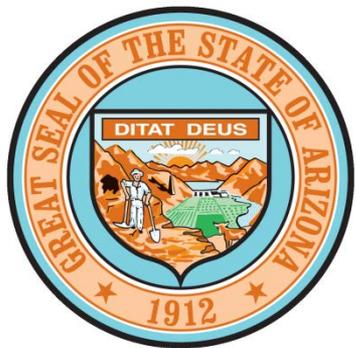




Welcome to the
Employee Training Solution
Tutorial



Purpose of Tutorial

The purpose of this tutorial is to familiarize you with the State of Arizona's new Employee Training Solution (ETS) and to introduce you to the features that are available to assist you in meeting your training goals.

This presentation will demonstrate how to view your training transcripts, register for a course, view required training and much more.

For your convenience, at the end of this presentation, you will find a quick reference guide to print out and use to assist in the transition to Employee Training Solution.



Common Definitions

Below, you will find a list of common terms and their definitions that you will need to become familiar with to use Employee Training Solution.

Category: a catalog of course listings which are offered by the State of Arizona or your agency.

CBT: an acronym for Computer Based Training which is a course that can be taken online

Course: a training instruction about a particular subject. A course may include one session or several and can be a series of lessons or meetings.

Prerequisite: denotes that a course is required as a prior condition for a specific course or track

Session: a time and location of which a course is held. If a session is a CBT, a session will be ongoing

Track: a series of courses that pertain to a training goal (i.e. Supervisor Academy). A track is comprised of more than one course that is required to complete a specific certification and is typically required by your agency.



How to Login to Y.E.S.

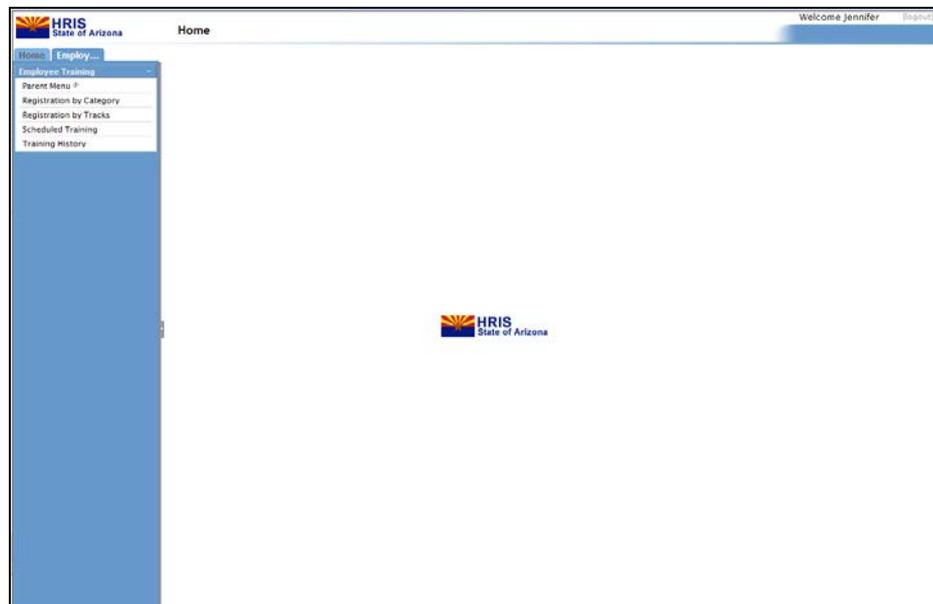
1. To begin, open **Internet Explorer** enter **yes.az.gov** in your address bar
2. Enter your **Username**, which is your EIN without leading zeros
3. Enter your **Password**
4. Click **Login**

A screenshot of the HRIS/YES Portal Login page. The page has a blue background. At the top left is the HRIS logo (Human Resources Information Solution). At the top right is the Y.E.S. logo (Your Employee Services All Yours!). The main heading is "HRIS/YES Portal Login". Below the heading is a warning: "Unpredictable results may occur if you use any browser other than Internet Explorer 7 or 8." and "Passwords are case sensitive." The login form is a white box containing two input fields: "User Name" and "Password", followed by a "Login" button. Below the form are two links: "Forgot/Change Password" and "Frequently Asked Questions". At the bottom of the page, there is contact information for the HRIS Help Desk: "Problems or questions? Please contact the HRIS Help Desk: E-mail: hrishelpdesk@azdoa.gov Phone: 602.542.4700".



