



VCU employee's home for learning, performance management, and career development.

**LMS Instructions:  
How to access training  
(in-person and online)  
from Browse for Training page**

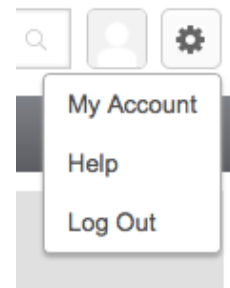
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# Talent @VCU

Help Resources

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- **Talent@VCU Instructional Materials**
- **Online Help** – When you click on the Help option information will display in a new window for the screen that you are currently on in Talent@VCU. This will allow you to move between the screens for easier access to the help information.
- **Your Human Resources Professional/Consultant**
- **VCU IT Service Desk**  
<https://servicedesk.vcu.edu/>  
select Talent@VCU



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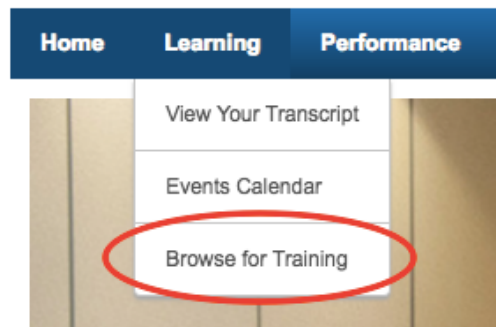
# HOW TO ACCESS TRAINING MODULES

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1) Login to Talent@VCU ([go.vcu.edu/talentatvcu](http://go.vcu.edu/talentatvcu))

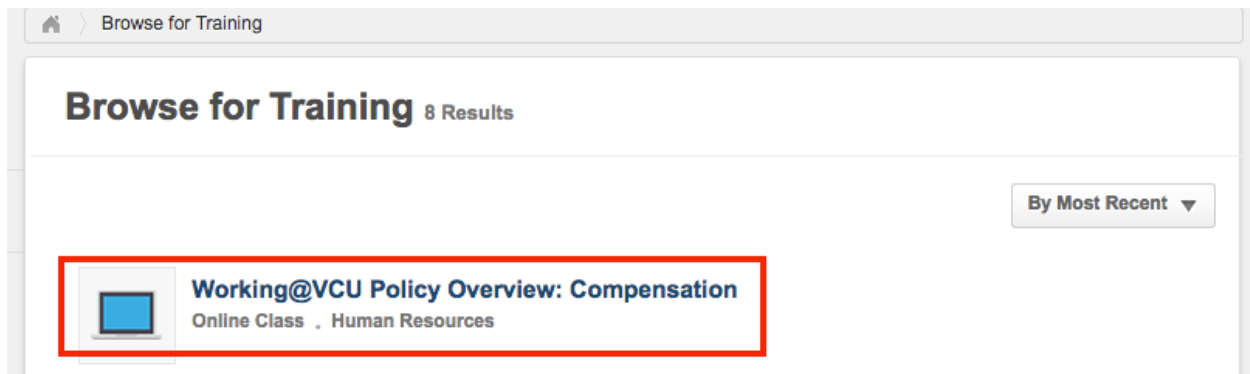
You will be directed to the Talent@VCU Welcome Page

2) Hover your cursor over the Learning tab and select “Browse for Training.”



