# TRAINING SPECIALIST

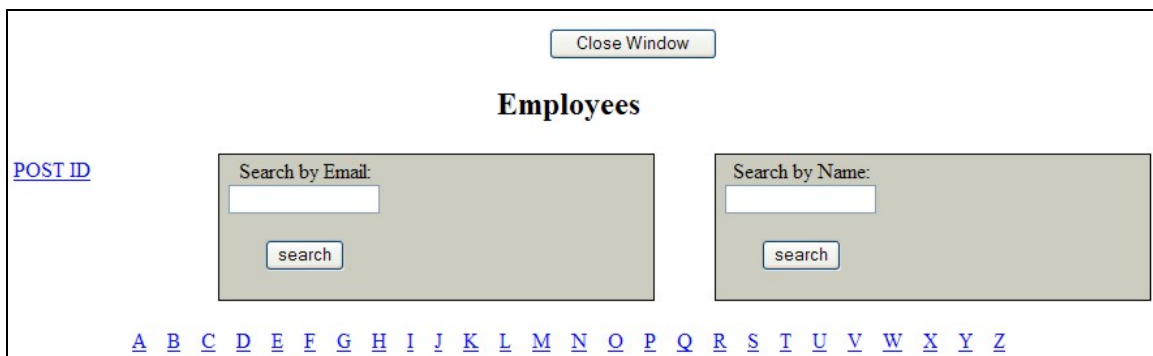> **NOTE:** The System Administrator assigns the Training Specialist role on the ETMS.

OVERVIEW: As a Training Specialist, you will have all the functions of an Employee (see Employee Help Files).

The Training Specialist Role will allow you to manage several of the Training Requirements for all Employees within the System. They have two additional tasks on their Home Page, the Training Specialist drop down menu and the Training Request Management bar.

I.   TRAINING SPECIALIST DROP DOWN MENU: By placing the mouse on the [Tr Spec] link, five management tasks will appear on a drop down menu: Employee, Reports, Roster-Group, Roster-Pre-Select and Course Leader Request. The drop down menu will look similar to this:
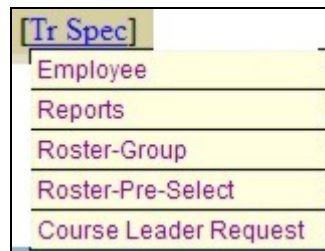
A.   Employee: By clicking the Employee link, a page will appear that will look similar to this:

1. **Employee Listing**: To locate an Employee, click the A-Z listing based on the last name. To search by name, type in the first or last name of the Employee and click **search**. You can also search for an Employee by their email address. The screen will look similar to this:

a. **Home Page**: To view the details of an Employee's Home Page, click the Employee's name. The screen will look similar to this:

| Close Window | Back |

HOME PAGE

Name
POTTER, HARRY
Classification
#0983: State Park Ranger

Instructor Type:
Defensive Tactics
Education/License
N/A
Training Group
Monterey District (720)
Sub Training Group
Monterey Sector
Email
hpotter@parks.ca.gov
Work Phone
(999) 999-9999 X
Primary Supervisor
BLACK, SIRIUS
Alternate Supervisor
BLACK, SIRIUS
Training Coordinator
WEASLEY, RON
Manager
GRAINER, HERMOINE

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
Field Training Officer	40	6/10/2005	6/10/2007	NO
Total Hours		0		Out of Compliance You Need 10 more hour(s)

Requirement 2 : Perishable Skills (Every 24 months)

Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	1/25/2006	1/25/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	2/8/2006	2/8/2008	YES

Required Programs

Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
EEO With All Due Respect	Supervisor	Pending	24	N/A	NO
Racial Profiling	Classification	11/5/2003	60	11/5/2008	YES
P.O.S.T. Basic Certificate	Classification	Pending			NO
Appraisal and Development Plan (DPR 911)	Supervisor	Pending	12	N/A	NO
Defensive Tactics Instructor Refresher	Supervisor	5/21/2004	48	5/21/2008	YES
Defensive Driver Training Program	Supervisor	11/29/2005	48	11/29/2009	YES
ETMS Version 3 Orientation	Supervisor	Pending			NO

b. **Employee Training Record**: To view the Employee's Training Record, click the View link in the Training Record column. This screen will list all training programs and instructor hours that have been added to the ETMS. The screen will look similar to this:

NOTE: Training records prior to year 2000 are stored in hard copy at the Mott Training Center.

