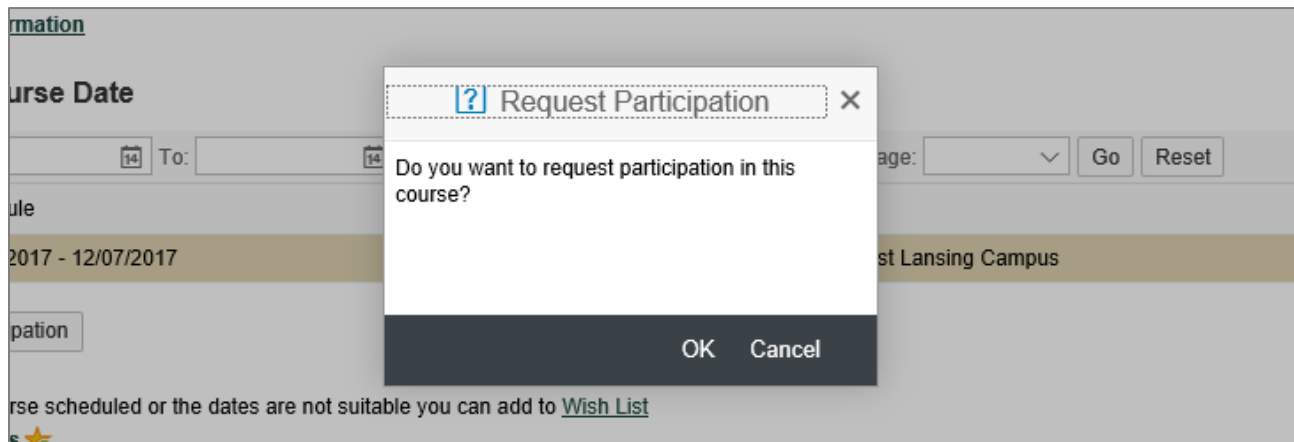
- This folder contains a list of current courses. Click on a **course name** to go to the course details page.



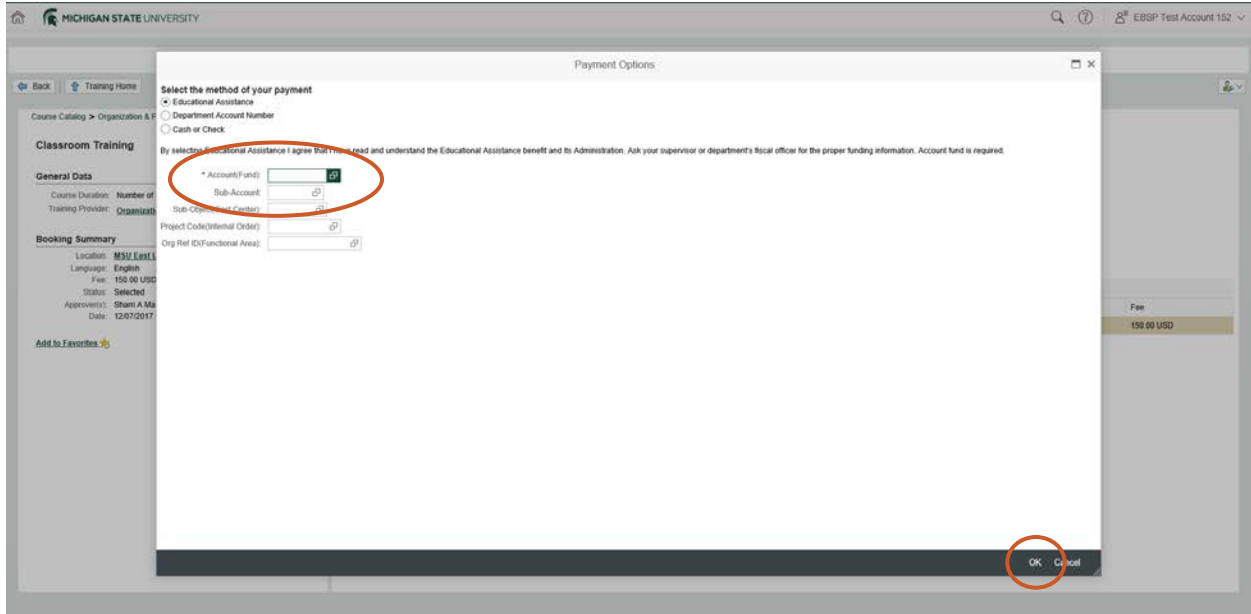
- On the course details page there is a description of the class, along with information about the course duration, fee, date and facilitator. Click on the square next to the date and then click the **Request Participation** button to book the course.



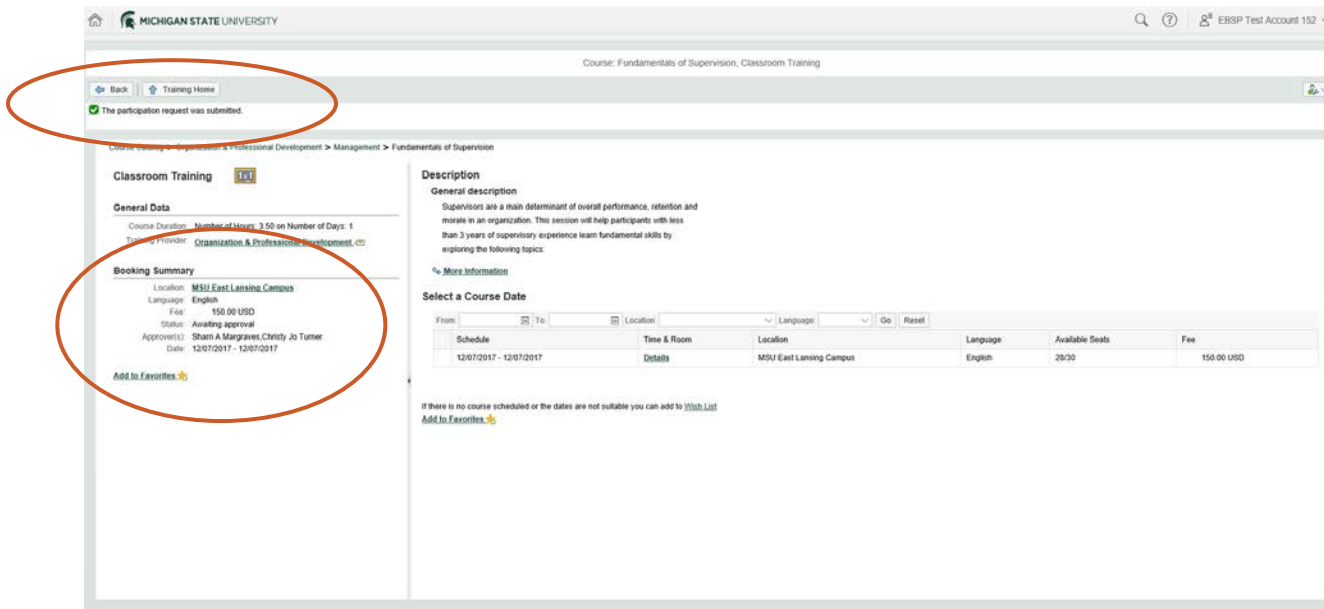
- A new window will pop up. Click **OK** to begin the booking process.



