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

Help Resources
How to access training modules
How to enroll in in-person training
How to withdraw from training
• **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/](https://servicedesk.vcu.edu/)
  select Talent@VCU
HOW TO ACCESS TRAINING MODULES

1) Login to Talent@VCU (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.
4) Click Request.

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.**
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.”
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.
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.”

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
$.00

Active ▼ By Due Date ▼ All Types ▼

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

Current Page: User Transcript

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

![Withdrawal Menu]

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.

![Training Details]

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

5) **Click** “Archive.”

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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: