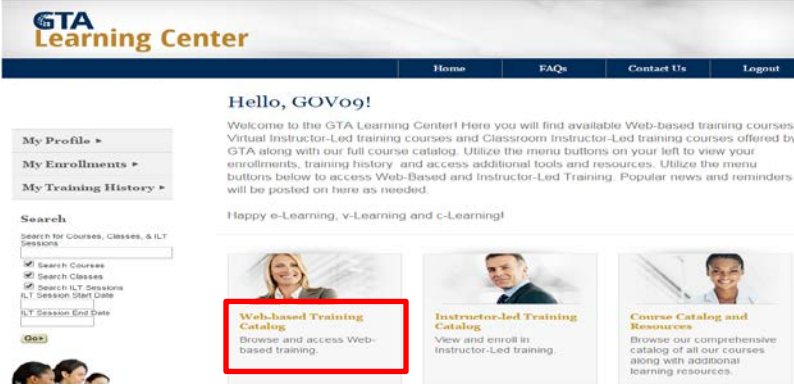


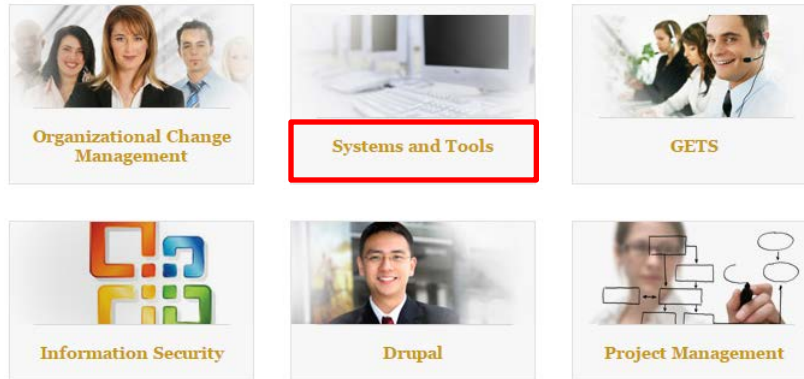
Methods and Procedures: How to complete a Web-Based Training

STEP	ACTION	RESULT
1	Log on to GTA Learning Center.	User lands on the 'Home' page
2	Click on 'Web-based Training Catalog'.	 <p>The screenshot shows the GTA Learning Center home page. On the left, there is a navigation menu with links for 'My Profile', 'My Enrollments', and 'My Training History'. Below this is a search section with checkboxes for 'Search Courses', 'Search Classes', and 'Search ILT Sessions', along with fields for 'ILT Session Start Date' and 'ILT Session End Date'. The main content area features a welcome message 'Hello, GOV09!' and a paragraph of introductory text. Below the text are three featured tiles: 'Web-based Training Catalog' (highlighted with a red box), 'Instructor-Led Training Catalog', and 'Course Catalog and Resources'. At the bottom of the page, there is a section titled 'Web-based Training Catalog Opens:' followed by 'Agency Customer Web-Based Training Catalog' and a paragraph of text. Below this text is a grid of six category tiles: 'Organizational Change Management', 'Systems and Tools', 'GETS', 'Information Security', 'Drupal', and 'Project Management'.</p> <p>Web-based Training Catalog Opens:</p> <p>Agency Customer Web-Based Training Catalog</p> <p>This course catalog contains available web-based courses that can be accessed immediately, simply by clicking on the link. The courses are divided into categories to make your search easier. Click on a category below to see a full list of courses.</p> <ul style="list-style-type: none"> Organizational Change Management Systems and Tools GETS Information Security Drupal Project Management

3 Click on the 'Category' for the web-based course.

Agency Customer Web-Based Training Catalog

This course catalog contains available web-based courses that can be accessed immediately, simply by clicking on the link. The courses are divided into categories to make your search easier. Click on a category below to see a full list of courses.



All courses and Learning Plans in the selected Category is displayed on screen:

Systems and Tools

Access all systems and tools e-Learning courses here.

Systems and Tools

STARR Agency Super User (ASU) -
[Click here to start this course](#)

STARR Business Continuity Planner (BCP) -
[Click here to start this course](#)

STARR Business Owner (BO) -
[Click here to start this course](#)

Learning Plans

► **Filters**

▼ **Learning Plans**

Primary Sort:

Secondary Sort:

1 learning plan available, showing 1-1

		Learning Plan Name▲	Learning Plan Description	Learning Plan Due Date	Learning Plan Completed Date	Learning Plan Status	Actions
1		GEMS Foundations	Program Summary: Providing criterion for and application of GEMS project management tools. Mode: e-Learning LMS Course Target Audience: PM and Non-PM government entities Length: Up to two weeks Outcome: GEMS Certification	N/A	N/A	Incomplete	

4 Click on the 'Click here to launch' link below the course title.

Note: If training is listed as a Learning Plan, click the + under the Actions column to register.

