



Pilot Launch Guide

Overview

This **Pilot Launch Guide** will walk you through how to log into the **Milwaukee County Training and Development Center** – otherwise known as the **Learning Management System (LMS)** - for the first time, as well as how to change your password, launch the interactive training tutorial, and then assign the tutorial to your direct reports if you have any.

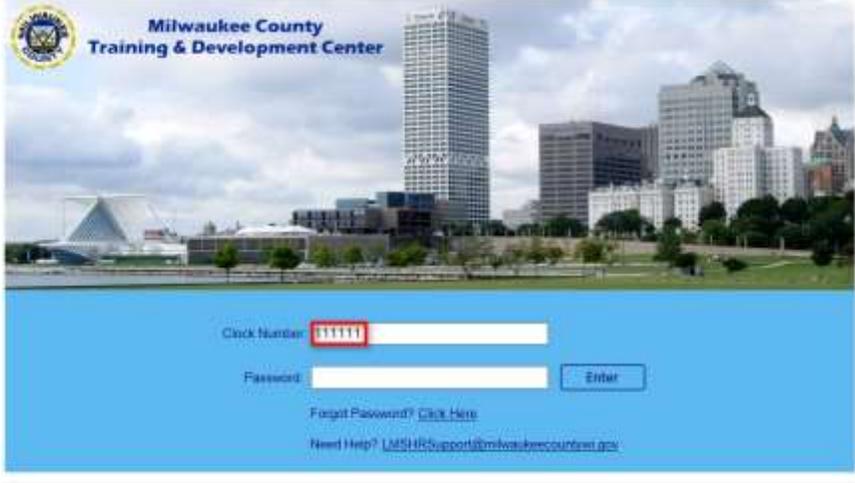
Accessing and Logging into the LMS

To log into the LMS, please complete the following steps:

| Step | Action |
|------|--|
| 1 | <p>Open the Internet Explorer browser either from your Desktop or from your Start menu.</p>  |
| 2 | <p>Type the following website address in the Address field:</p> <p>http://milwaukeelearning.csod.com</p>  |

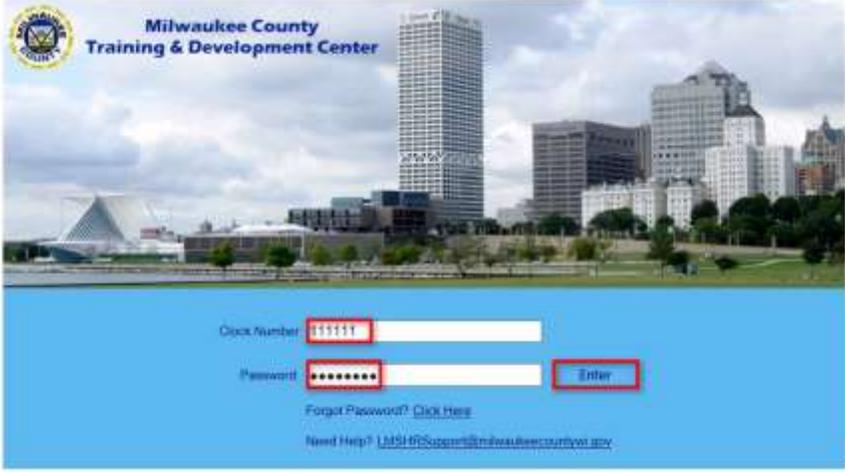


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| Step | Action |
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| 3 | <p>Press the Enter key on your keyboard.</p>  <p>Result: The Milwaukee County Training and Development Center page will open.</p> |
| 4 | <p>Type your clock number in the Clock Number field.</p>  <p>© Cornerstone OnDemand. All Rights Reserved.</p> |
| 5 | <p>Type the following default password in the Password field:</p> <p>P4sswørd</p> <p>Note: Be sure to type it in exactly as it is shown.</p> |



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| Step | Action |
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| 6 | <p>Click the Enter button.</p>  <p>Result: You will be logged in and prompted to change your password.</p> |
| 7 | <p>Type the default password (listed below) into the Current password field:</p> <p>P4sswØrd</p> <p>Your password has expired. Please change your password.</p>  |