(1) **Program Title**: If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

	Close Window	Print this Page	

Approved

Name:	POTTER, HARRY
Classification:	State Park Interpreter I
Training Group:	Training Office (068)
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Marconi
Program Title:	Skills for Interpreting to Children
Training Request Is:	Job Required
Justification:	
Date:	1/8/2007 - 1/12/2007

Pre-Selected

Supervisor:	N/A
Date Approved:	12/20/2006
Supervisor Comment:	No Data
Sub-Group Manager:	**N/A**
Date Approved:	N/A
Sub-Group Manager Comment:	No Data
Manager:	**N/A**
Date Approved:	12/20/2006
Manager Comment:	No Data
Training Specialist:	GRAINGER, HERMOINE
Date Approved:	12/20/2006
Training Specialist Comment:	No Data
Accommodation:	
Explanation:	

Certificate of Completion

Certified By : GRAINGER, HERMOINE

Certified Date : 5/16/2007 7:43:07 AM

B. **Reports**: By clicking the Reports link, the Training Specialists can run certain standard reports for Employees within the System. The screen will look similar to this:

1. **Review Reports**: Click the report you want to view and complete the required fields and **submit**.

C. **Roster-Group**: To manage a Group Training Attendance Roster for a program, click the Roster-Group link. The screen will look similar to this:
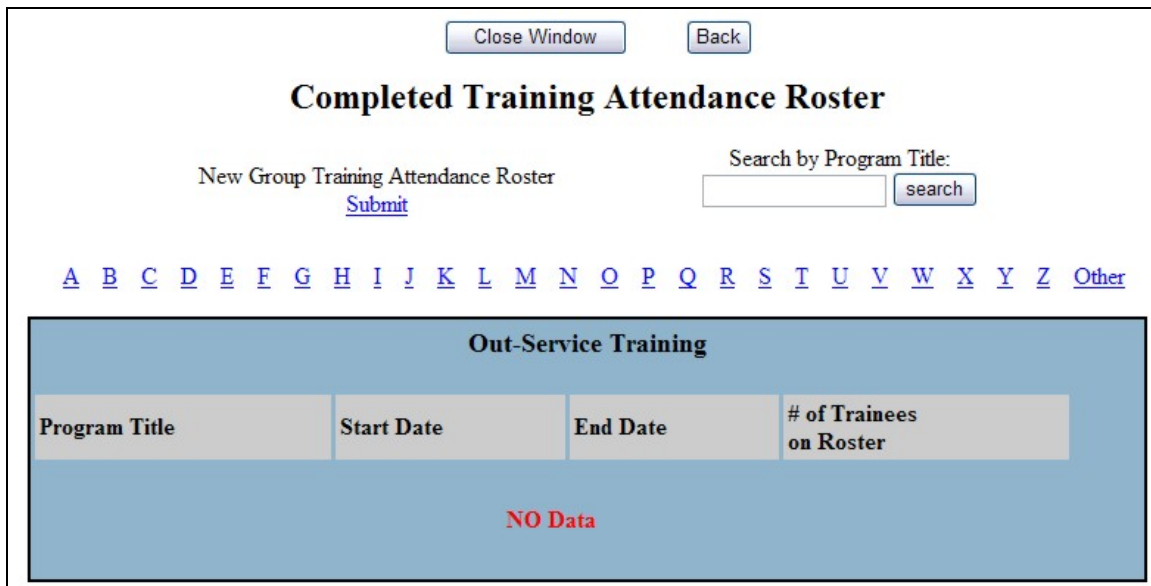
1. **Completed Training Attendance Roster**: To access your Completed Training Attendance Roster, type in the keyword of the

Program Title and click search or locate the program through the A-Z listing. The screen will look similar to this:

a. **Program Title**: Click the Program Title link to view description from the Training Catalog.

b. **Start/End Date**: Start/End date of the Program.

c. **# of Trainees on Roster**: Shows the number of Trainees who completed the program.

d. **Trainee**: By clicking the Add/Remove link, the Training Specialist can remove or add additional Trainees and Instructors to the Roster.

e. **Roster**:

(1) **Delete**: The Training Specialist can delete a program roster by clicking the Delete link in the Roster column.