- Then select the method of payment from the options: Educational Assistance or Department Account. If Cash or Check is selected as the method of payment, please bring the payment with you on the day of the course.
Note: If the course is free, it is not necessary to select a method of payment.
- After the method of payment is selected, you will be prompted to enter your department account number. **A department account number MUST be entered for ALL course bookings.** This number can be obtained from your supervisor.



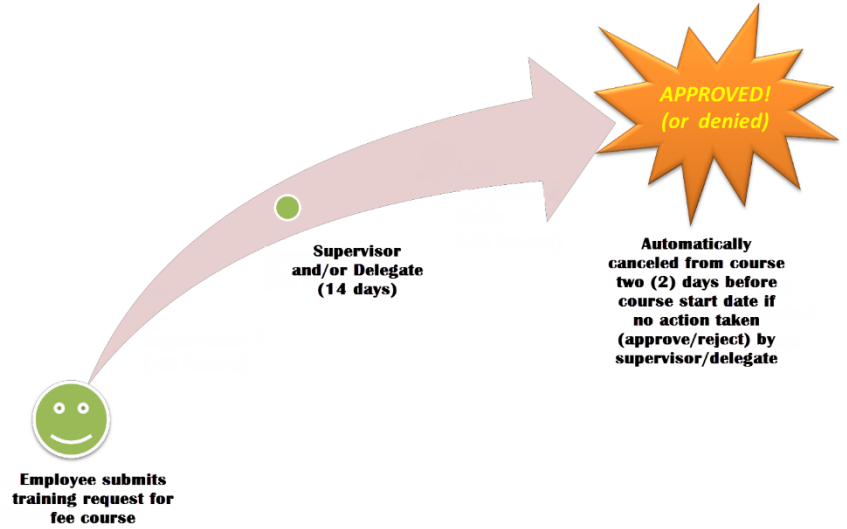
9. After you enter the department account information, click **OK** to finish booking the course.
10. If the request to participate in a course is successful, a green icon will be visible at the top left of the screen with the words “The participation request was submitted.”



11. An approval request is emailed to your supervisor and delegates to approve. The supervisor will have 14 days to approve the participation request, but the request must be approved no less than 2 days prior to the course start date. This means, if a request is made to participate in a course that starts in 7 days, the supervisor will only have 5 days to approve the course. **If approval is not**

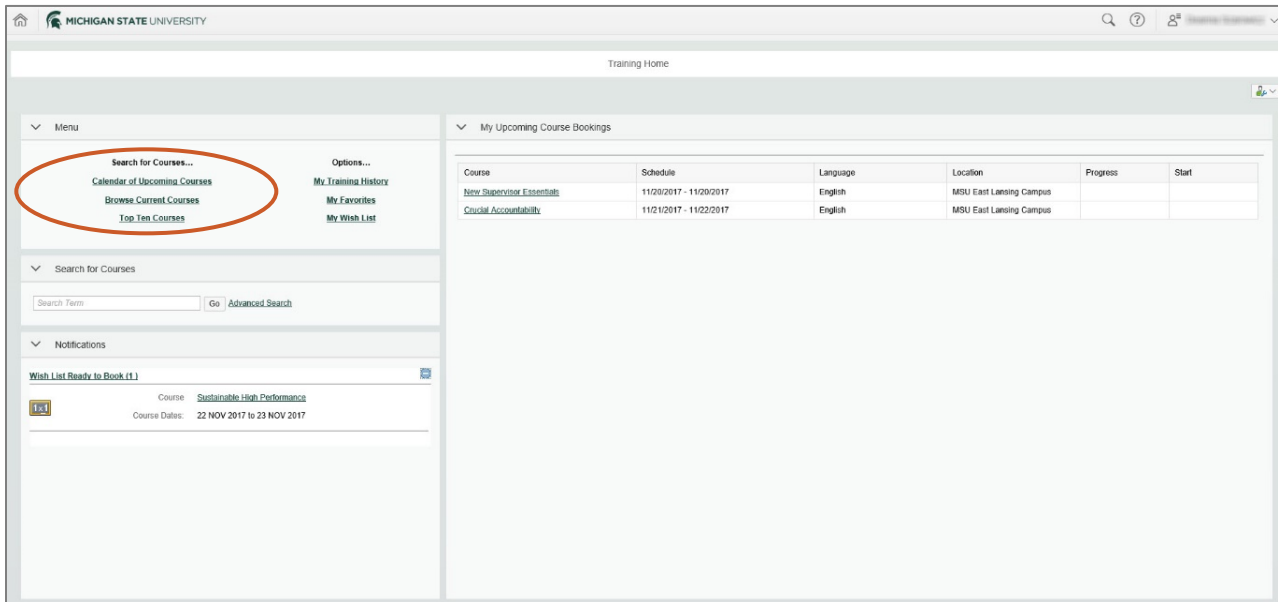
received within 14 days of the request and/or 2 days before the course start date you will be automatically canceled out of the course.

- In the Booking Summary in the left navigation (see previous image) on the course details page the status says “awaiting approval” and the names of the approvers (supervisor and delegates) are below. The approvers will receive an email with instructions on how to approve the course.