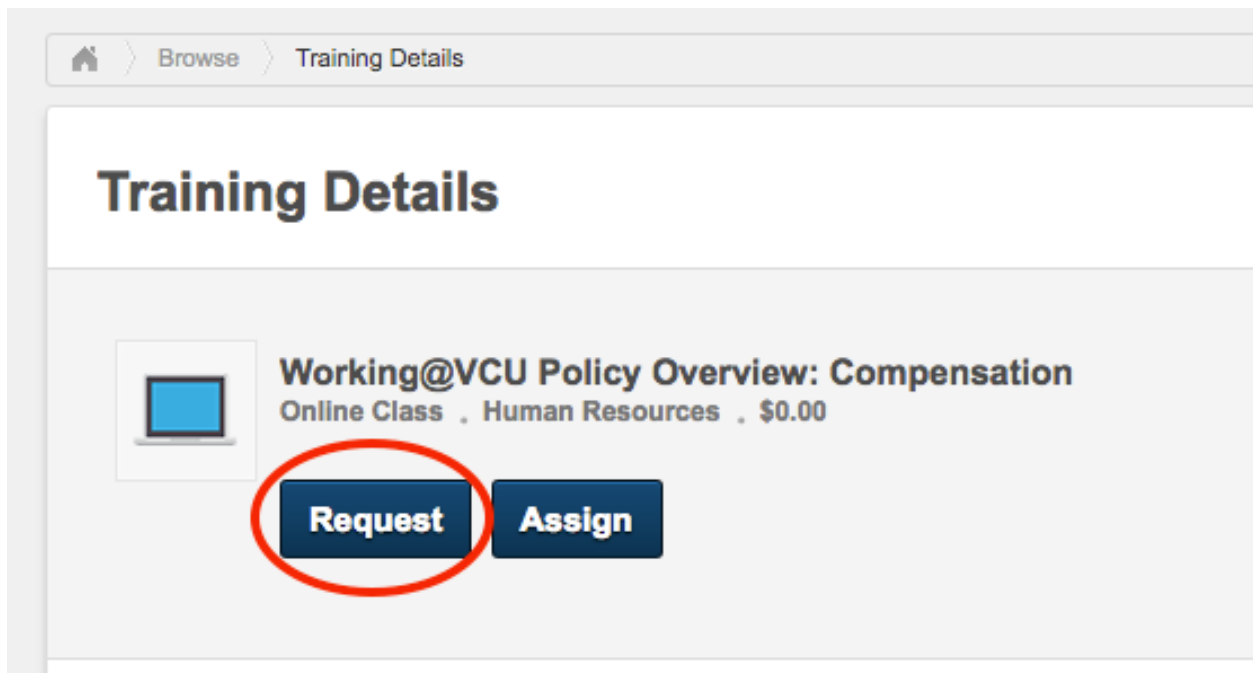
Current Page: Browse for Training

3) To select the training you would like to complete, click on the training title.



## Current Page: Training Details

4) Click Request.

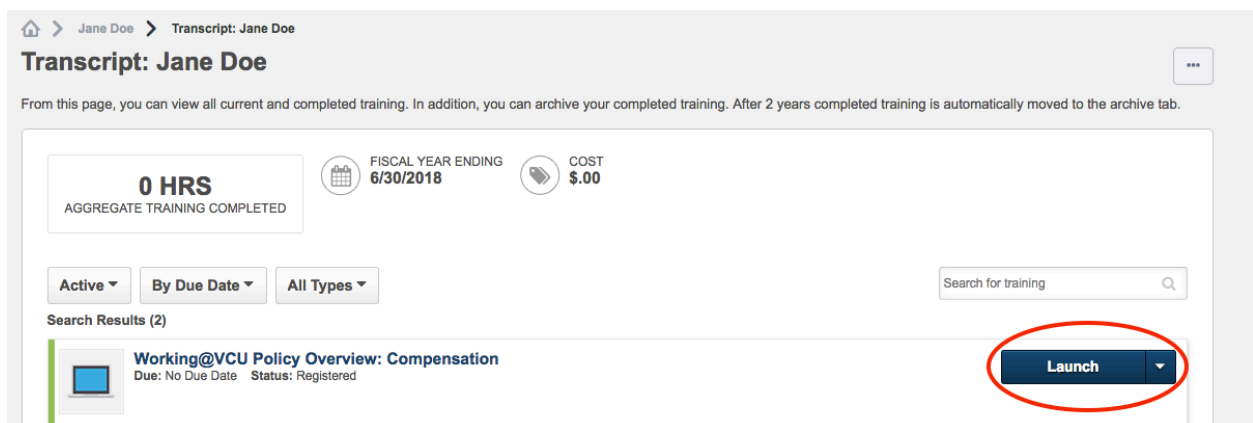


The screenshot shows a web interface for training details. At the top, there is a breadcrumb trail: Home > Browse > Training Details. Below this is a large heading "Training Details". Underneath, there is a card for a course titled "Working@VCU Policy Overview: Compensation". The card includes a small laptop icon, the course title, and the text "Online Class · Human Resources · \$0.00". At the bottom of the card, there are two dark blue buttons: "Request" and "Assign". The "Request" button is circled in red.

## Current Page: User Transcript

**Note:** When you have completed registering for the course, you will be redirected to your transcript and will see the course listed as active.

- 5) To open the course, click "Launch."
- 6) The course will open in a new window. **You may need to disable your pop-up blocker to access the course.**



The screenshot shows a user transcript page for "Jane Doe". The breadcrumb trail is Home > Jane Doe > Transcript: Jane Doe. The main heading is "Transcript: Jane Doe". Below the heading, there is a summary section with three items: "0 HRS AGGREGATE TRAINING COMPLETED", "FISCAL YEAR ENDING 6/30/2018", and "COST \$0.00". There are three filter buttons: "Active", "By Due Date", and "All Types". A search bar labeled "Search for training" is on the right. Below the filters, it says "Search Results (2)". The first result is "Working@VCU Policy Overview: Compensation" with "Due: No Due Date" and "Status: Registered". A dark blue "Launch" button with a dropdown arrow is circled in red.