(2) **Duplicate**: By clicking the Duplicate link in the Roster column, the Training Specialist can duplicate a program roster and modified all data fields. The screen will look similar to this:

(a)   Modify the required program fields and **submit**.
The screen will look similar to this:

(b) Modify the following columns as required to fit your new program: Delete, Grade, Hour(s), Training Category, and Instructor and **submit**. The screen will look similar to this:

(c) Add additional Department/Non-Department Participants/Instructors and click ADD to Roster link or if no modifications are required, close window.

NOTE: If you need to correct a program roster that you submitted in error, do the following: duplicate the roster with the correct information, click the Add/Remove link, and highlight all the Employees on the roster and click **Remove**. The program has now been removed from the Employee's Training Record. You can now delete the program roster.

2. **New Group Training Attendance Roster**: To submit a New Group Training Attendance Roster, click Submit link. Locate the program by the A-Z listing or the search function. The screen will look similar to this:

	Close Window Back

Request to Add Program
SUBMIT

Search by Program Title:
[_____] search

Completed Training
Attendance Rosters
View

A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   Q   R   S   T   U   V   W   X   Y   Z   Other

Program Title	Program Category
A Climate of Change - 2006 Legislative Symposium	Administration
A.L.R.T. – Annual Aquatic Safety Video Conference	Aquatic Safety
A.L.R.T. – Annual Lifeguard Program Update Meeting	Aquatic Safety
A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
A.L.R.T. - Beach Driving	Aquatic Safety
A.L.R.T. - Beach Driving Refresher	Aquatic Safety
A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
A.L.R.T. – Inflatable Rescue Boat Operation Refresher	Aquatic Safety
A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
A.L.R.T. - Paddleboard Refresher	Aquatic Safety
A.L.R.T. – Paddleboard Rescue	Aquatic Safety
A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue	Aquatic Safety

a. If the program is not listed, you will need to submit a request
    to add the program to the Training Catalog.

b. **Training Attendance Roster**: Click the Program Title link to complete the details of the Training Attendance Roster. The screen will look similar to this:

(1) Complete all required fields and **submit**. The screen will look similar to this:

NOTE: The listing will default to the Employees in your Training Group. To view all Department Employees click the All link.

c. **Completion of the Training Attendance Roster**:

(1) **Step 1 – Employees**: Select the Employees that attended the program and click **ADD to Roster**. To add non-Department Employees, complete all required fields and click **ADD to Roster**. To remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

NOTE: Use the control key to select more than one employee at a time.

(a) Once all of the Employees who have attended the training are added, click the Go to Next Step link to complete grade, hours and training category. The screen will look similar to this:

(2) **Step 2 – Grade, Hours and Training Category**: From the drop down menus select the appropriate Grade, Hours and Training Category and **submit**. The screen will look similar to this:

NOTE: Depending on your Internet browser you may need to repeat this step until all of the drop downs (Grades, Hours and Training Category) are gone.

(a) Click the [Go to Next Step] link to select the Instructors and hours taught. The screen will look similar to this:

NOTE: To finalize the roster without adding instructors, click the link Click Here to Finalize the Attendance Roster.

(3)   **Step 3 - Department Instructors**: (1) Select a Department Instructor from the drop down menu, (2) wait for Instructor Type to appear in the drop down menu, (3) select Instructor Type and Hours, and (4) **submit**. Repeat the process to add additional Department Instructors. The screen will look similar to this:

(a)   To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:

(4) **Step 4 – Finalize Roster**: Click the link Click Here to Finalize the Attendance Roster to view the finalized roster. The screen will look similar to this:

(a) **Email List**: Click the View link to review the Email Address of all the Employees who completed the program. By clicking **send**, the Employee and their Supervisor will be notified that the program has been added to their training record. If

additional Employees are added to the roster, the email will be sent only to those Employees. The screen will look similar to this:

Close Window

Email List
(ETMS Training: 4/8/2007 - 4/8/2007)