How to Access Employee Training Solution

1. Once you have successfully logged into Y.E.S., click the Your Employee Services and then click the **Employee Training** link.
2. The following menu options will then display:
 - a. Registration by Category
 - b. Registration by Tracks
 - c. Required Training
 - d. Scheduled Training
 - e. Training History
3. The following pages will explain how you will view your training transcripts, register for courses, and view required training. This will also show you how to access scheduled training including how to launch a CBT.





How to Register for a Course

To begin, you need to locate the course. Courses are organized by categories to make it simpler for you to find and most categories are grouped by State agencies.

1. Click **Registration by Category** and a list of Categories will display under the Category Description.
2. Click on a **Category** and a list of Courses will display on the right portion of the screen.
3. Under the Course section, the following fields will appear:
 - a. Course Number: this is the link that you will need to select to begin registering for the course. Once you click the course number, the sessions available for the course will appear below.
 - b. Description: click on **Course Description** to learn about the course objectives or special information pertaining to the course. If a Course Description is not available, a dialog box may appear stating “no information is available.”

The screenshot shows the HRIS State of Arizona interface. A navigation menu on the left is highlighted with a red arrow labeled '1'. The main content area is titled 'LAWS® N Registration By Category'. It features a 'Categories' list on the left and a 'Courses' list on the right. A red arrow labeled '2' points to the 'Categories' list. A red arrow labeled '3a' points to a course entry in the 'Courses' list. A red arrow labeled '3b' points to the 'To Register. Select a Session' section, which contains a table of sessions.

Session	Start Date	End Date	Type	Facility	Address	City	Zip	Status	Star Time
2012	05/25/2012		CBT		THIS IS AN ONLINE COURSE			Open	00:00

Prerequisite	Type	Required	From Date	Length	When Eligible
ADSP0200	Course Code	Required		0	N/A
ADSP0200C	Course Code	Required		0	N/A



How to Register for a Course (cont'd)

- c. Length: indicates the course duration
 - d. Frequency: indicates how often a course is offered
 - e. Type: indicates if the course is a CBT or another format. If the course is offered in both formats, the type will display "Multiple."
4. The sessions available for the course will appear in this section. Choose the session you want to register for by clicking on the session number highlighted in blue. If the session number displays in black then you are not eligible to register for this session.

HRIS State of Arizona

Home | Employ... | Employee Training | Parent Menu | Registration by Category | Required Training | Scheduled Training | Training History | Print Transcript

LAWSP[®] N' Registration By Category

Categories

- ADDA COURSES
- ADDA MORNING MEETINGS
- ADOT COURSES
- AFIS COURSES & FINAL EXAMS
- AHCCCS COURSES
- AZ LEARNING CENTER COURSES
- CPR/AED/FIRST AID
- DEMA COURSES
- DEQ COURSES
- DES COURSES
- DHS COURSES
- DJC COURSES
- DOC COURSES
- DOR COURSES
- DRIVER TRAINING
- FIRE LIFE SAFETY

Courses

Description	Length	Frequency	Type
ADSP0700 ADVANCED NAVIGATION	2.00 Hours	Daily	CLASSROOM
ADSP0200 APPROVAL IN PROCUREAZ	0.50 Hours	Daily	CBT
ADSP0200C APPROVING REQS/POS IN PROCUREA	1.00 Hours	Daily	CBT
ADB AUTOMATED B TRAINING	0.00		CLASSROOM

To Register, Select a Session

Session	Start Date	End Date	Type	Facility	Address	City	Zip	Status	Start Time
2012	05/25/2012		CBT		THIS IS AN ONLINE COURSE			Open	00:00

Prerequisites

Prerequisite	Type	Required	From Date	Length	When Eligible
ADSP0200	Course Code	Required	0		N/A
ADSP0200C	Course Code	Required	0		N/A



How to Register for a Course (cont'd)

- a. A dialog box will appear asking “are you sure you want to register for this session”? Click **OK**.
 - b. A dialog box will appear stating “you have successfully registered for this course”.
 - c. If you do not wish to register for this course, click **Cancel**.
5. You have successfully registered for a course and you can now view your registered courses under Scheduled Training.