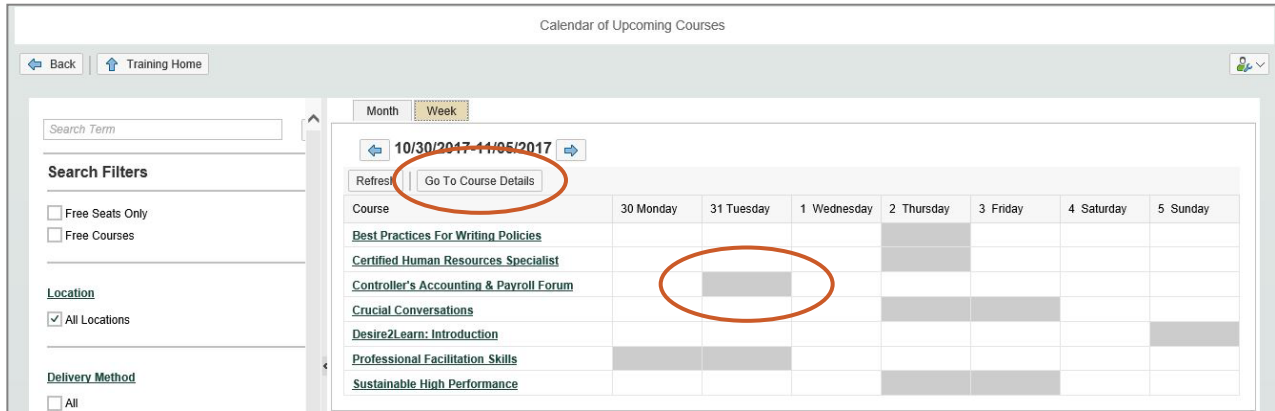


How to sign up for a course using the Calendar View

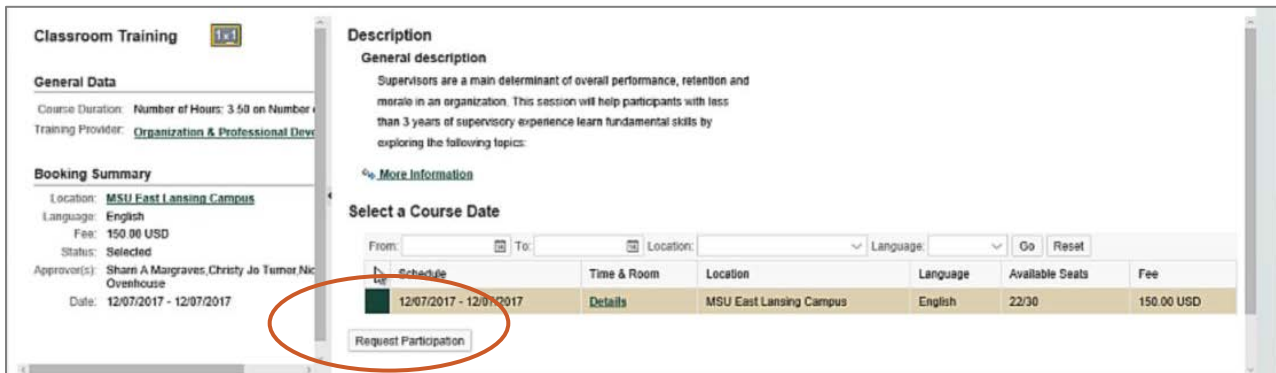
- On the *Training Home* page you will see *Menu* items in the left navigation. One of the options is **Calendar of Upcoming Courses** – click on this link.



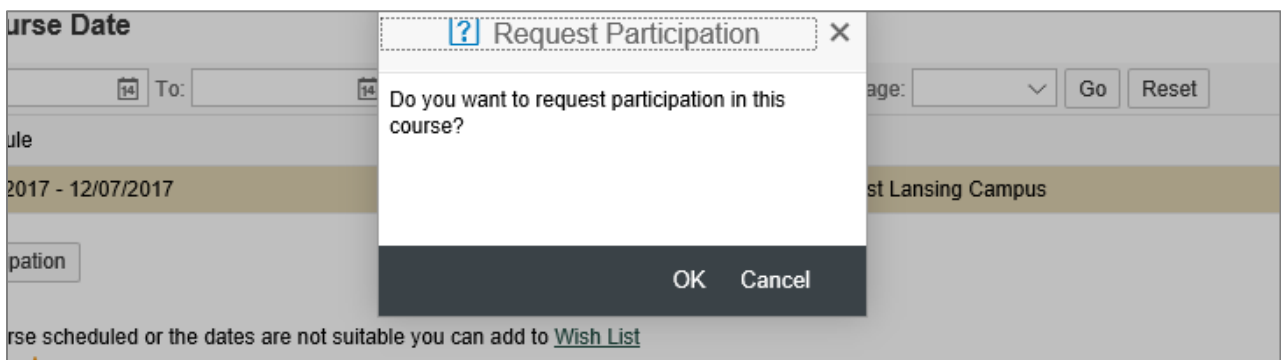
- You can look at the calendar in either a week or month view. An available course date is indicated by a gray box. Click on the **box** you'd like to book then click the **Go to Course Details** button. Or click the name of the course to go directly to the course details page.



- On the course details page there is a description of the class, along with information about the course duration, fee, date and facilitator. Click on the square next to the date and then click the **Request Participation** button to book the course. Note: Faculty and Academic Staff will see a **Book** button.



- A new window will pop up. Click **OK** to begin the booking process.



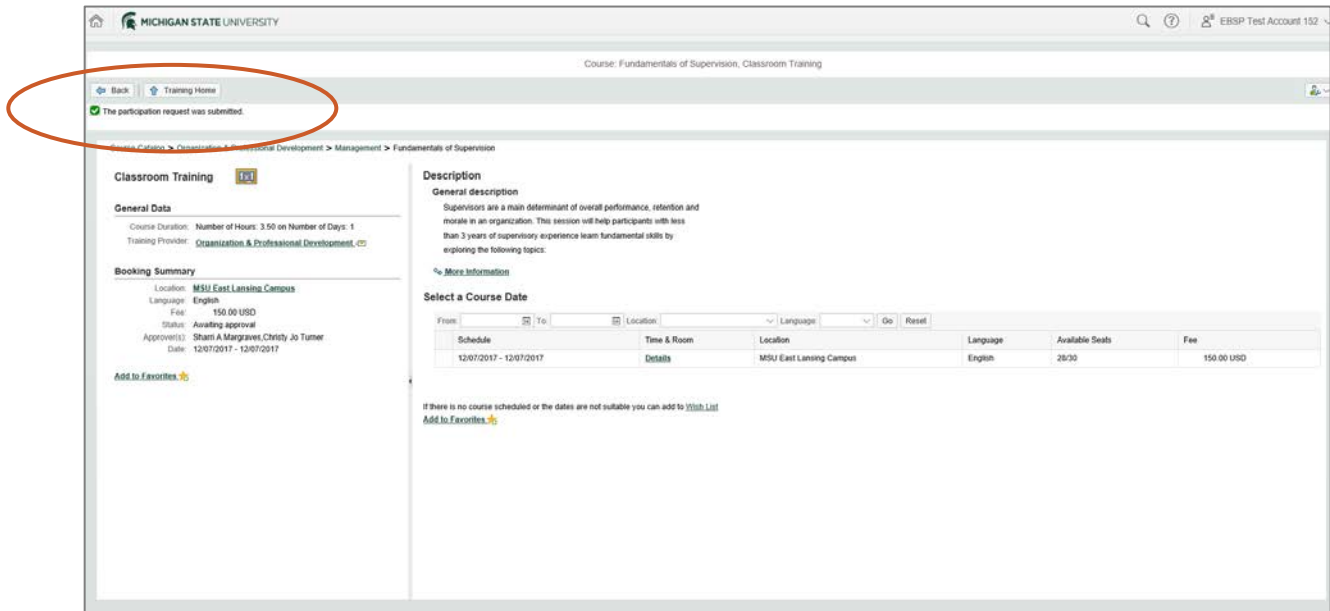
- Then select the method of payment from the options: Educational Assistance or Department Account. If Cash or Check is select as the method of payment, please bring the payment with you on the day of the course.