Name	Email	Email Sent
BOST, PATRICIA	pat@parks.ca.gov	False
WAGY, STEVEN	stevew@parks.ca.gov	False
YAEGER, PAMELA	pam@parks.ca.gov	False
	send	
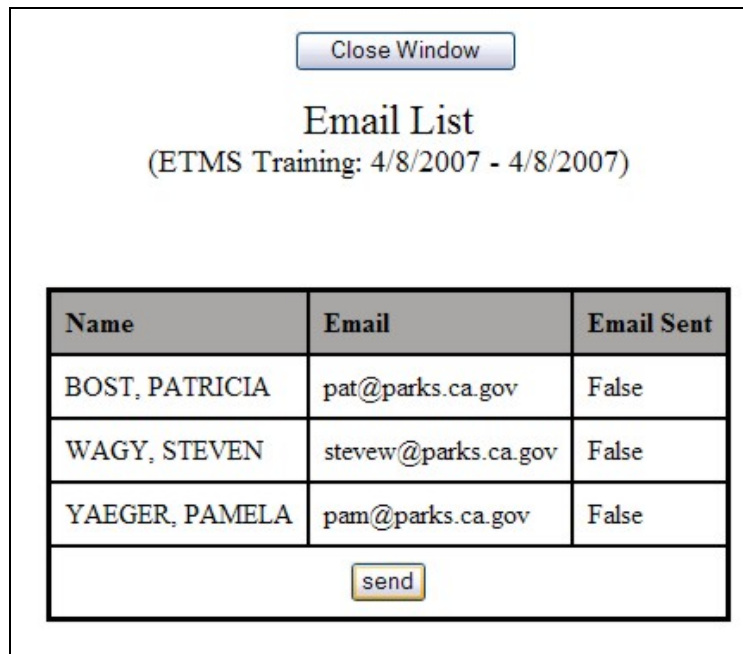
(b) **Completed Training Attendance Rosters**: Click the View link to return to your listing of Completed Training Attendance Rosters.

D. **Roster-Pre-Select**: By clicking the Roster-Pre-Select link within the drop down menu, a page will appear that lists all programs assigned to the Training Specialist. The screen will look similar to this:

Close Window

Pre-Select Employee

Step 1. Program Selection

Program Title	Please Select

Please Select
CAMP - Equipment Property Management 2(10/29/2006-11/1/2006)
CAMP - Executive 2(11/1/2006-11/3/2006)
CAMP - Facilities 2(10/29/2006-11/2/2006)
CAMP - Interpretation 2(10/29/2006-11/2/2006)
CAMP - Statewide Property Inventory 2(10/29/2006-11/1/2006)
Course Leader 6(11/12/2006-11/17/2006)
EEO Investigator (10/30/2006-11/2/2006)
Intellectual Property Rights 4(10/10/2006-10/13/2006)
Management Course 19(12/10/2006-12/14/2006)
Supervisory Course 5(11/26/2006-12/1/2006)
Supervisory Course 6(3/4/2007-3/9/2007)

1. **Program**: To pre-select employees, select the program from the drop down menu and click the **Next** button. The screen will look similar to this:

2. **Employee**: Select the Employee(s) and click **ADD**. To remove an Employee that has been selected in error, highlight their name and click **REMOVE**. The screen will look similar to this:

   NOTE: Use the control key to select more than one employee at a time.

a. Once all the Employees have been selected, click **submit**. The screen will look similar to this:

b. **Emails**: Review the email addresses for accuracy. If the email addresses are not correct, contact the Employee/Supervisor or ETMS System Administrator to correct the email address. Once the email address is corrected in the Employee's profile, refreshing this screen will update the email address.

If the email addresses are correct, click the **Send** button. The screen will look similar to this:

NOTE: If the email address is not legitimate, you will receive an email from the System Administrator with a subject line titled Undeliverable: Training Request Management. Open the email to see which Employee's email address was not legitimate and contact the Employee/Supervisor or ETMS System Administrator for correction.

NOTE: To add additional Employees, repeat the process above.