The screenshot displays the HRIS LAWS N Registration By Category interface. The left sidebar shows navigation options like "Employee Training", "Parent Menu", "Registration by Category", "Registration by Tracks", "Required Training", "Scheduled Training", "Training History", and "Print Transcript". The main content area is divided into "Categories" and "Courses".

The "Courses" section shows a table with columns for "To Register, Select", "Session", and "Start Date". A red arrow labeled "4a" points to the "To Register, Select" column. A dialog box titled "Lawson Self-Service Message -- Webpage Dialog" is overlaid on the screen, asking "Are you sure you want to register for this session?" with "OK" and "Cancel" buttons.

The "Prerequisites" section shows a table with columns for "Prerequisite", "Co", and "Co". A red arrow labeled "4b" points to the "Prerequisite" column. A second dialog box titled "Lawson Self-Service Message -- Webpage Dialog" is overlaid on the screen, displaying a yellow warning icon and the message "You have been successfully registered." with an "OK" button.



How to Register for a Track

A track is a series of courses that pertain to a training goal. A track is comprised of more than one course that is required to complete a specific certification that is typically required by State Agencies.

1. Click **Registration by Track** and a list of tracks will display under Track Description.
2. Click the desired **Track** under Track Description and a series of related courses will display on the right portion of the screen.
3. Under the Course section, the following fields will appear:
 - a. Course Number: this is the link that you will need to select to begin registering for the course. Once you click the course number, the sessions available for the course will appear below.
 - b. Description: click on **Course Description** to learn about the course objectives or special information. If a Course Description is not available, a dialog box will appear stating “no information is available.”

The screenshot shows the HRIS State of Arizona registration interface. A red arrow labeled '1' points to the 'Registration by Track' menu item in the left sidebar. A red arrow labeled '2' points to the 'LAW ENFORCEMENT' track in the 'Categories' list. A red arrow labeled '3a' points to the 'ADVANCED NAVIGATION' course link in the 'Courses' table. A red arrow labeled '3b' points to the 'Description' link for the 'ADVANCED NAVIGATION' course.

Session	Start Date	End Date	Type	Facility	Address	City	Zip	Status	Start Time
2012	05/25/2012		CBT		THIS IS AN ONLINE COURSE			Open	00:00

Prerequisite	Type	Required	From Date	Length	When Eligible
ADSP0200	Course Code	Required		0	N/A
ADSP0200C	Course Code	Required		0	N/A



How to Register for a Track (cont'd)

- c. Required: denotes if the course is required to complete the track. In some cases, courses are recommended and are not required to complete the track.
- d. Length: indicates the course duration
- e. Frequency: indicates how often a course is offered
- f. Type: indicates if the course is a CBT or another format. If the course is offered in both formats, the type will display "Multiple."

HRIS State of Arizona

Home | **Employ...**

Employee Training

Parent Menu [Ⓐ]

- Registration by Category
- Registration by Tracks
- Required Training
- Scheduled Training
- Training History
- Print Transcript

LAWS® N* Registration By Tracks

3c 3d 3e 3f

Course	Description	Required	Length	Frequency	Type
LAW1007	AMERICANS WITH DISABILITIES	Required	0.50 Hours	Daily	CBT
MGT1006	CORRECTIVE AND DISCIPLINARY AC	Required	0.50 Hours	Daily	CBT
MGT1005	DAY-TO-DAY SUPERVISION	Required	0.50 Hours	Daily	CBT
LAW1002	FAIR EMPLOYMENT PRACTICES	Required	0.50 Hours	Daily	CBT

To Register, Select a Session [FAQs](#)

