Active Directory Account Login – This login screen identifies the Employee as a Microsoft Active Directory User.

Training Group – District and Headquarters Offices

Sub-Training Group – Sectors and Headquarter Sections

Proxy – Someone who acts as a substitute for another.

In-Service Training – Programs that are listed on the Training Schedule

Out-Service Training – All Programs not listed on the Training Schedule

Training Program – A group of courses with a common objective.

Course – A specific objective

Supervisor Role – An Employee in a supervisory classification that has been selected by an Employee as a Primary or Alternate Supervisor.

Sub-Group Manager Role– A Sector Superintendent or a Section Manager.

Manager Role – A District Superintendent or a Headquarters Office Manager

Training Coordinator Role – An Employee designated by the Manager.

Training Specialist Role – An Employee that manages In-service Training Programs.

Instructor Role – An Employee that has completed an Instructor Development Program or assigned to submit Training Attendance Rosters.

Information Role – An Employee who can view all Department Employee's Training Records and Reports.