Note: If the course is free, it is not necessary to select a method of payment.

- After the method of payment is selected, you will be prompted to enter your department account number. **A department account number MUST be entered for ALL course bookings.** This number can be obtained from your supervisor.

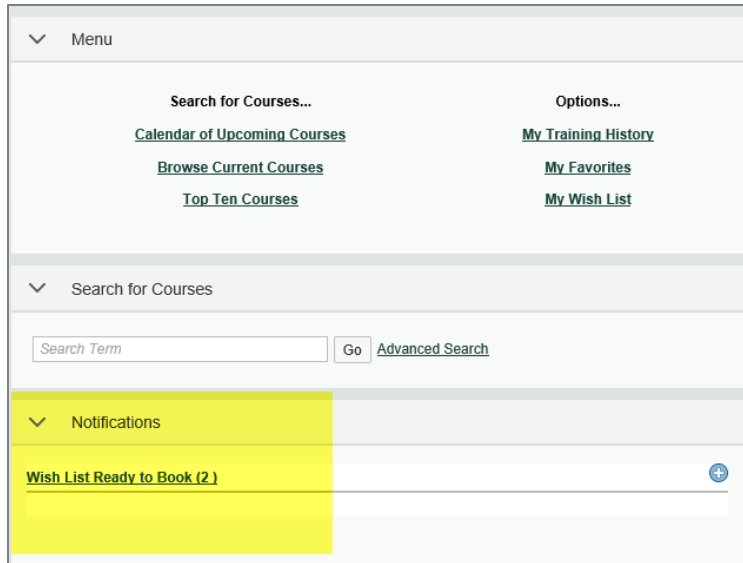


- Click **OK**.
- If your request to participate in a course is successful, you will see a green icon at the top left of the screen with the words “the participation request was submitted.”



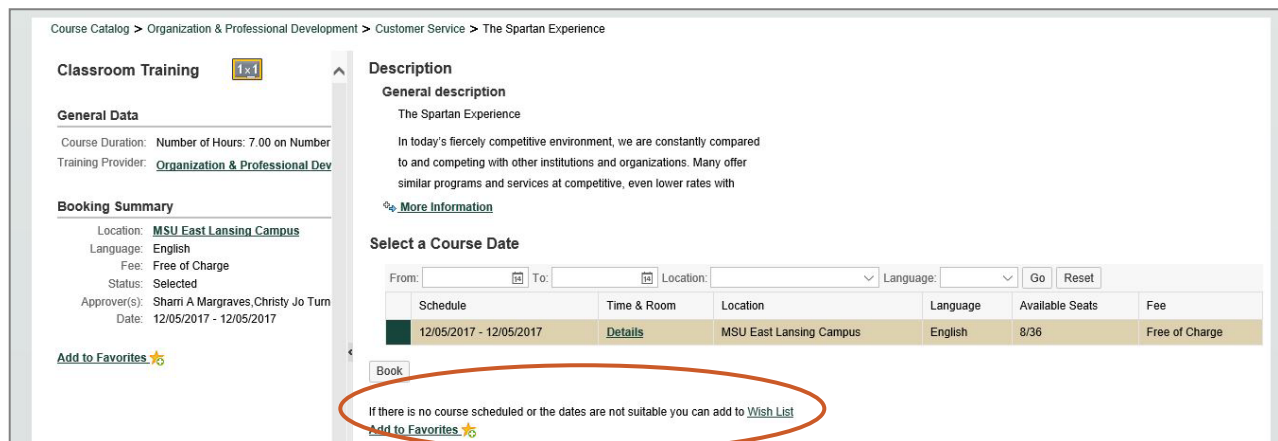
HOW TO USE THE WISH LIST FEATURE

The Wish List feature allows you to add courses you wish to attend, but the dates are not suitable to your schedule or there are no dates available. When dates are added for the course you wish to take, you will receive a notification on the Training Home page.