Session	Start Date	End Date	Type	Facility	Address	City	Zip	Status	Start Time	End Time
20114	08/29/2011		CBT					Open	00:00:00	00:00:00

Prerequisites

Prerequisite	Type	Required	From Date	Length	When Eligible
MGT1000	Course Code	Required		0	N/A



How to Register for a Track (cont'd)

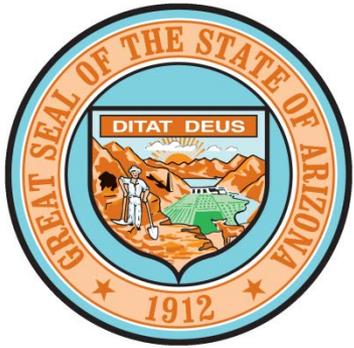
4. Click the **Session Number** that correlates to the time and location of the course.
 - a. A dialog box will appear asking “are you sure you want to register for this session?”
 - b. Click **OK** to register and a dialog box will appear stating “you have successfully registered for this course.”
 - c. If you do not wish to register for this course, click **Cancel**.
5. You have successfully registered for a course and you can now view your registered courses under Scheduled Training.
6. At this time, you can continue to register for the remaining courses in the series by repeating Steps 3 & 4.

The screenshot displays the HRIS State of Arizona interface for 'LAWS N Registration By Tracks'. On the left, a navigation menu includes 'Employee Training', 'Parent Menu', 'Registration by Category', 'Registration by Tracks', 'Required Training', 'Scheduled Training', 'Training History', and 'Print Transcript'. The main content area is divided into two sections: 'Tracks' and 'Courses'. The 'Tracks' section lists various training tracks, including 'DOR TPT Compliance Unit', 'DOR TPT Field Auditor III', 'DOR TPT LCU- All Positions', 'DOR TPT Supervisor', 'Dor Collections Level 1', 'FAA MAO BASIC', 'FAA MAO INTRODUCTION', 'FAA ON THE JOB TRAINING', 'FORESTRY NEW HIRES', 'Forestry Use Supv Academy', 'GF NEW EMPLOYEE REQD CBT TRG', 'GF NEW SUPERVISOR REQUIRED TRG', 'Nexus Unit - Audit', 'OLD - SUPV ACADEMY-DO NOT USE', 'OSHA 30 - 1910 GENERAL INDUSTR', 'PI NEW HIRES', and 'SUPERVISOR ACADEMY'. The 'Courses' section contains a table with columns for Course, Description, Required, Length, Frequency, and Type. Below this is a 'To Register, Select a Session' table with columns for Session, Start Date, End Date, Type, Facility, Address, City, Zip, Status, Start Time, and End Time. A red arrow points to the '20114' session number in the 'To Register, Select a Session' table. The 'Prerequisites' section shows a table with columns for Prerequisite, Type, Required, From Date, Length, and When Eligible, with one entry for 'MGT1000'.

Course	Description	Required	Length	Frequency	Type
LAW1007	AMERICANS WITH DISABILITIES	Required	0.50 Hours	Daily	CBT
MGT1006	CORRECTIVE AND DISCIPLINARY AC	Required	0.50 Hours	Daily	CBT
MGT1005	DAY-TO-DAY SUPERVISION	Required	0.50 Hours	Daily	CBT
LAW1002	FAIR EMPLOYMENT PRACTICES	Required	0.50 Hours	Daily	CBT

Session	Start Date	End Date	Type	Facility	Address	City	Zip	Status	Start Time	End Time
20114	08/29/2011		CBT					Open	00:00:00	00:00:00

Prerequisite	Type	Required	From Date	Length	When Eligible
MGT1000	Course Code	Required		0	N/A



How to View Your Required Training

Required training lists the courses that are mandated by the State of Arizona or your agency. This section will assist you in tracking which courses you have completed, are incomplete or partially complete. Note, this section is for information purposes only and you cannot register from this screen.

1. Click **Required Training**.
2. The Required Courses or Tracks will display and the following fields will appear:
 - a. Type: signifies if your required training is a course or a track
 - b. Name: click the hyperlink and detail and prerequisite information specific to that course will display in the lower portion of the screen.