Systems and Tools

Access all systems and tools e-Learning courses here.

Systems and Tools

STARR Agency Super User (ASU) -

[Click here to start this course](#)

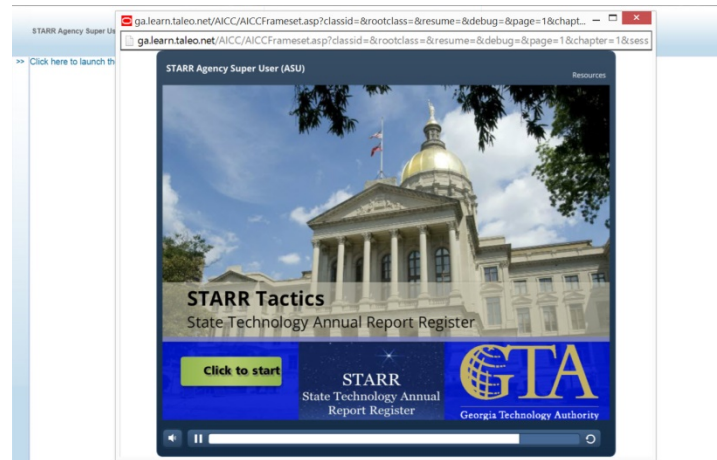
STARR Business Continuity Planner (BCP) -

[Click here to start this course](#)

STARR Business Owner (BO) -

[Click here to start this course](#)

This will open the course in a new window.



For Learning Plans a confirmation message appears on screen:

Learning Plans

► Filters

▼ Learning Plans

Primary Sort: ⬆️ ⬇️ ⬆️

Secondary Sort: ⬆️ ⬇️ ⬆️

1 learning plan available, showing 1-1

	Learning Plan Name▲	Learning Plan Description	Learning Plan Due Date	Learning Plan Completed Date	Learning Plan Status	Actions
1	GEMS Foundations	Program Summary: Providing criterion for and application of GEMS project management tools. Mode: e-Learning LMS Course Target Audience: PM and Non-PM government entities Length: Up to two weeks Outcome: GEMS Certification	N/A	N/A	Incomplete	+

Learning Plans

► **Filters**

▼ **Learning Plans**

Primary Sort

Secondary Sort

You have been mapped to the learning plan.

1 learning plan available, showing 1-1

		Learning Plan Name▲	Learning Plan Description	Learning Plan Due Date	Learning Plan Completed Date	Learning Plan Status	Actions
1		GEMS Foundations	Program Summary: Providing criterion for and application of GEMS project management tools. Mode: e-Learning LMS Course Target Audience: PM and Non-PM government entities Length: Up to two weeks Outcome: GEMS Certification	3/4/2015	N/A	Incomplete	

5

Click on **'My Enrollments'** to view and complete your course or Learning Plan.

My Profile ►

My Enrollments ►

My Training History ►

My Enrollments page is displayed:

6

Click on the course title to launch the course in this area.

Click on the next to the course under the **Learning Plans** section to expand the course outline.

Your Courses In Progress

9 records available, showing 1-9 Page 1 of 1

Title	Date Started	Last Viewed	% Complete	Score	Expiration Date	Actions
GEMS Module 1 GEMS Basics	3/18/2015 11:16 AM EDT	3/18/2015 11:16 AM EDT	N/A	N/A	N/A	
GEMS Module 4 Automated Project Office (APO)	2/16/2015 10:50 AM EST	3/18/2015 12:13 PM EDT	N/A	N/A	N/A	
GEMS Module 5 Issue and Risk Management	2/12/2015 2:26 PM EST	3/18/2015 12:15 PM EDT	N/A	N/A	N/A	
GEMS Module 5 Issue and Risk Management	2/16/2015 10:52 AM EST	2/16/2015 7:47 PM EST	N/A	N/A	N/A	

This will open the course launch window.

STARR Agency Super User (ASU)

>> [Click here to launch the course...](#)

Click the link to begin the course.

ga.learn.taleo.net/AICC/AICCFrameSet.asp?classid=&rootclass=&resume=&debug=&page=1&chapt...
ga.learn.taleo.net/AICC/AICCFrameSet.asp?classid=&rootclass=&resume=&debug=&page=1&chapter=1&sess

>> Click here to launch th

Click the sign to expand the course list for the Learning Plan.

Home FAQs Contact Us Logout

My Enrollments

Access your current course enrollments, Learning Plans, Assignments and External training here.

