

EMPLOYEE TRAINING MANAGEMENT SYSTEM HELP FILES TABLE OF CONTENTS

EMPLOYEE

INTRODUCTION.....	1
LOGIN.....	1
Active Directory Account Login	1
ETMS Login	2
Forgotten User Name/Password	2
Lock Out of ETMS.....	3
New Employee Registration	3
First Time Login	4
HOME PAGE	6
Profile.....	7
Header	7
Required Programs	8
PROFILE.....	8
Edit Profile.....	8
License/Certificate/Id(s).....	9
HEADER	10
DPR Logo.....	10
My Personal Records	10
My Training Record.....	10
Training Request.....	14
Training Request Status.....	19
Evaluations(s)	21
Resource Center	23
Classification	23
Job Title.....	24
Training Catalog.....	25
Training Schedule	26
Message from Mott Training Center	26
Contact Administrator.....	27
Help.....	28
REQUIRED PROGRAM.....	28
P.O.S.T. CPT Management	28
Required Programs	30
Continuing Professional Training (CPT).....	30

SUPERVISOR

OVERVIEW.....	1
SUPERVISOR DROP DOWN MENU.....	1
Employee	1
Employee Listing.....	2
Home Page	2

Continual Professional Training (CPT).....	4
Employee Training Record.....	4
Training Request.....	8
P.O.S.T. Compliance.....	11
Evaluation(s)	13
90-Day Evaluation	14
Program(s)-Employee	15
Employee’s Home Page.....	15
Required Programs	15
Record Correction	16
Reports.....	18
TRAINING REQUEST MANAGEMENT	18
In-Service Training Request.....	19
Out-Service Training Request.....	20
COURSE LEADER MANAGEMENT	23
Course Leader Request	23

SUB-GROUP MANAGER

OVERVIEW.....	1
SUB-GROUP MANAGER DROP DOWN MENU	1
Employee	1
P.O.S.T. Compliance	5
Reports.....	6
Proxy	6
TRAINING REQUEST MANAGEMENT	7
In-Service Training Request.....	7
Out-Service Training Request.....	8
COURSE LEADER MANAGEMENT	9
Course Leader Request	9

MANAGER

OVERVIEW.....	1
MANAGER DROP DOWN MENU	1
Employee	1
P.O.S.T. Compliance	5
Reports.....	6
Proxy	6
TRAINING REQUEST MANAGEMENT	7
In-Service Training Request.....	7
Out-Service Training Request.....	9
COURSE LEADER MANAGEMENT	9
Course Leader Request	9

TRAINING COORDINATOR

OVERVIEW.....	1
TRAINING COORDINATOR DROP DOWN MENU	1

Employee	1
Proxy	11
Record Corrections	11
Reports.....	14
Roster-Group	14
Schedule Request.....	24
TRAINING REQUEST MANAGEMENT	25
In-Service Training Request.....	25
Out-Service Training Request	27

TRAINING SPECIALIST

OVERVIEW.....	1
TRAINING SPECIALIST DROP DOWN MENU	1
Employee	1
Reports.....	5
Roster-Group	7
Roster-Pre-Select.....	16
Course Leader Request	19
INSTRUCTOR HOUSING	26
TRAINING REQUEST MANAGEMENT	27
Program	28
View Past Training Attendance Roster.....	35
View All Current Programs	36
View My Current Programs	37

INSTRUCTOR

OVERVIEW.....	1
INSTRUCTOR DROP DOWN	1
Reports.....	1
Roster-Group	2
Schedule Request.....	12
COURSE LEADER MANAGEMENT	14
Course Leader Request	14
Housing Request.....	16

INFORMATION

OVERVIEW.....	1
INFORMATION DROP DOWN MENU	1
Employee	1
Reports.....	5

MISCELLANEOUS

Flow Charts	
FAQ.....	
Definitions	