The screenshot shows the HRIS State of Arizona interface. A red arrow labeled '1' points to the 'Required Training' option in the left-hand navigation menu. The main content area displays a table of required training courses. Red arrows labeled '2a' and '2b' point to the 'Type' and 'Name' columns of the table, respectively. Below the table, there are sections for 'Detail' and 'Prerequisites'.

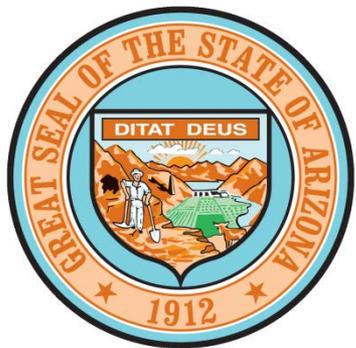
Type	Name	Status	Date Assigned	Expected Completion	Completion Date
Course	AD101003	Complete	06/01/2010		02/01/2012
Course	ADCSA0003	Fully completed	08/15/2012		08/21/2012
Course	ADORB00	Complete	06/01/2010		01/04/2012
Course	LAW1006	Fully completed	06/01/2010		10/16/2012
Course	PHI001	Complete	06/01/2010		01/04/2012

Detail

Course	Description
AD101003	NEW HIRE ORIENTATION - ADOA

Prerequisites

There are no prerequisites for this course.



How to View Your Required Training (cont'd)

c. Status:

- Complete – signifies that all of your required training has been completed.
- Incomplete – signifies that all of your required training has not been completed.

d. Date Assigned: indicates when the courses or tracks were assigned to you

e. Expected Completion: indicates when you will need to complete the course or track

f. Completion Date: indicates when you completed the course or track

The screenshot shows the HRIS State of Arizona interface. The main content area is titled "LAWS® N Required Training". Below this title is a table with the following columns: Type, Name, Status, Date Assigned, Expected Completion, and Completion Date. The table contains five rows of data. Red arrows labeled 2c, 2d, 2e, and 2f point to the Status, Date Assigned, Expected Completion, and Completion Date columns respectively. Below the table are two sections: "Detail" and "Prerequisites". The "Detail" section shows a table with columns "Course" and "Description", containing one row: AD101003 NEW HIRE ORIENTATION - ADOA. The "Prerequisites" section contains the text "There are no prerequisites for this course."

Type	Name	Status	Date Assigned	Expected Completion	Completion Date
Course	AD101003	Complete	06/01/2010		02/01/2012
Course	ADCSA0003	Fully completed	08/15/2012		08/21/2012
Course	ADORI00	Complete	06/01/2010		01/04/2012
Course	LAW1006	Fully completed	06/01/2010		10/16/2012
Course	PHI001	Complete	06/01/2010		01/04/2012

Course	Description
AD101003	NEW HIRE ORIENTATION - ADOA

There are no prerequisites for this course.



How to View Your Scheduled Training

The scheduled training section displays the training courses that you are currently registered for but have not yet completed.

1. Click **Scheduled Training**.
2. The Scheduled Courses will display and the following fields will appear:
 - a. Course: click on the hyperlink and the detail will display in the lower portion of the screen. The Course Detail describes the facility name, start time, end time, registration date and also any special instructions that you may need to be aware of.
 - b. Session: displays the session number
 - c. Start Date: displays the start date of the course
 - d. End Date: displays the date the course will end

1 →

2a 2b 2c 2d

Course	Session	Start Date	End Date	Status	CBT Site	Address	City	Zip
INTRO TO PROCUREMENT	1	05/15/2010		Enrolled	CBT Site Cancel			
EMPLOYEE TRAINING SOLUTIONS	118	01/18/2012	01/18/2012	Absent		100 N 15th Ave Suite 102D	PHOENIX	85007

Facility	Start Time	End Time	Registration	Special Instructions
AZGU_102D	09:00:00	11:00:00	01/10/2012	Click here for special instructions



How to View Your Scheduled Training (cont'd)

- e. Status: displays the status of your course (i.e. enrolled or cancelled)
- f. CBT Site: to launch the CBT, click **CBT Site** hyperlink that correlates with the Course you have registered for. See *"How to view a CBT"* later in this presentation for more information.
- g. Cancel: if you need to cancel the session, click **Cancel**
- h. Address / City / Zip: if this is a classroom course, the detailed information will appear

HRIS State of Arizona

Home Employ...