E. **Course Leader Request**: By clicking the Course Leader Request link within the drop down menu, a page will appear that lists all programs assigned to the Training Specialist. The screen will look similar to this:

Program: Select the program from the drop down menu. The screen will look similar to this:

1. **Course Leader Request**

   a. **Submit**: To submit a Course Leader Request for an Instructor, click the # link in the Submit column. The screen will look similar to this:

Name: Select the Instructor name from the drop down menu. If the name is not on the list, contact the System Administrator to add that Instructor to the database.

(1) **Course Title**: Type in the Course Title in the text box.
(2) **Start/End Date**: Select the date for the course.
(3) **Start/End Time**: When listing start or end times list only the actual hours of the course do not include the meal period.
(4) **Comment**: List any information that you want the Instructor to know regarding the program.
(5) **Submit**: Click the **submit** link. The screen will look similar to this:

b. **Instructor**: To add additional dates for that Course or to add additional courses for the Instructor, click the Add Dates link and enter the course, dates, times, and comment and click **submit**. The screen will look similar to this:

Back
Course Leader Request

Program Title: Business and Fiscal 9999
Program Date: 12/25/2007 - 12/31/2007

Name	Course Title
BOST, PATRICIA	[_____]

Start Date: [_____] 📅 ▾ (MM/DD/YYYY)   End Date: [_____] 📅 ▾ (MM/DD/YYYY)

Start Time : Select ▾   End Time : Select ▾

[submit]

Email	Name	Date	Supervisor	SG Manager	Manager
View Delete	BOST, PATRICIA Delete	Add Dates Fiscal Funding 12/30/2007 - 12/30/2007 (1300-1700) Delete Fiscal Procedures 12/31/2007 - 12/31/2007 (0800-1000) Delete	HENRY, GINGERLOU	COMBS, CHARLES	GREEN, MICHAEL
View	WAGY, STEVEN Delete	CALSTARS 12/28/2007 - 12/28/2007	HENRY, GINGERLOU	COMBS, CHARLES	GREEN, MICHAEL
View	WAGY, STEVEN Delete	Business Problems 12/25/2007 - 12/25/2007 Business Problems 12/26/2007 - 12/26/2007 Contracts 12/26/2007 - 12/26/2007	HENRY, GINGERLOU	COMBS, CHARLES	GREEN, MICHAEL

(1) **Delete**: To delete a date, click the Delete link next to the date and time. If you need to delete the Instructor, click the Delete link under the Instructor's name.

(2) **Email**: Once all the information is listed for that Instructor, click the View link to review the Course Leader Request. If the information is correct, click the Send Email link and an email will go to the Instructor requesting approval action. The screen will look similar to this:

Close Window

Send Email

Date :   1/1/1900

To :   PATRICIA BOST
        Mott District

From :   Department of Parks and Recreation
        Training Office

Subject :   Course Leader Request

Your Approval is requested to serve as a course leader in : **Business and Fiscal 9999**

Location : **South Pole**

Comment :
Please let me know if you need any audio visual equipment or handouts.

Course Title	Date	Time
Fiscal Funding	12/30/2007-12/30/2007	(1300-1700) 4 hour(s)
Fiscal Procedures	12/31/2007-12/31/2007	(0800-1000) 2 hour(s)

This request will involve **6** hour(s) of instruction, plus travel time.

Once approved, your participation as a Course Leader will help provide quality training and effective instruction. As a Course Leader proper office attire should be worn at all times. We impress upon our staff and students a strong professional appearance and would like the course leaders to be a good example of that professionalism.

As a reminder, all overtime and per diem expenses that you incur will be paid by the Training Office. Please send a copy of the Monthly Work Report, DPR 511, for any overtime incurred during this training to the Training Office. In addition, submit your Travel Expense Claim to the Training Office for final approval and coding.

If you have any questions regarding this request, please contact HENRY, GINGERLOU at ginger@parks.ca.gov or (831) 649-2954. Your support and assistance in the delivery of our departmental training program is appreciated.