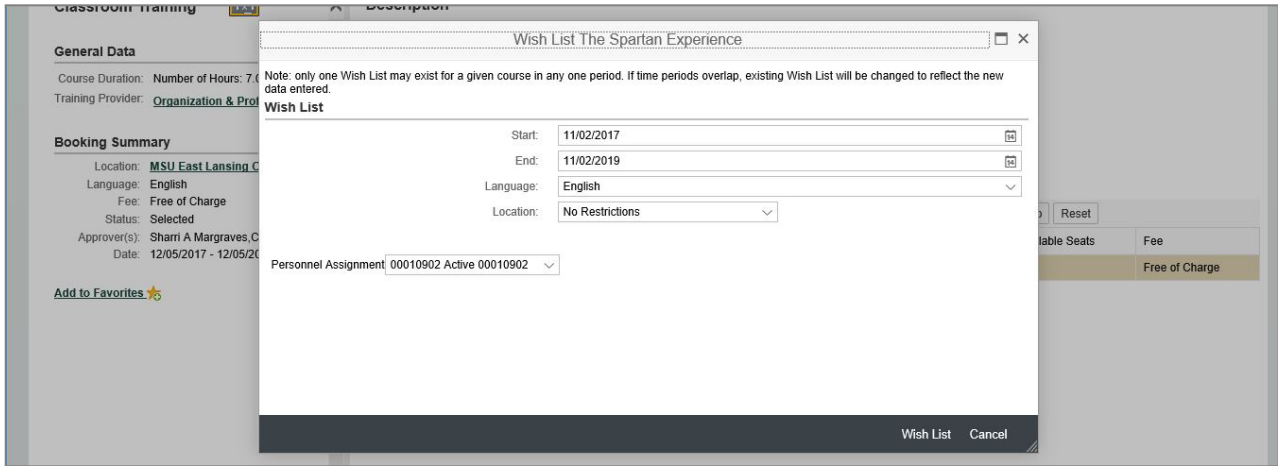


How to add a course to your Wish List

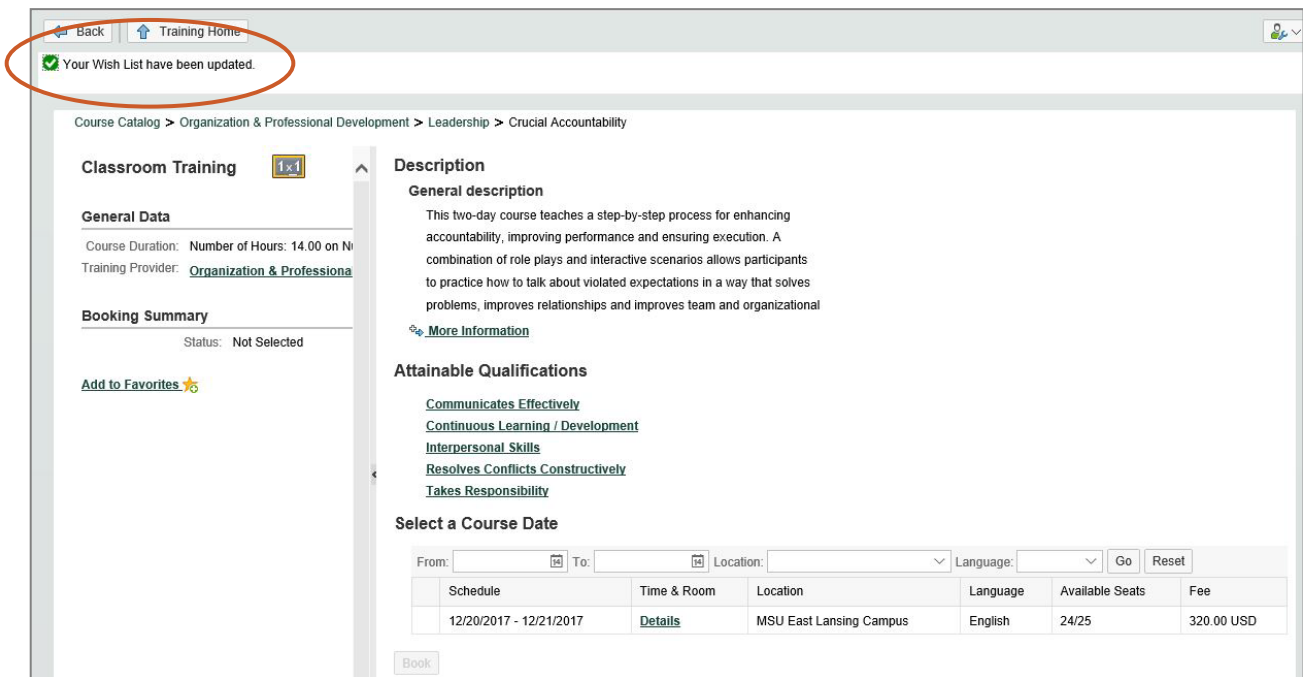
1. On the *course details* page, click the **Wish List** link towards the bottom of the page.



2. A new window will pop up. Select the start and end dates you're available to take this course. **Note:** only one Wish List item may exist for a given course in any one period. If time periods overlap, the existing Wish List item will be changed to reflect the new data entered.



3. Select the locations you're available to take the course. **Note:** most Organization and Professional Development courses occur on the MSU East Lansing Campus.
4. Click **Wish List** at the bottom of the window.
5. You will see a green icon at the top of the page that says Your Wish List has been updated.

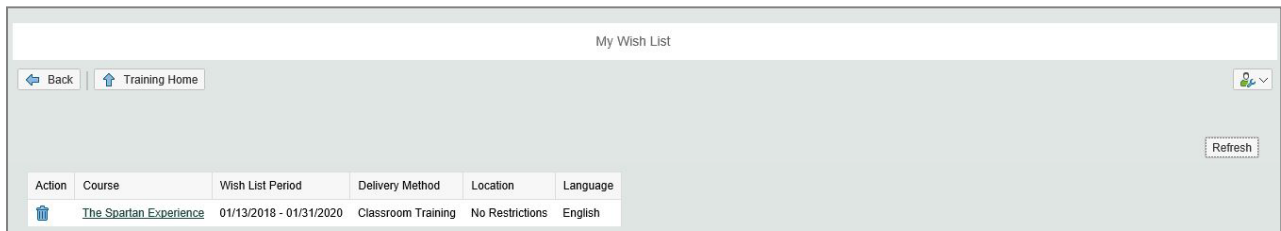


How to view your Wish List

1. Go to the *Training Home* page.
2. Click **My Wish List** in the left *Menu* navigation.

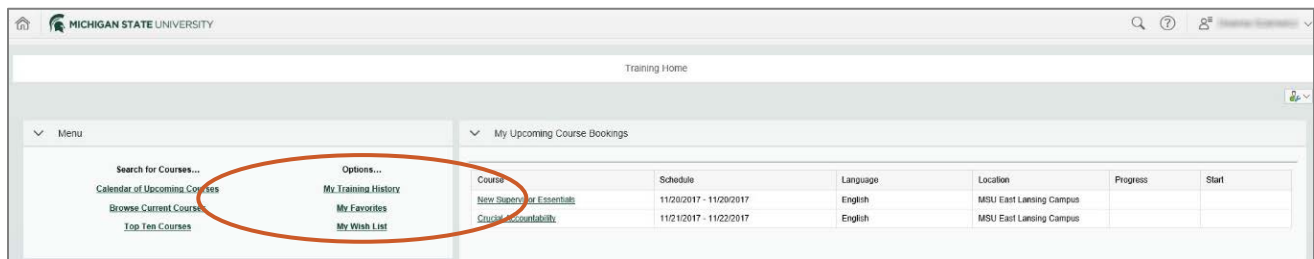


3. Here you will see all the courses in your Wish List. **Note:** You may need to hit the refresh button to see recently added Wish List courses.