Once you have completed the course it can be found on the completed tab of your user transcript.

7) To access the completed tab, click the dropdown menu and select "Completed."

The screenshot shows a user transcript interface. At the top, there is a summary section with the following information:

- 1.25 HRS** AGGREGATE TRAINING COMPLETED
- FISCAL YEAR ENDING 6/30/2018**
- COST \$0.00**

Below the summary, there are three filter buttons: **Completed** (highlighted with a blue border), **By Completion Date**, and **All Types**. To the right of these buttons is a search bar labeled "Search for training" with a magnifying glass icon.

Under the filters, it says "Search Results (7)". Below this, a list of training items is displayed. The first item is:

- Working@VCU Policy Overview: Compensation**
- Completed: 5/10/2018 Status: Completed
- A button labeled **View Complet...** with a dropdown arrow.

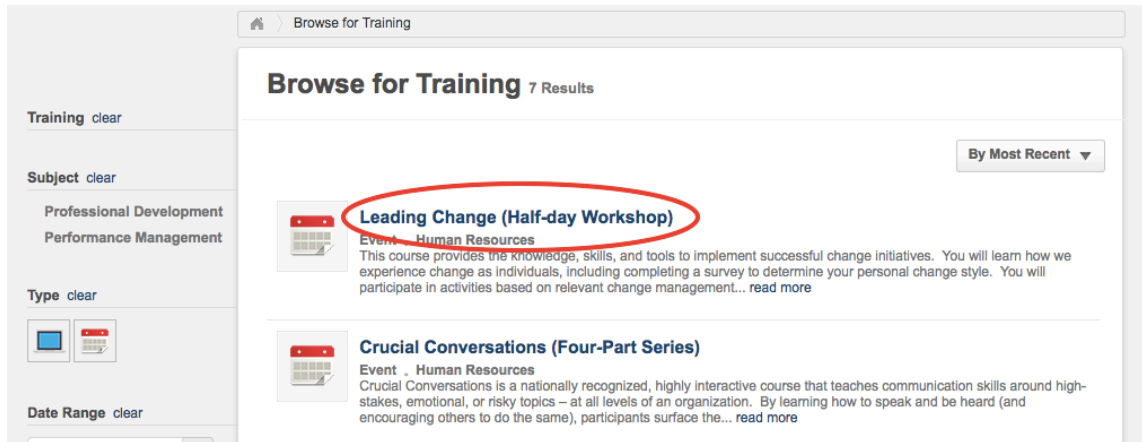
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# HOW TO ENROLL IN TRAINING

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## Current Page: Browse for Training

8) To select the training you would like to attend **click** on the training title.




## Current Page: Training Details

9) Select the session you would like to attend by clicking the blue “Request” button next to the selected session.

**Note:** If you click the “Request” button at the top of the page, you will have to take an additional step to select the session you would like to attend. It is simpler to scroll down and request the specific session.

## Training Details



**Leading Change (Half-day Workshop)**  
Event · Human Resources · 3 hours, 30 minutes · \$0.00

[Request](#) [Assign](#)


This course provides the knowledge, skills, and tools to implement successful change initiatives. You will learn how we experience change as individuals, including completing a survey to determine your personal change style. You will participate in activities based on relevant change management theories and best practices, with actionable tools for managers to lead your teams through the types of changes that are experienced at VCU.

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Sessions Details

Show **Available** ▾ [View Full Calendar](#)

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**Leading Change - May**  
Session · Human Resources · 3 hours, 30 minutes · \$0.00

**Location**  
HR Training Room

**Duration**  
5/17/2018, 8:30 AM EST - 5/17/2018, 12:00 PM EST

English (US)

20 Openings Available

[Request](#) ▾

## Current Page: ADA Request Form

10) If you require an accommodation to access and/or complete the training, please fill out the ADA request form, then **click** “Submit.” If you do not, leave the form blank and **click** “Submit.”

## Current Page: User Transcript

**Note:** When you have completed registering for the course, you will be redirected to your transcript and will see the course listed as active.

## Transcript: Jane Doe



From this page, you can view all current and completed training. In addition, you can archive your completed training. After 2 years completed training is automatically moved to the archive tab.

