

# **Alameda County Learning Center**

# **Training Registration Instructions for County Employees**

#### Logging in and Navigation

To access the Alameda County Learning Registration system, click the link below or type the following into a web browser: <u>http://alameda.netkeepers.com</u>. The following screen below will appear.

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talogs	۲	Welcome to Alameda County Learning Center Registration Site!
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urse Cata	alog	You can browse our course catalog for descriptions of individual courses and/or program catalog for series of courses without logging in.
		Registration and Login Information
		If you are a County employee or have previously registered, please enter your user ID and password below.
	1	If you have not yet registered to this site or are not an Alameda County employee, click on the following link: Registration Page,
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	1	Once you have completed the registration process, you will receive an email confirmation with user ID and password. If you have forgotten your password, click here to retrieve it. It will be emailed to you.
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	100	OK
		For questions, plasse contact the Alamada County Training & Education Center at acleaning-enterflag-one on or (510) 272-6467. Telephone Service Deresentatives are available
		For questions, please contact the Alameda County Training & Education Center at aclearningcenter@acgov.org or (510) 272-6467. Telephone Senice Representatives are availa Monday through Friday 8.00 am to 5.00 pm.

To register for training, begin by entering in your user ID and password. For the first login, your username is your county employee ID number and the password is the first letter of your first name (capitalized), first four letters of your last name (lowercase) and your employee ID. Example: User ID: 012345 Password: Msmit012345. After logging in, you will have the ability to change your password by clicking the "Update Your Info" link. If you have forgotten our password, you can select the "Here" link on the homepage and have it emailed to you (indicated by red arrow in above screenshot).

-				Logout	Contact Us	
Lear	ning Events					
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	Class					
Date: 2/6/2012	ALCO Project Management - A Proven Approach	Alameda Cour	ty Training & Educati	ion Center, Oakland		
<b>#</b> 2/16/2012	ALCO Political Astuteness/Sawy v2	Alameda Cour	ty Training & Educati	ion Center, Oakland		
A 3/22/2012	ALCO Facilitating Effective Meetings	Alameda Cour	ty Training & Educati	ion Center, Oakland		
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Upon logging in, your personal training page will appear highlighting your enrolled, unfinished, and pending learning events. Learning events include instructor led and web based training. The "Enrolled" section includes training that has been approved by your supervisor; the "Unfinished sections" lists learning events that you are in progress to complete; and the "Pending" section includes training that either has not yet been approved by your supervisor, pending payment for fee classes, or classes in which you are waitlisted.

If your toolbar in the left column is not expanded, click on the arrows in the "Catalogs" tab and "My Learning" tab to unhide your toolbar options.

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A list of links will appear. To return to your personal training page, select the "Learning Events" link. To navigate throughout the site, select either the links in your toolbar or the "Back" and "Forth" arrows in your web browser.

## **Searching the Course Catalog**

Select the "Course Catalog" to sign up for a class. You can search for the class by entering text into the "Title/Keyword(s)" search box and click the "Ok" button or you can select the "+" sign to preview the course catalog.



## **Enrolling in a Class**

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A scheduled class may appear for enrollment which lists how many seats are available. Select the "Apply" link for the session of interest. If a session is not available and you would like to be notified by email when it is offered, you can add yourself to a waitlist by clicking the "Course Waitlist" link.

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Note: Your supervisor will be notified by email of your pending enrollment. **PLEASE NOTE: a seat is** <u>not</u> reserved in the class until your supervisor approves your enrollment.



To view course objectives, click the "Objectives" link. To view other details, select the link of interest (Agenda, Notes, Prerequisites, etc.). To return to the course catalog, select the "Course Catalog" link.

#### **Enrolling in a Course Series**

For enrollments in a series of courses such as the "Supervisor Development Program" or "Manager Development Program" you only have to apply to the first class and you will automatically be enrolled in the entire series. You will receive an email notification for each date.

## Viewing Calendar, Training Record, and Learning Plan

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To view your scheduled training by month, select the "Calendar" link. To view date, times, and instructor details, scroll your mouse pointer over the course code of interest.

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To view your transcript, click on the "Training Record" link. Your training record is filtered by year and/or status which defaults to a "Completed" status, but can be changed to view all statuses. To view or print a complete transcript, click on the "Print Internal Transcript Report" which will open a training transcript in PDF format.



The AC Learning Center now has the ability for employees to create their own personal development plan by adding courses to a learning plan. To develop a plan, select the "Add to Learning Plan" link.

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Select the course or program of interest by clicking on the certificate or book icon above. Enter a targeted completion date, by clicking on the calendar icon. Click the "Update" button to add the course or program.

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To view your listed supervisor, select the "General Information" link. If your supervisor information is incorrect, ask your current supervisor to contact your agency/department HR office for updating. Please contact your agency/department IT office if your email address is incorrect.

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To view or update your password, phone, fax, or QIC information, click on the "Update Your Info" link. Please use the following format for fax and phone numbers (510) 555-1234. Passwords are required to be at least eight characters and include at least 3 out of 4 of the following: lower case, uppercase, number, or symbol. Select the "Ok" button to update changes.

# **Supervisors Only: Approving Enrollments**

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To approve your employees' enrollments, select the "Enrollment" link. To view class details, select the course link. To approve each enrollment, select the downward facing arrow within the status box. Select the "Approve" or "Deny" option then click the "Ok" button. Approvals will not save if you do not click the "Ok" button. **NOTE: A seat is not held for the employee until the supervisor approves the enrollment. Therefore, it is essential to approve enrollments in a timely manner.** 

To view your employees' transcript, within the "Find Learner Enrollments" box, select the learner and start and end date then click the "ok" button.

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To view a list of your employee(s), select the "Learners" link. If your list of employees is incorrect, contact your agency/department HR office for updating.

# Supervisors Only: Enrolling Employees into a Course

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Enrollments Learners	Actions
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To enroll your employee(s) in a class, select course from course catalog and select the "Enroll My Learners" link.

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To view your employee(s) learning plan, select the "Learning Plan" link.

# Adding a Course to Employee's Learning Plan

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To add a course to an employee's "Learning Plan", select the learner's name link.

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Click the "Plan" link. This will bring you to your employee's "Learning Plan" page. To add a course to your employee's learning plan, select the "Add to Learning Plan" link and follow the same instructions on page 7.

For additional questions regarding countywide training or if you are experiencing issues registering online, please email <u>aclearningcenter@acgov.org</u> or call (510) 272-6467.