[My Profile >](#)

[My Enrollments >](#)

[My Training History >](#)

Search

Search for Courses, Classes, & ILT Sessions

Search Courses

Search Classes

Search ILT Sessions

ILT Session Start Date

ILT Session End Date

[Go >](#)

Enrollments

[Change your viewing preferences](#)

Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster
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[View Past Enrollments](#)

Learning Plans

Status	Enrollment Name	Due Date	Overall Status	Completed Date
SEMS Foundations		3/4/2015	Incomplete	N/A

Show Legend

Assignments to be Completed

You have no assignments.

New Due Soon Past Due

Course outline is displayed:

GTA Learning Center

Home | FAQs | Contact Us | Logout

My Enrollments

Access your current course enrollments, Learning Plans, Assignments and External training here.

Enrollments

Change your viewing preferences

Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster
View Past Enrollments						
Learning Plans						
Status	ALL					
GEMS Foundations Due Date 3/4/2015 Overall Status Incomplete Completed Date N/A						
Title	Type	Due Date	Status	Completed On	Order	
GEMS Module 1 & 2 GEMS Basics	Course	3/2/2015	Incomplete	N/A	1	
GEMS Module 3 Portfolio Project Management (PPM)	Course	3/2/2015	Incomplete	N/A	2	
GEMS Module 3 Responding to Questionnaires	Course	3/2/2015	Incomplete	N/A	3	
GEMS Module 4 Automated Project Office (APO)	Course	3/2/2015	Incomplete	N/A	4	
GEMS Module 5 Issue and Risk Management	Course	3/2/2015	Incomplete	N/A	5	
GEMS Module 6 Project Health Analysis	Course	3/2/2015	Incomplete	N/A	6	
GEMS Module 7 Critical Panel Review (CPR)	Course	3/2/2015	Incomplete	N/A	7	
GEMS Post Course Certification Exam	Course	3/2/2015	Incomplete	N/A	8	

Show Legend

7 Click on the appropriate course to begin your training.

GTA Learning Center

Home | FAQs | Contact Us | Logout

My Enrollments

Access your current course enrollments, Learning Plans, Assignments and External training here.

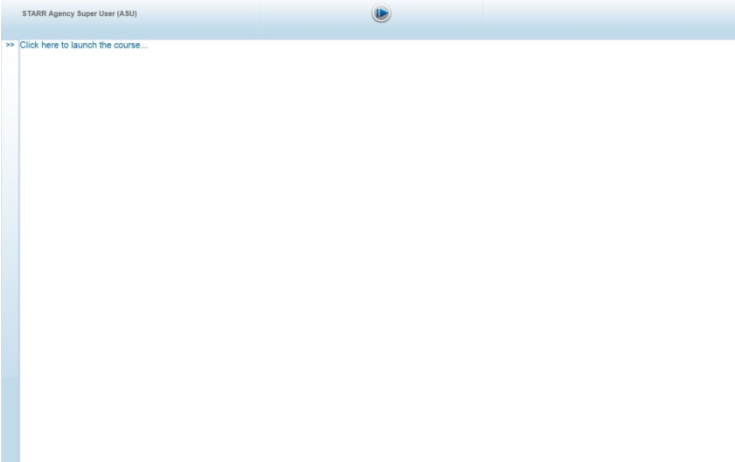
Enrollments

Change your viewing preferences

Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster
View Past Enrollments						
Learning Plans						
Status	ALL					
GEMS Foundations Due Date 3/4/2015 Overall Status Incomplete Completed Date N/A						
Title	Type	Due Date	Status	Completed On	Order	
GEMS Module 1 & 2 GEMS Basics	Course	3/2/2015	Incomplete	N/A	1	
GEMS Module 3 Portfolio Project Management (PPM)	Course	3/2/2015	Incomplete	N/A	2	
GEMS Module 3 Responding to Questionnaires	Course	3/2/2015	Incomplete	N/A	3	
GEMS Module 4 Automated Project Office (APO)	Course	3/2/2015	Incomplete	N/A	4	
GEMS Module 5 Issue and Risk Management	Course	3/2/2015	Incomplete	N/A	5	
GEMS Module 6 Project Health Analysis	Course	3/2/2015	Incomplete	N/A	6	
GEMS Module 7 Critical Panel Review (CPR)	Course	3/2/2015	Incomplete	N/A	7	
GEMS Post Course Certification Exam	Course	3/2/2015	Incomplete	N/A	8	

Show Legend

This will open the course launch window.

		 <p>STARR Agency Super User (ASU)</p> <p>>> Click here to launch the course...</p> <p>Click the link and begin the course.</p>
	<p>End of Method and/or Procedure</p>	<p>Users can view completed training courses in the 'My Training History' section or within the 'My Enrollments' section.</p> <p>Learning Plans are a grouping of courses designated as a part of a program. These plans are usually designed for certification in a particular subject area.</p> <p>Users must complete all courses for the assigned Learning Plan before certificates of completion are granted.</p>