GTA Learning Center

Methods and Procedures: How to Self-register for Courses (Employee)

STEP	ACTION	RESULT
1	From the Home screen: Locate the appropriate training catalog.	Notice:Visitive of the standing of t
2	Select applicable catalog for desired training type.	List of courses should display. Instructor-Led Training Catalog To register for currently available training, please view the current offerings listed below. Enrollments • Filters • Enrollments Primary Sort Enrollment Name • • • • • • • • • • • • • • • • • • •
		22 enrollments available, showing 1-10 Page 1 v of 3 Cert. Event Name Event Description Enrollment Name ▲ Event Start Date/Time Image: This course places organizational project management in the context of the design and execution of organizational strategies and will show how to use projects, programs, and portfolios for Advanced PM Concepts Spring 2015 Advanced PM organizational strategies and will show how to use projects, programs, and portfolios for Advanced PM Concepts Spring 2015 6/9/2015

	clicking course	Enrollment Information	ja Enroll 🛛
	under Enrollment Name , and clicking	▼ Session Information	
		Event Type	Instructor Led Training Session
	Enroll	Name	Advanced PM Concepts Spring 2015
		Description	This course places organizational project management in the context of the design and execution of organizational strategies and will show how to use projects, programs, and portfolios for the management of product, service, and organizational process change to prepare the organization for its future. The course will also discuss the importance of the project/program/portfolio office and its strategic and tactical role within the organization. Project governance will also be discussed. The goal of this course is to learn concepts and techniques that will prepare individuals and the enterprise to use project/program/portfolio management as a
			strategic framework to achieve the mission of the organization.
		Start Date	6/9/2015 8:30 AM EDT
		End Date	6/10/2015 4:30 PM EDT
4	Enrollment confirmation will	Enrollment box will close.	
	display.	Content Explorer	
	alopiay.	http://ga.learn.taleo.net/eventscalendar/enrolls	ments_popupControl2.asp?sessionid=3-09700117-1D2E-4A38-8Dt 🔐 🏠 🔅
	Select X to close	Your enrollment request has been submitted	d.
	the window.	Enrollment Information	🛃 Drop
		 Session Information 	
		Event Type	Instructor Led Training Session
		Name	Leadership for Project Managers Spring 2015 (1)
		Description	Leadership in Project Management.
		Start Date	3/16/2015 8:30 AM EDT
		End Date Registration Information	3/17/2015 4:00 PM EDT
		Name	Leadership for Project Managers Spring 2015 (1)
		Description	Leadership in Project Management.
		Description	concerning in recycles monagement.
5	Note: If the training	S Enrollment Information - Internet Explorer	
	requires supervisor		nents_popupControl2.asp?sessionID=3-09700117-1D2E-4A38-8D 🔐 🏠 🔅
	approval, the user may need to enter	Please enter an email address, as this enro	Ilment requires approval.
	the supervisor	Enrollment Information	
	email (or verify	Session Information Event Type	Instructor Led Training Session
	prepopulated email	Name	Leadership for Project Managers Spring 2015 (2)
	is correct).	Description	Leadership in Project Management.
		Start Date	3/18/2015 8:30 AM EDT
		End Date Registration Information 	3/19/2015 4:00 PM EDT
		Name	Leadership for Project Managers Spring 2015 (2)
		Description	Leadership in Project Management.
		Enrollment Opens	1/22/2015 8:00 AM EST
		Enrollment Closes Minimum Seats	3/18/2015 8:00 AM EDT 0
		Maximum Seats	15
		Seats Remaining	15
		Current Status	
		Enrollment Approval Request Email Address	[GTAGOV03@OUTLOOK.COM
			ata.ga.gov if email address is not entered by user.)
			€ 100% -
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6	Employee will receive an email confirming enrollment.	Approval for Leadership for Project Managers Spring 2015 (2) on3/18/2015 8:30 AM EDT ↑ ↓ × GTATraining@gta.ga.gov (GTATraining@gta.ga.gov) 11:31 AM > Actions ∨ To: gtagov01@outlook.com × From: GTATraining@gta.ga.gov Sent: Thu 2/19/15 11:31 AM Sent: Thu 2/19/15 11:31 AM To: gtagov01@outlook.com Be carefull This sender failed our fraud detection checks. Show content ✓ Accept ? Tentative × Decline When: Starts on 3/18/2015. Occurs every day until Thursday, March 19, 2015 from 8:30AM to 4:00PM. Dear Gov01 You have been approved for the Enrollment to Leadership for Project Managers Spring 2015 (2).	
7	To view all enrollments return to Home page. Click ' My Enrollments' on the left training panel. Current user enrollments are displayed in this area.	Employee enrollments and statuses are displayed. My Profile > My Enrollments > My Enrollments > My Enrollments > My Training History > Change your viewing preferences Search Event Type Enrollment Event Enrollment Event Enrollment Event Search Courses Search ILT Sessions Instructor Led ITL Training ITL Training 2/19/2015 2/20/2015 Roster My Training Session Instructor Led ItL Training ItL Training 2/19/2015 2/20/2015 Roster My Instructor Led Instructor Led Leadership for Project Managers Spring 3/16/2015 3/17/2015 Roster Managers Spring Usagession Eadership for Project Leadership for Project 3/18/2015 3/19/2015 Proding Not Available Managers Spring 2015 (1) 2015 (1) 2015 (1) 2015 (1) Proding Not Available	
	End of Method and/or Procedure	Users do not have to register (get approval) for WBT. For more information on WBT see the Completing WBT Methods and Procedures document.	ee