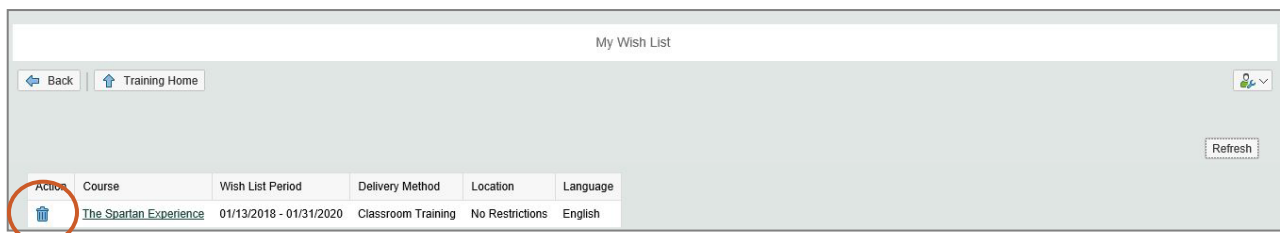


How to remove a course from your Wish List

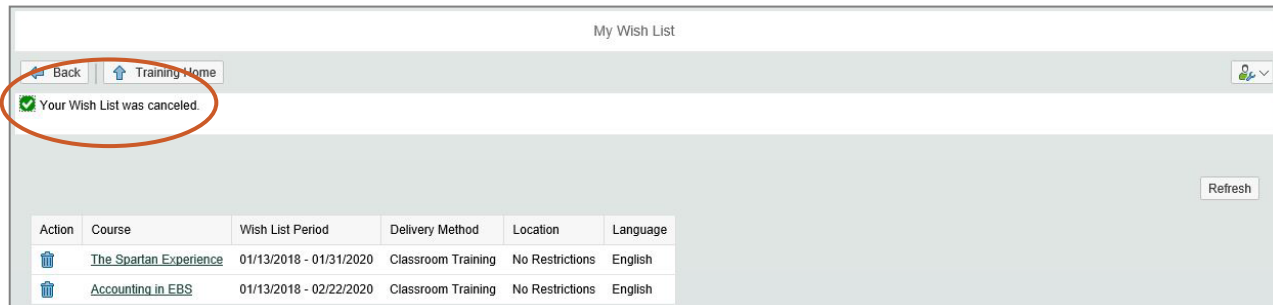
1. Go to the *Training Home* page.
2. Click on **My Wish List** in the left *Menu* navigation.



3. Here you will see all the courses in your Wish List. **Note:** You may need to hit the Refresh button to see recently added courses.
4. To remove a course from your Wish List, click on the trash icon next to the course you want to remove.



5. If your cancellation is successful you will see a green icon at the top of the page that says Your Wish List was canceled.

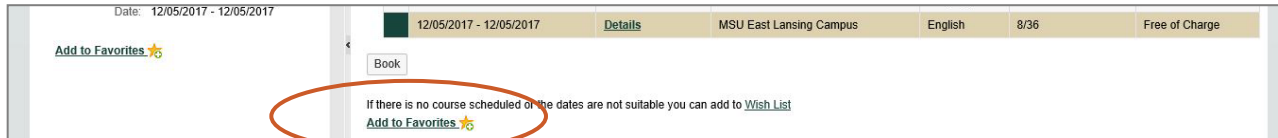


HOW TO USE THE FAVORITES FEATURE

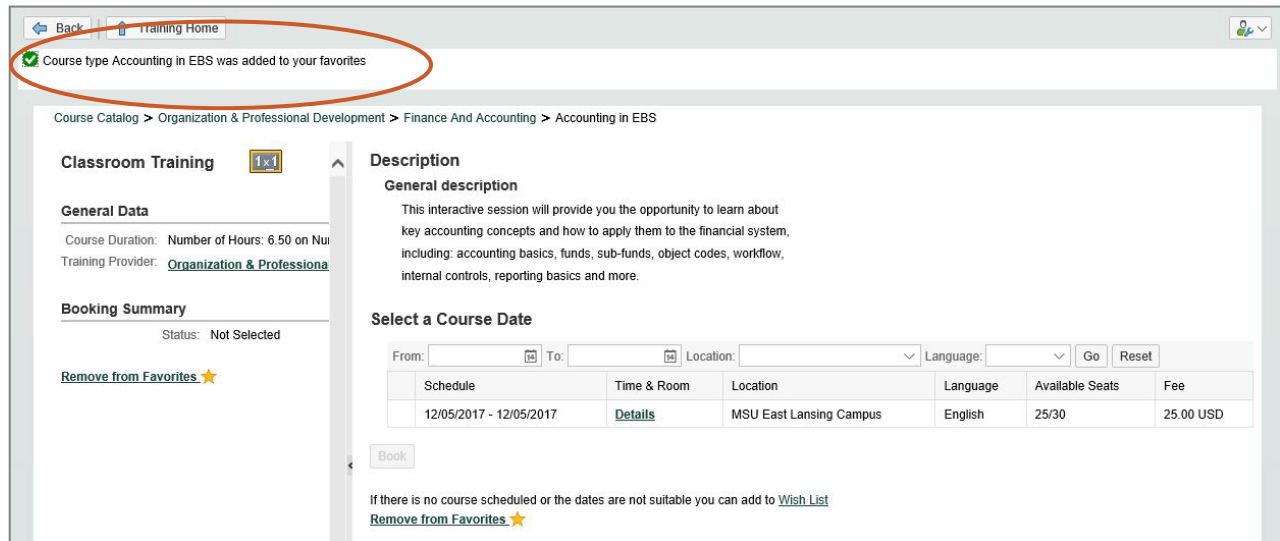
The Favorites feature allows you to add courses to a list so you can keep track of all the courses you are interested in and may want to sign up for in the future.

How to add Courses to your Favorites

1. On the course details page, click the **Add to Favorites** button with the star icon next to it.



2. A green icon will appear at the top of the page letting you know the course was successfully added to your favorites.



How to view your course Favorites

1. Go to the *Training Home* page.
2. Click on the **My Favorites** link in the left menu navigation.

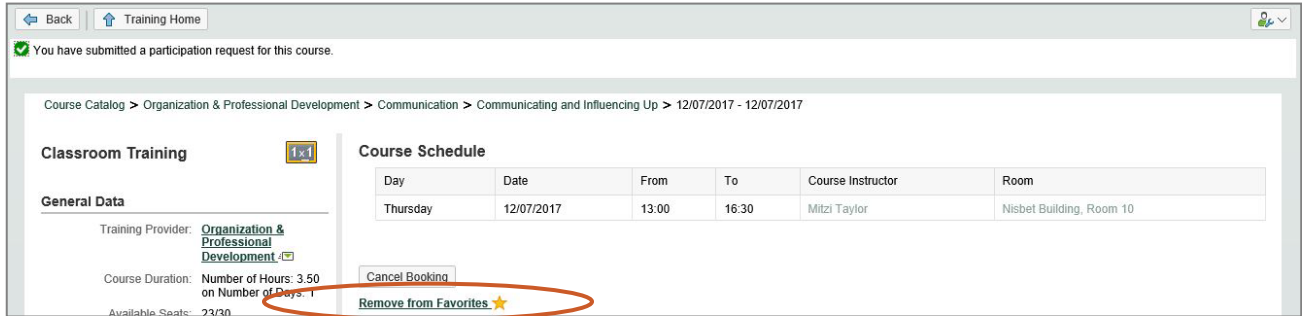


- You are now in your *My Favorites* page where you can see all the courses you have added.