Employee Training

Parent Menu

Registration by Category

Registration by Tracks

Required Training

Scheduled Training

Training History

Print Transcript

LAWSON Scheduled Training

Courses

Course	Session	Start Date	End Date	Status	CBT Site	Address	City	Zip
INTRO TO PROCUREMENT	1	05/15/2010		Enrolled	CBT Site			
EMPLOYEE TRAINING SOLUTIONS	118	01/18/2012	01/18/2012	Absent	Cancel	100 N 15th Ave Suite 102D	PHOENIX	85007

Detail

Facility	Start Time	End Time	Registration	Special Instructions
AZGU_102D	09:00:00	11:00:00	01/10/2012	Click here for special instructions

2e 2f 2g 2h



How to View a CBT

A CBT is an acronym for Computer Based Training and is a common term used with the AZ Learning Center. A CBT is a course that can be viewed online anytime and can be viewed as often as you would like.

1. Click **Scheduled Training**.
2. Click the title of the CBT under the Course Header. Note: in order to launch a CBT, you must be registered for the course and session. If you are not registered, please register now before continuing to the next step.
3. Click on the **CBT Site** hyperlink and the CBT will automatically launch in a new window
4. Follow the directions on the CBT to complete the course
5. Once the CBT has been completed, your transcripts will be updated with your proficiency level and score

The screenshot displays the HRIS State of Arizona interface. The main content area is titled "LAWS® N Scheduled Training". A red arrow labeled "3" points to the "CBT Site" column in the "Courses" table. The table lists two courses: "INTRO TO PROCUREMENT" and "EMPLOYEE TRAINING SOLUTIONS". The "EMPLOYEE TRAINING SOLUTIONS" row is highlighted, and its "CBT Site" column contains a hyperlink labeled "CBT Site".

Course	Session	Start Date	End Date	Status	CBT Site	Address	City	Zip
INTRO TO PROCUREMENT	1	05/15/2010		Enrolled	CBT Site Cancel			
EMPLOYEE TRAINING SOLUTIONS	118	01/18/2012	01/18/2012	Absent	CBT Site	100 N 15th Ave Suite 102D	PHOENIX	85007

Below the table is a "Detail" section with a table:

Facility	Start Time	End Time	Registration	Special Instructions
AZGU_102D	09:00:00	11:00:00	01/10/2012	Click here for special instructions



How to View Your Transcripts

A record of the training that you have completed while employed by the State of Arizona can be accessed by viewing your transcripts. Transcripts will display pertinent information such as completion date, proficiency and any certifications earned. You will also have the ability to print certifications straight from your computer!

1. Click **Training History** and a list of your completed training transcripts will display.
2. The following fields will appear:
 - a. CBT Site: if the course was a CBT, you can view the CBT as a refresher. However, launching a CBT from this section will not update your score and is available to you for informational purposes only. If you would like to re-take the CBT, please re-register for a CBT session.
 - b. Course: displays the Course name
 - c. Completed: displays the date the course was recorded as completed

The screenshot shows the HRIS State of Arizona interface. The left sidebar contains a menu with "Training History" selected. The main content area displays a table titled "History" with columns for CBT Site, Course, Completed, Contact Hours, Proficiency, Status, Score, and Certification. Red arrows labeled 2a, 2b, and 2c point to the CBT Site, Course, and Completed columns respectively.

