

## Using the HRIS Employee Training Solution (ETS)

The HRIS Employee Training Solution (ETS) gives you the ability to register and take on-line Arizona Learning Center CBT courses. ETS is available to you through your YES website. Once you've logged into YES, here's how you use ETS:

### **To register for a course**

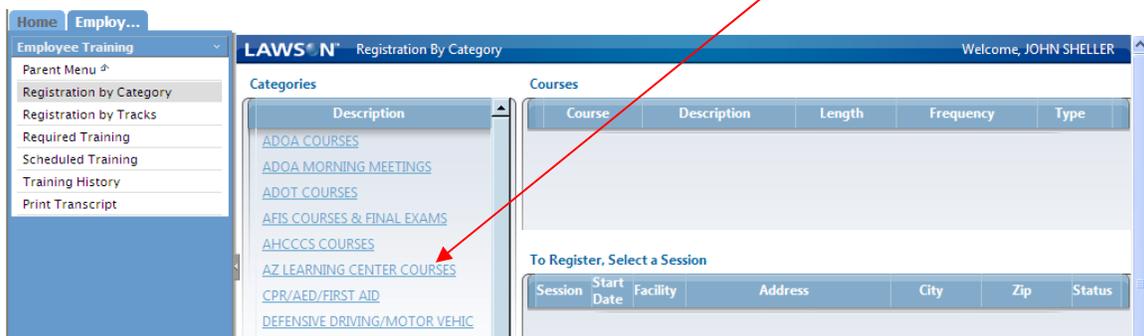
Click on the Employee Training link.



Click on the Registration by Category link.



Click on the AZ LEARNING CENTER COURSES link.



Click on the course number you wish to take.

The screenshot shows the 'LAWS N Registration By Category' interface. On the left is a navigation menu with options like 'Employee Training', 'Parent Menu', 'Registration by Category', etc. The main area is divided into 'Categories' and 'Courses'. The 'Courses' table has columns for Course, Description, Length, Frequency, and Type. The first row is highlighted, showing course 'ADCSA0003' with description 'ACCEPTABLE USE OF ADOA RESOURC', length '1.00 Hours', frequency 'Daily', and type 'CBT'. A red arrow points from the text above to the course number 'ADCSA0003'.

Course	Description	Length	Frequency	Type
ADCSA0003	ACCEPTABLE USE OF ADOA RESOURC	1.00 Hours	Daily	CBT
CSA2340	ACCESS 2003 MODULE 1	0.00		MULTIPLE
CSA2341	ACCESS 2003 MODULE 2	0.00		MULTIPLE

Click on the Session number. Please note the Prerequisites box for any courses you might need to take before the one you've selected.

This screenshot shows the same interface as the previous one, but with more details. The 'To Register, Select a Session' table has columns for Session, Start Date, End Date, Type, Facility, Address, City, Zip, Status, Start Time, and End Time. The first row is selected, showing session '1' on '06/01/2010' with type 'CBT' and status 'Open'. Below this table is a 'Prerequisites' section with the text 'There are no prerequisites for this course.' A red arrow points to the session number '1', and a black arrow points to the 'Prerequisites' section.

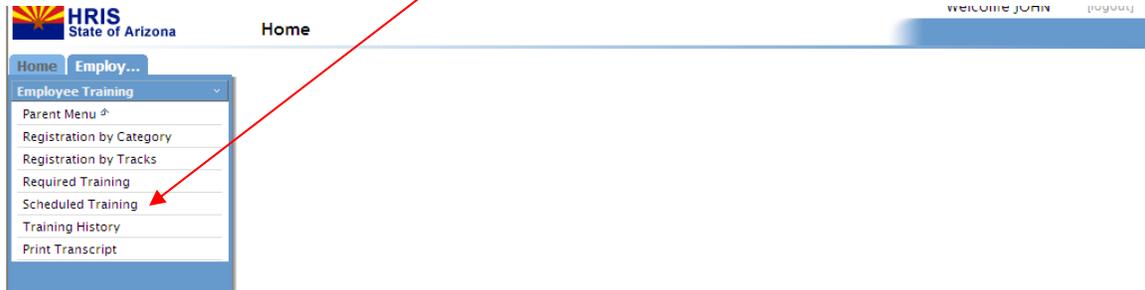
Session	Start Date	End Date	Type	Facility	Address	City	Zip	Status	Start Time	End Time
1	06/01/2010		CBT					Open	00:00:00	00:00:00

Once you've selected a session, a confirmation pop-up box will appear. Click OK.