Michael D. Green
Acting Department Training Officer

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     b.   **Pending**: List all Course Leader Requests pending approval action at any level.

     c.   **Not Approved**: List all Course Leader Requests that have not been approved at any level. An email will be sent to the Training Specialist and a copy to the Instructor when a Course Leader Request is not approved at any level.

     d.   **Approved**: List all Course Leader Requests that have been approved. An email is sent to the Training Specialist and a

copy to the Instructor when the Course Leader Request is approved by the Manager.

e. **Enroll Non-Department Instructor(s)**: To add a Non-Department Instructor, click the Enroll Non-Department Instructor(s) link. The screen will look similar to this:

Back

Course Leader Request (Non-Department Instructors)

Program Title: Business and Fiscal 9999
Program Date: 12/25/2007 - 12/31/2007

Name		Course Title
Last Name First Name		
Email		

Start Date: ___ (MM/DD/YYYY)   End Date: ___ (MM/DD/YYYY)

Start Time : Select ▾   End Time : Select ▾

Comment :

[   ]

submit

Email	Name	Date
No Data		

(1) **Name**: List the first and last name of the Instructor in the text boxes.
(2) **Course Title**: List the course title in the text box.
(3) **Email Address**: List the email address in the text box.
(4) **Start/End Date**: Select the date for the course.
(5) **Start/End Time**: When listing start or end times list only the actual hours of the course do not include the meal period.
(6) **Comment**: List any information that you want the Instructor to know regarding the program.
(7) **Submit**: Click the **submit** link. The screen will look similar to this:

Back

Course Leader Request (Non-Department Instructors)

Program Title: Business and Fiscal 9999
Program Date: 12/25/2007 - 12/31/2007

Name		Course Title
Last Name First Name		
Email		

Start Date: ☐ (MM/DD/YYYY)   End Date: ☐ (MM/DD/YYYY)

Start Time : Select ▾   End Time : Select ▾

Comment :

[submit]

Email	Name	Date
View	POTTER, HARRY Delete	Add Dates Witchy Business 12/30/2007 - 12/30/2007 (1300-1700) Delete

(8) **Instructor**: To add additional dates for that Course or to add additional courses for the Instructor, click the Add Dates link and enter the course, dates, times, and comment and click **submit**.

(a) **Delete**: To delete a date, click the Delete link next to the date and time. If you need to delete the Instructor, click the Delete link under the Instructor's name.

(b) **Email**: Once all the information is listed for the Instructor, click the View link to review the Email that will be sent to the Instructor. If the information is correct, click the Send Email link and an email will go to the Instructor confirming their participation as an Instructor. The screen will look similar to this:

Close Window

Back

Send Email

Date : 1/1/1900
To : HARRY POTTER

This email is to confirm your participation as a course leader in: **Business and Fiscal 9999**

Location : South Pole

Comment :
Please let me know if you will need any audio visual equipment or handouts.

Course Title	Date	Time
Witchy Business :	12/30/2007-12/30/2007	(1300-1700) 4 hour(s)

This request will involve **4** hour(s) of instruction.

II. **INSTRUCTOR HOUSING**: To request housing for an approved Instructor, click the Course Leader Request link from the drop down menu, select the program, and click the # link under the approved column. The screen will look similar to this:

Close Window

Course Leader Request

Department Instructors

Detail	Housing Request Notification	Course Leader	Program Detail	Date/Time Requested	Total Hours	Instructor Approval	Supervisor Approval	SGM Approval	Manager Approval	Training Specialist
View	Send	BOST, PATRICIA	Business and Fiscal 9999 South Pole	Fiscal Funding 12/30/2007-12/30/2007 (1300-1700) Fiscal Procedures 12/31/2007-12/31/2007 (0800-1000)	6	Approved 10/4/2007	HENRY, GINGERLOU Approved 10/4/2007	COMBS, CHARLES Approved 10/4/2007	GREEN, MICHAEL Approved 10/4/2007	HENRY, GINGERLOU (831) 649-2954
View	Submitted	WAGY, STEVEN	Business and Fiscal 9999 South Pole	CALSTARS 12/28/2007-12/28/2007 (0800-1200)	4	Approved 10/1/2007	HENRY, GINGERLOU Approved 10/1/2007	COMBS, CHARLES Approved 10/1/2007	GREEN, MICHAEL Approved 10/1/2007	HENRY, GINGERLOU (831) 649-2954

Non-Department Instructor(s)

Email	Course Leader	Program Detail	Date/Time Requested	Total Hours	Training Specialist
View	POTTER, HARRY	Business and Fiscal 9999 South Pole	Witchy Business 12/30/2007-12/30/2007 (1300-1700)	4	HENRY, GINGERLOU

A. **Housing Request Notification**: Under the Housing Request Notification column, click the Send link for each Instructor and an email will be sent to the Instructor requesting their housing requirements.