CBT Site	Course	Completed	Contact Hours	Proficiency	Status	Score	Certification
	PREVENTING INAPPROPRIATE BEHAV	10/16/2012	0.50	PASSED	Complete	100	
CBT	MANAGING TIME	10/16/2012	1.00	PASSED	Complete	100	
CBT	SELECTION INTERVIEWING	10/10/2012	1.00	PASSED	Complete	85	
CBT	ACCEPTABLE USE OF ADOA RESOURC	08/21/2012	0.50	PASSED	Complete	100	
	STATE EMPLOYEE DRIVER TRAINING	05/07/2012	1.00	PASSED	Complete	100	
	PREVENTING INAPPROPRIATE BEHAV	02/17/2012	0.50	PASSED	Complete	100	
	EMPLOYEE TRAINING SOLUTIONS	02/09/2012	3.50	PASSED	Complete		
	NEW HIRE ORIENTATION - ADOA	02/01/2012	0.00	PASSED	Complete		



How to View Your Transcripts (cont'd)

- d. Contact Hours: shows the amount of contact hours earned
- e. Proficiency: tracks whether you have passed or failed the course
- f. Status: displays if you have completed the course
- g. Score: displays the score you received from the course
- h. Certificate: click on the icon to print a certificate that you have earned for completing the course. The certificate will display the date the course was completed and the number of contact hours earned.



The screenshot shows the HRIS State of Arizona interface. The left sidebar contains a menu with "Training History" selected. The main content area displays a table titled "LAWS N Training History". Red arrows point from the table headers to the corresponding list items in the legend above: "2d" points to "Contact Hours", "2e" to "Proficiency", "2f" to "Status", "2g" to "Score", and "2h" to "Certificate".

CBT Site	Course	Completed	Contact Hours	Proficiency	Status	Score	Certificate
	PREVENTING INAPPROPRIATE BEHAV	10/16/2012	0.50	PASSED	Complete	100	
CBT	MANAGING TIME	10/16/2012	1.00	PASSED	Complete	100	
CBT	SELECTION INTERVIEWING	10/10/2012	1.00	PASSED	Complete	85	
CBT	ACCEPTABLE USE OF ADOA RESOURC	08/21/2012	0.50	PASSED	Complete	100	
	STATE EMPLOYEE DRIVER TRAINING	05/07/2012	1.00	PASSED	Complete	100	
	PREVENTING INAPPROPRIATE BEHAV	02/17/2012	0.50	PASSED	Complete	100	
	EMPLOYEE TRAINING SOLUTIONS	02/09/2012	3.50	PASSED	Complete		
	NEW HIRE ORIENTATION - ADOA	02/01/2012	0.00	PASSED	Complete		



Employee Training Solution (ETS) Quick Reference Guide

Log on to HRIS ETS

- Go to **www.yes.az.gov**
- Enter your **EIN**
- Enter your **YES password**. If you don't remember your password, call 602.542.4700
- Click **Employee Training** from the menu on the left hand side of the YES home page

Review your training history

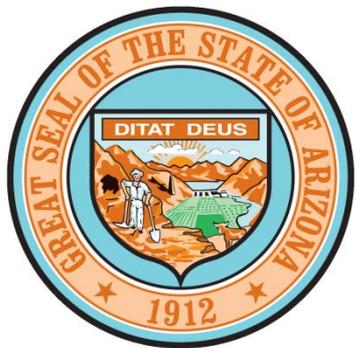
- Log on to HRIS ETS per directions above
- Click on **Employee Training** from the menu on the left hand side of the YES home page
- Click on **Training History** from the menu on the left hand side of the Employee Training page

Register to take a course

- Log on to HRIS ETS per directions above
- Click **Employee Training** from the menu on the left hand side of the YES home page
- Click **Registration by Category** from the menu on the left hand side of the Employee Training page
- Click **Category Description** associated with the course you wish to take
- Click **Course number** (listed in the Courses box) you wish to take
- Click **Session number** (listed in the Select a Session box) that is most convenient for you

Take a CBT for which you have been enrolled

- Log on to HRIS ETS per directions above
- Click **Scheduled Training** from the menu on the left hand side of the Employee Training page
- Click on **CBT Site** for the course you wish to take



Whom to Contact for Questions?

If you have any questions or experience difficulty, contact the HRIS Help Desk at 602.542.4700 or by email at hrihelpdesk@azdoa.gov