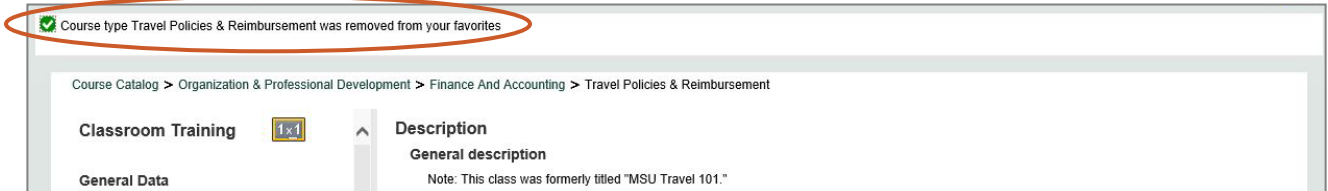


How to remove a course from your Favorites

- Go to the course details page for the class you'd like to remove from your favorites.
- Click the **Remove from Favorites** link with the star icon next to it.



- A green icon will appear at the top of the page letting you know the course was successfully removed from your favorites.



HOW TO USE SEARCH FOR COURSES

1. Enter a Search term (full or partial class name for example)
2. Click **Go for Results List**.

The screenshot displays a search interface for courses. At the top, a search bar contains the text 'conversations' and a 'Search' button. Below the search bar, a message reads 'Select one or more filter options and choose Search.' The interface is divided into two main sections: 'Search Filters' on the left and 'Results List' on the right.

Search Filters:

- Search Filters:** Includes a 'Reset' link. There are two checkboxes: 'Space Available' (checked) and 'Free Courses' (unchecked).
- Location:** Includes a plus sign icon and one checked checkbox: 'All Locations'.
- Time Frame:** Includes a plus sign icon. It has two date pickers: 'From: 11/14/2017' and 'To: 12/14/2017'.
- Qualification:** Includes a plus sign icon.

Results List: 4 Results Found

The results list shows four entries, each with a '1x1' icon and a course title:

- Crucial Conversations:** Delivery Method: Classroom Training. Description: By learning how to speak and be heard (and encouraging others to do the same), you'll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. Learn step-by-step tools for promoting open, honest dialogue around high-stakes, emotional or risky topics—at all levels of your [More Information](#).
- Crucial Conversations Review:** Delivery Method: Classroom Training. Description: This course is specifically for graduates of the Crucial Conversations class. The Crucial Conversations model will be reviewed and practiced. Participants can also share successes and opportunities with peers, and get help with particularly challenging conversations.
- Crucial Conversations Pilot (No matching dates):** Delivery Method: Classroom Training.
- Crucial Conversations-Student Affairs (No matching dates):** Delivery Method: Classroom Training.

3. Click on Course name link to go to see available course dates. *No matching dates* indicates there are no course dates currently available. You may add this course to your Wish List. (see Wish List section of this document for details)
4. Advance Search options allow you to find courses for a specific time frame or location. In addition, you can select the check box for courses that have *Space Available* or *Free* courses.

HOW TO USE THE MY TRAINING HISTORY FEATURE

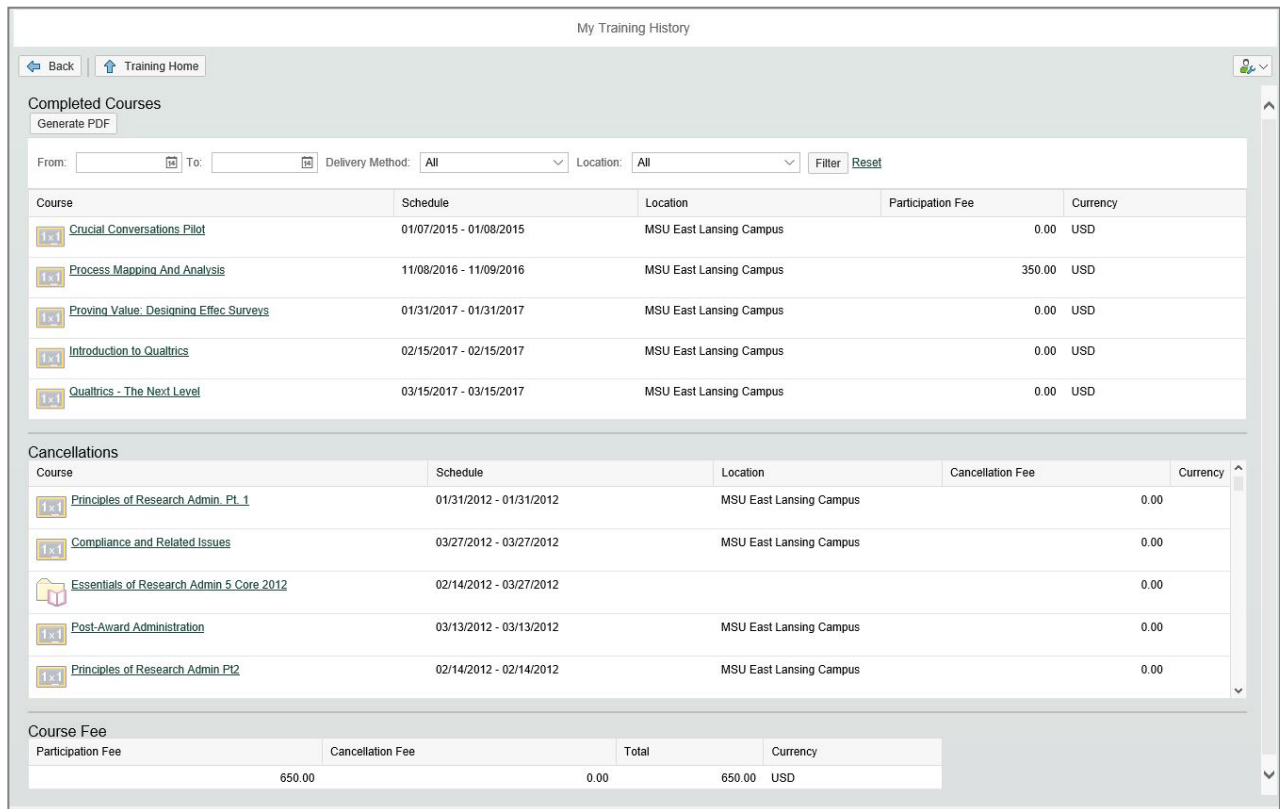
The My Training History feature allows users to view courses they have completed, as well as courses they have canceled. Users are also able to print off a list of completed courses.