**0 HRS**  
AGGREGATE TRAINING COMPLETED



FISCAL YEAR ENDING  
**6/30/2018**



COST  
**\$0.00**

Active ▾

By Due Date ▾

All Types ▾

Search for training

Search Results (1)



**Leading Change (Half-day Workshop) (Starts 5/17/2018)**

Due: No Due Date Status: Registered

**View Training ...** ▾

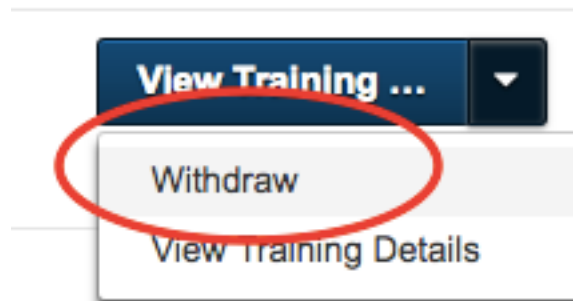


# HOW TO WITHDRAW FROM TRAINING

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Current Page: User Transcript

- 1) If you need to withdraw from the course, click ▼ next to “View Training...” and select “Withdraw.”



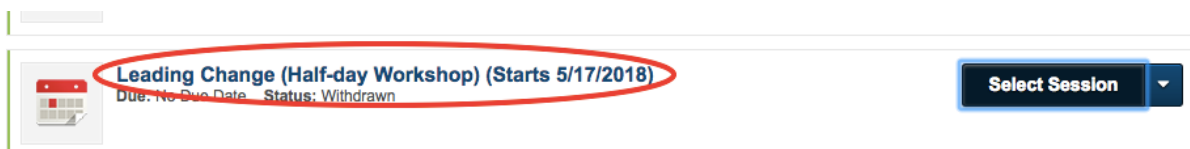
Current Page: Withdrawal Page

- 2) Select a reason for withdrawal from the drop down list and fill in the comment box with your reason. Once you have finished filling out the form, **click** “Submit.”

**NOTE:** When you withdraw from a course, it will remain active on your transcript until you archive it. We recommend that if you withdraw from a course, to **immediately** move it to your archive transcript.

Current Page: User Transcript

- 3) To archive the training, from the user transcript, click on the training title.



Current Page: Training Details

4) From the **Training Details** page, click on “Move to Archived Transcript.”

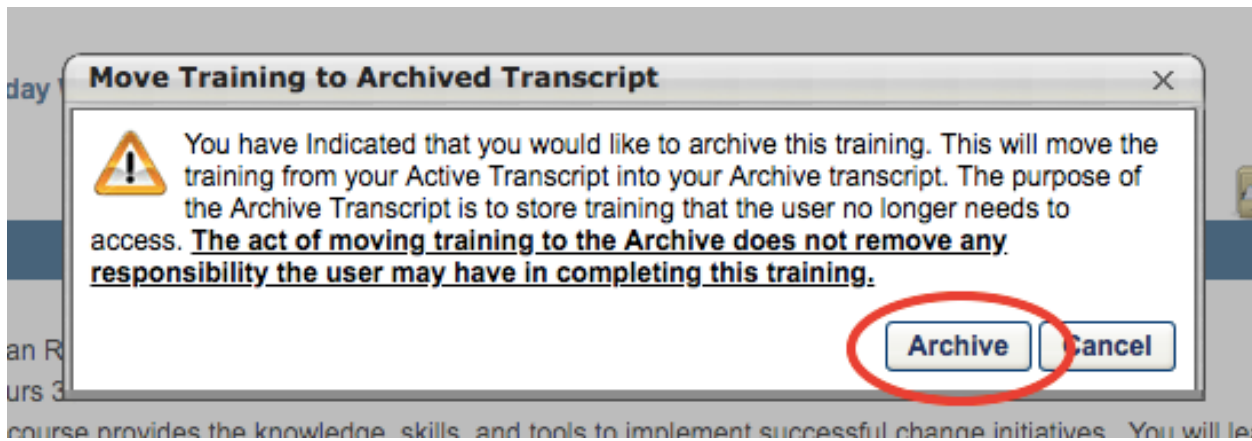
**Leading Change (Half-day Workshop)**

Event: Leading Change (Half-day Workshop)

› Edit Transcript Details



5) Click “Archive.”



**Current Page: User Transcript**

**NOTE:** You will be redirected back to your active transcript. To review any archived training, select “Archive” from the Transcript Status tab:

