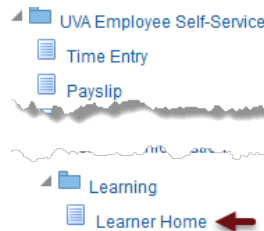


## Instructions for Completing a Learning Path rev 8\_2016 jj

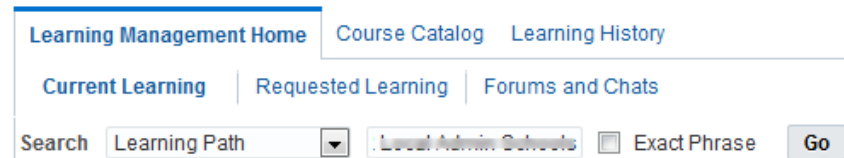
1. Log into Employee/Manager Self-Service from the Integrated System home page.



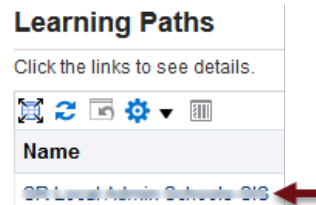
2. Navigate to your Learner Home.



3. Use the search bar to select **Learning Path**. Enter all or part of the learning path name, then click **Go**.



4. Click the named learning path link.



5. Begin by clicking the **Subscribe** button.

[Learning Management Home: Current Learning](#) > [Learning Paths](#) >

### Learning Path: SR Local Admin Schools SIS

Select an individual section to view the courses that the section contains. Click a course name to view the course details.

[Subscribe](#)

#### Sections

Select	Learning Path Section	Completion Type	Courses in Section	Mandatory Courses
<input checked="" type="radio"/>	<a href="#">Navigating the Student Information System</a>	All Components Mandatory	1	1
<input type="radio"/>	<a href="#">Local Admin Schools Training</a>	All Components Mandatory	1	1

6. To complete the course enrollment process, make sure that the radio buttons to the left are selected for each course. If any of the courses are instructor-led, you will need to select the date of the course that you wish to attend. Then click the **Enroll** button (far right).

Learning management Home: Current Learning > Learning Paths >

**Confirmation**  
You have successfully subscribed to the learning path GM Transaction Specialist.

**Learning Path: GM Transaction Specialist** ----- **Enroll** →

Select the learning path classes that you want to enroll in.

▶ Show Key Notation

**Select classes for enrollment for section "Introduction and Overview"(All Components Mandatory):**

Classes for course "Finance Fundamentals":

Select Offering	Type	Class	Available Seats	Class Start Date	Class End Date
<input type="radio"/> Finance Fundamentals		322869	3	13-Sep-2016	13-Sep-2016
<input type="radio"/> Finance Fundamentals		322871	13	27-Sep-2016	27-Sep-2016
<input type="radio"/> Finance Fundamentals		322873	15	11-Oct-2016	11-Oct-2016
<input type="radio"/> Finance Fundamentals		322875	15	25-Oct-2016	25-Oct-2016
<input type="radio"/> Finance Fundamentals		322877	14	08-Nov-2016	08-Nov-2016
<input type="radio"/> Finance Fundamentals		322879	14	13-Dec-2016	13-Dec-2016

Classes for course "Navigating the Integrated System (HR/Finance)-IS":(Already Enrolled)

Select Offering	Type	Class	Available Seats	Class Start Date	Class End Date
<input checked="" type="radio"/> Navigating the Integrated System (HR/Finance)-IS		184797	Unlimited	09-Jul-2013	

**Select classes for enrollment for section "Integrated System Training for Responsibility"(All Components Mandatory):**

Classes for course "GM - Creating Transactions in the Grants Module-IS":

Select Offering	Type	Class	Available Seats	Class Start Date	Class End Date
<input checked="" type="radio"/> GM - Creating Transactions in the Grants Module-IS		184816	Unlimited	10-Jul-2013	

Classes for course "GM Assessment - Transactions-IS":

Select Offering	Type	Class	Available Seats	Class Start Date	Class End Date
<input checked="" type="radio"/> GM Assessment - Transactions-IS		184837	Unlimited	12-Jul-2013	

7. Complete each online course in the Learning Path.
  - a. As needed, click the radio button in the section's **Select** column to display the desired course(s).

Select	Learning Path Section
<input checked="" type="radio"/>	Navigating the FINHR System
<input type="radio"/>	Mining Employees

- b. Click the **Play** icon to launch the course and (secondary) content windows.

Courses: ~~Supervising Faculty Salaries (Final Revision)~~

Course	Status	Enrollment Details	Enroll	Play
<del>Supervising Faculty Salaries (Final Revision)</del>	Active			

8. When you finish the course, close the content window (upper right corner).



9. **IMPORTANT:** For the course to register as “Completed” you MUST exit the course window by clicking the Learner Home icon (upper right corner).
10. You must also complete (and pass) any online learning assessment(s) in the Learning Path. Your score displays as “Your Score (%)”. Most courses require you to pass with at least an 80%.

Click this icon to return to Learner Home.

*Assessments are mandatory in all systems learning paths except for instructor-led classes and view-only courses.*

**IMPORTANT:** For the assessment to register as “Completed” you MUST exit the course window by clicking the Learner Home icon (upper right corner).

Click this icon to return to Learner Home.

- a. If “Your Score (%)” is less than the required passing percentage, access the Learning Path again and retake the assessment (as many times as needed).

11. When you’ve completed all mandatory courses and scored a passing percentage on the assessment(s), the training path is completed and the system is notified. System will verify completion and approve the training step in ESHARP. ESHARP will send you an email prompting you to accept the responsibility. After that step, responsibility is typically granted within 1-3 business days.

Email [system@virginia.edu](mailto:system@virginia.edu) with questions concerning completion of learning paths.