How to view the My Training History page

1. Go to the *Training Home* page.
2. Click on the **My Training History** link in the left Menu navigation.



3. This page shows users all the courses they have completed or canceled.

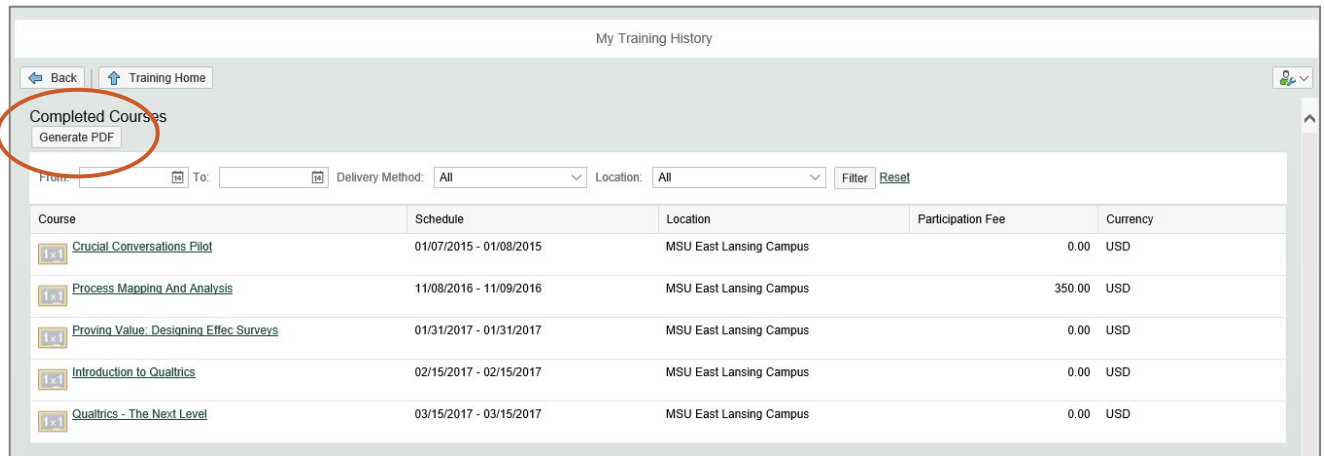


How to print or send a list of completed courses from the My Training History page.

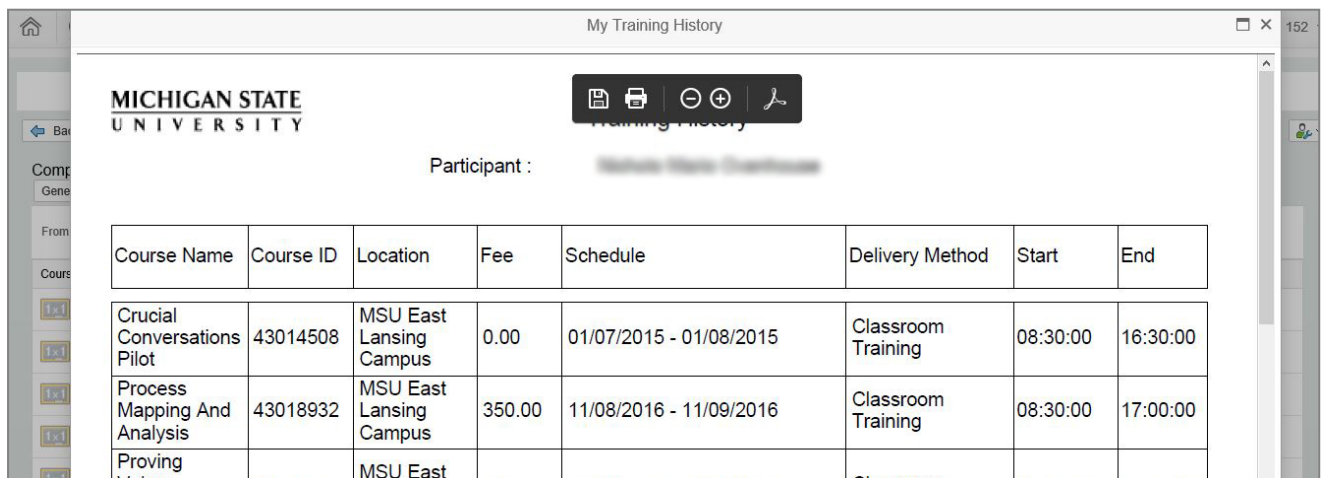
1. Go to the *Training Home* page.
2. Click on the **My Training History** link in the left Menu navigation.



3. On the *My Training History* page click on the **Generate PDF** button.



4. You can print this page or save it to your computer.



MY UPCOMING COURSE BOOKINGS

This section on the Training Home page details all booked courses and the status. Status of *Booked* indicates your Supervisor/Delegate has approved the course and you are confirmed to attend as scheduled. Status of *Awaiting approval* indicates your Supervisor and/or their Delegate has not yet approved your request to attend the course. You may need to follow up with your Supervisor to get into the system to approve the course you requested.

Course	Schedule	Language	Location	Status	Pers. Assgn	Approver
Crucial Conversations	12/01/2017 - 12/02/2017	English	MSU East Lansing Campus	Awaiting approval	View Details	View Approver
The Spartan Experience On Waitlist	12/05/2017 - 12/05/2017	English	MSU East Lansing Campus	Booked	View Details	View Approver
Building Capacity-Resilience as a Leader	12/06/2017 - 12/06/2017	English	MSU East Lansing Campus	Booked	View Details	View Approver

BOOK A COURSE AS WAITLIST

If a course is full, you may have the option to **Request Waitlist Booking**. This request will go to your Supervisor and their Delegates for approval if the course has a course fee. **You will not be able to attend the course until you have been notified by email that you are officially booked into the course.** If a booked participant cancels the course and you are next in line, you will be moved into their seat. You will receive an email to attend the course.

Select a Course Date

From: To: Location: Language: Go

Schedule	Time & Room	Location	Language	Available Seats	Fee
12/05/2017 - 12/05/2017	Details	MSU East Lansing Campus	English	0/36	Free of Charge

If there is no course scheduled or the dates are not suitable you can add to [Wish List](#)

Course	Schedule	Language	Location	Status	Pers. Assgn	Approver
Crucial Conversations	12/01/2017 - 12/02/2017	English	MSU East Lansing Campus	Awaiting approval	View Details	View Approver
The Spartan Experience On Waitlist	12/05/2017 - 12/05/2017	English	MSU East Lansing Campus	Booked	View Details	View Approver
Building Capacity-Resilience as a Leader	12/06/2017 - 12/06/2017	English	MSU East Lansing Campus	Booked	View Details	View Approver