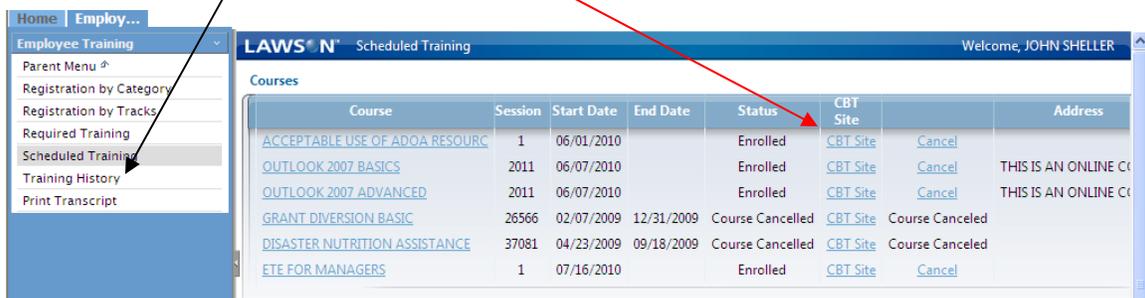
This screenshot shows the same interface as the previous one, but with a confirmation pop-up box overlaid. The pop-up box is titled 'Windows Internet Explorer' and contains the text 'Are you sure you want to register for this session?' with 'OK' and 'Cancel' buttons. A red arrow points from the text above to the 'OK' button.

## To take a course

Click on Scheduled Training link.

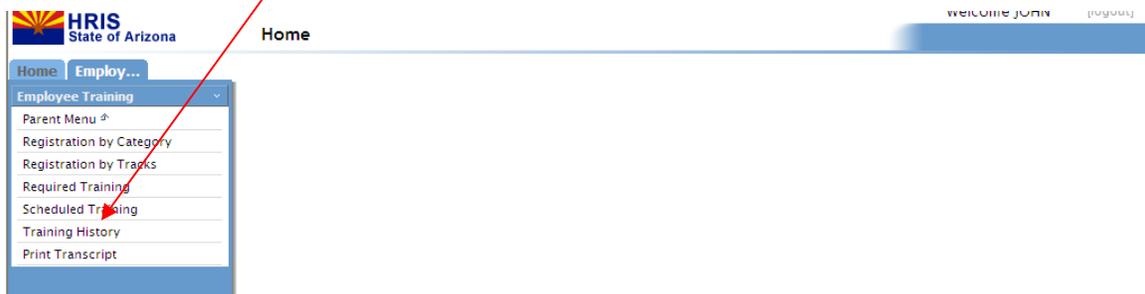


Click on the CBT Site link for the course you wish to take. This will launch the CBT on your desktop. Once you've completed the CBT, it will appear in your Training History.



## To take the course again as a refresher

Click on Training History link.



Click on the CBT link for the course you wish to review.

The screenshot shows the 'LAWS® N Training History' page for the State of Arizona. The page includes a navigation menu on the left with options like 'Home', 'Employ...', 'Employee Training', 'Parent Menu', 'Registration by Category', 'Registration by Tracks', 'Required Training', 'Scheduled Training', 'Training History', and 'Print Transcript'. The main content area displays a table of training history with columns for 'CBT', 'Course', 'Completed', 'Contact Hours', 'Proficiency', 'Status', 'Score', and 'Ce'. A red arrow points to the 'CBT' link in the first row of the table.

CBT	Course	Completed	Contact Hours	Proficiency	Status	Score	Ce
<a href="#">CBT</a>	ETE FOR EMPLOYEES	09/13/2010	0.50	PASSED	Complete	100	
<a href="#">CBT</a>	ETE FOR EMPLOYEES	09/01/2010	0.50	PASSED	Complete	100	
<a href="#">CBT</a>	WELCOME TO STATE SERVICE	10/22/2009	4.00	PASSED	Complete	100	
	EMPLOYEE TRAINING SOLUTIONS	07/15/2009	3.50	PASSED	Complete		
	ACCEPTABLE USE OF ADOA RESOURC	07/15/2008	0.50	PASSED	Complete	100%	
	DES VOTER REGISTRATION TRAINING	05/06/2008	0.00	INCOMPLETE	Incomplete		