B. **Housing Request**: Once the Instructor has completed their housing request an email is sent to the Training Specialist. To view the completed housing requests, click the Course Leader Request link from the drop down menu, select the program, and click the # link next to Housing Request. The screen will look similar to this:

1. **Housing**:
   a. **Comment**: Click the View Comment link to view any comments by the Instructor.
   b. **Edit**: To edit an Instructor's housing request dates, click the Date link and edit the check-out and/or check-in dates
   c. **Non-Department Instructor(s)**: To add housing requirements for a Non-Department Instructor, click the Add Dates link in the Housing Date(s) column.

C. **Housing Report**: Click the (download Housing Report) link, to download the report to an Excel Spreadsheet.

III. **TRAINING REQUEST MANAGEMENT**: To manage In-Service Training Requests for all Employees, a task bar called **Training Request Mgt : Training Spec** : *Action Needed!* (2) is located on the

Home Page. This link allows the Training Specialist to manage the rosters for all programs assigned. The number within the parenthesis is the link to the pending In-Service Training Requests. The screen will look similar to this:
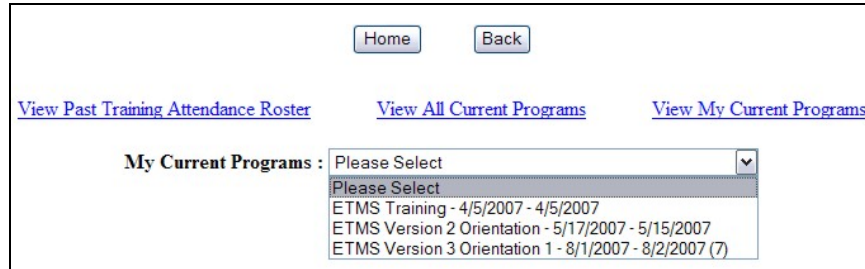
A. **Program**: Locate the program from the drop down menu. The number within the parenthesis is the number of pending training request for that program. By selecting the program, a page opens that allows the Training Specialist to view the following links: Training Requests Submitted, Training Request Pending, Not Approved Training Requests, Enrolled/Completed Program Roster, Accommodation Request, Enroll Non-Department Trainee(s) and Add Instructor. The screen will look similar to this:
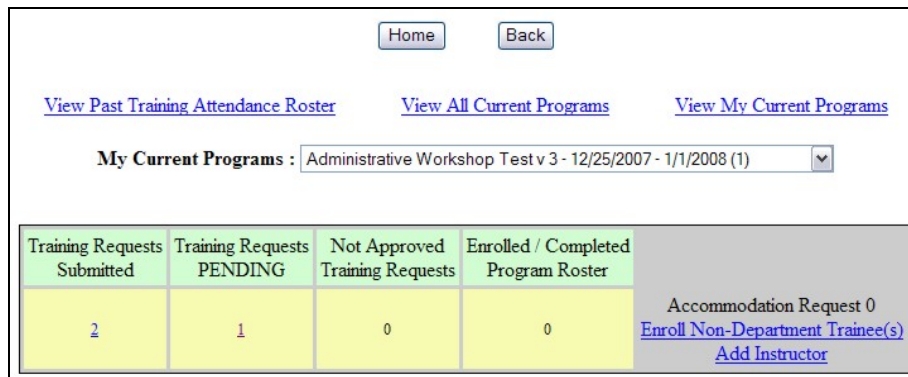
1. **Training Requests Submitted**: By clicking the # link, the Training Specialist can view all Training Requests that have been submitted for this program. Each page displays ten Training Requests at a time. To view additional Training Requests, click the page #'s link. The screen will look similar to this:

Close Window	Back

Page : 1 2 3 4

Number: 1	
Name:	ALVAREZ, GILBERT
Classification:	State Park Ranger
Training Group:	Orange Coast District (925)
Sub Group:	Orange Coast South Sector
Supervisor:	**SERPA, JAMES**
Date Approved:	Pending
Sub-Group Manager:	**LONG, STEPHEN**
Date Approved:	Pending
Manager:	**ROZZELLE, RICHARD**
Date Approved:	Pending
Training Specialist:	**BREAKFIELD, CONNIE**
Date Approved:	Pending

Number: 2	
Name:	ALVAREZ III, RODOLFO
Classification:	Lifeguard
Training Group:	San Diego Coast District (935)
Sub Group:	San Diego North Sector
Supervisor:	**KETTERER, BRIAN**
Date Approved:	11/20/2006
Sub-Group Manager:	**STOUFER, DENNIS**
Date Approved:	11/20/2006
Manager:	**DENNISON, RICHARD**
Date Approved:	1/8/2007
Training Specialist:	**BREAKFIELD, CONNIE**
Date Approved:	1/11/2007

NOTE: If the full page does not load, refresh the screen.

2. **Training Request Pending**: To view a listing of all pending Training Requests, click the # link in the column. The screen will look similar to this:

a. **Detail**: Click the Detail link to display the details of the Employee Training Request.

b. **TS Rank**: This applies to Alternate Employees only; rank "1" being the highest priority and rank "5" being the lowest.

c. **Approval Action**: From the drop down menu in the Approval Action column, the Training Specialist can choose Approve, Not Approve or Alternate. If Not Approve is selected, the Training Specialist must provide a comment.

d. **Submit**: Click the **submit** button to submit approval action.

NOTE: Do not take Approval Action until after the Training Request Due Date that is listed on the Training Schedule.

3. **Not Approved Training Requests**: By clicking the # link, the Training Specialist can view a listing of all Training Request that they have Not Approved.

NOTE: Employees must resubmit a Training Request for all Training Request that have been Not Approved by the Training Specialist.

4. **Enrolled Program Roster**: By clicking the # link, the Training Specialist can view all participants and alternates listed on the program roster and complete the details of the roster and **submit**. The screen will look similar to this:

a. **Email**: To notify all participants that are on the roster, click the Send Email link. The screen will look similar to this:

b. To complete the roster, verify Hours Completed, select action from the Training Attendance Roster column, select

grade, if applicable, and add comment as required and **submit**. The screen will look similar to this:

NOTE: Program Completion must be done within 30 days from the end of the program. After that time period, you will need to complete your roster by going to Group-Roster link on the Training Specialist drop down menu.

> (1) **Edit**: To change the hours or grade for an Employee, click the Edit link.
> (2) **Delete**: To delete an Employee from the roster, click the Delete link.

5. **Accommodation Request**: By clicking the # link, the Training Specialist can view a listing of all Accommodation Requests that were submitted with the Training Request. The screen will look similar to this:

6. **Enroll Non-Department Trainee(s)**: By clicking the Enroll Non-Department Trainee(s) link, the Training Specialist can enter the information for Non-Department Trainees. Complete all required fields and click **Add**. The screen will look similar to this:

7.   **Add Instructors**: Click the <u>Add Instructor</u> link. The screen will
        look similar to this:

a.   **Department Instructor Hours**: (1) Select a Department
        Instructor from the drop down menu, (2) wait for Instructor
        Type to appear in the drop down menu, (3) select Instructor
        Type and Hours, and (4) click **submit**. Repeat the process
        to add additional Department Instructors. The screen will
        look similar to this:

b. **Non-Department Instructors**: Complete all required fields and click **submit**. Repeat this process to add additional Non-Department Instructors and click **Close Window**. The screen will look similar to this:

B. **View Past Training Attendance Roster**: To view a listing of all past Training Attendance Rosters in the database, click this link. The screen will look similar to this:

C. **View All Current Programs**: To view a listing of all current programs on the Training Schedule, click this link. The screen will look similar to this:

1. Select the Program to view the Training Requests. The screen will look similar to this:

2. Within the column heading, click the <u>#</u> link to view each Training Request status.

D. **<u>View My Current Programs</u>**: To view a listing of your current programs on the Training Schedule, click this link.