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| Step | Action |
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| 8 | <p>Type a new password into both the New password and Confirm password fields.</p> <p>Your password has expired. Please change your password.</p> <div data-bbox="560 489 1406 947"><p>The new password must match the following criteria:</p><ul style="list-style-type: none">* Passwords cannot be the same as the previous 10 passwords* Passwords must be 7 - 20 characters* Passwords cannot have leading or trailing spaces* Passwords cannot be the same as the Username, User ID, or email address.<p>Change Your Password</p><p>Current password: <input type="password"/></p><p>New password: <input type="password"/></p><p>Confirm password: <input type="password"/></p><p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p></div> <p>Note: Be sure to adhere to the password criteria listed at the top.</p> |
| 9 | <p>Click the Save button.</p> <p>Your password has expired. Please change your password.</p> <div data-bbox="553 1167 1406 1696"><p>The new password must match the following criteria:</p><ul style="list-style-type: none">* Passwords cannot be the same as the previous 10 passwords* Passwords must be 7 - 20 characters* Passwords cannot have leading or trailing spaces* Passwords cannot be the same as the Username, User ID, or email address.<p>Change Your Password</p><p>Current password: <input type="password"/></p><p>New password: <input type="password"/></p><p>Confirm password: <input type="password"/></p><p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p></div> <p>Result: You will be taken to a Define Security Questions page.</p> |



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| Step | Action |
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| 10 | <p>Type the answer for the question shown into both the Answer and Confirm Answer fields.</p> <div data-bbox="553 443 1406 911"><p>Define Security Questions</p><p>From the drop down list(s) below, select question(s) that can be used later to confirm your identity.</p><p>Note: In the future when answering a security question you must enter the answer EXACTLY as also capitalize those letters when answering the question later. Also, if entering a date as an answer, characters as you enter now.</p><p>* The answer(s) must be at least 3 characters in length.</p><p>1. Security Question: <input type="text" value="What is your mother's maiden name?"/> <input type="button" value="v"/></p><p>Answer: <input type="password" value="....."/></p><p>Confirm Answer: <input type="password" value="....."/></p><p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p></div> <p>Note: The security answer you type is case-sensitive.</p> |



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| Step | Action | | | | | | |
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| 11 | <p>Click the Continue button.</p> <div data-bbox="548 405 1404 724"> <p>Define Security Questions</p> <p>From the drop down list(s) below, select question(s) that can be used later to confirm your identity should you forget your password.</p> <p>Note: In the future when answering a security question you must enter the answer EXACTLY as you typed it here. Answers are case-sensitive also capitalize those letters when answering the question later. Also, if entering a date as an answer, when answering the question later, you characters as you enter now.</p> <p>* The answer(s) must be at least 3 characters in length.</p> <p>1. Security Question: <input type="text" value="What is your mother's maiden name?"/></p> <p>Answer: <input type="password" value="*****"/></p> <p>Confirm Answer: <input type="password" value="*****"/></p> </div> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> <p>Result: You will be taken to the Welcome Page.</p> <div data-bbox="548 898 1404 1486"> <p>The screenshot shows the 'Welcome' page of the Milwaukee County Learning Management System (LMS). It features the county logo, a search bar, and navigation tabs for 'HOME', 'LEARNING', 'REPORTS', and 'MY TEAM'. Below the navigation is a large image of the county buildings and a 'Welcome' message. The message states: 'Welcome to the Milwaukee County Learning Management System (LMS)! The LMS is the central training center for Milwaukee County employees. Here you will find announcements and registration information for all your training opportunities. You will also be able to:' followed by a list of actions: 'Search for training', 'Launch training', 'Access your transcripts of completed training/certifications', 'Approve training for your direct reports (Managers)', 'Access reporting and transcripts of your users (Managers)', and 'Manage your learning and development!'. There is also a 'HELP' icon.</p> </div> | | | | | | |
| 12 | <p>Scroll down to My Transcript and click the Open Curriculum link.</p> <div data-bbox="553 1598 1398 1829"> <p>My Transcript</p> <table border="1"> <thead> <tr> <th></th> <th>Due Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>LMS Training Tutorial</td> <td>7/2/2015</td> <td><input type="button" value="Open Curriculum"/></td> </tr> </tbody> </table> </div> | | Due Date | Action | LMS Training Tutorial | 7/2/2015 | <input type="button" value="Open Curriculum"/> |
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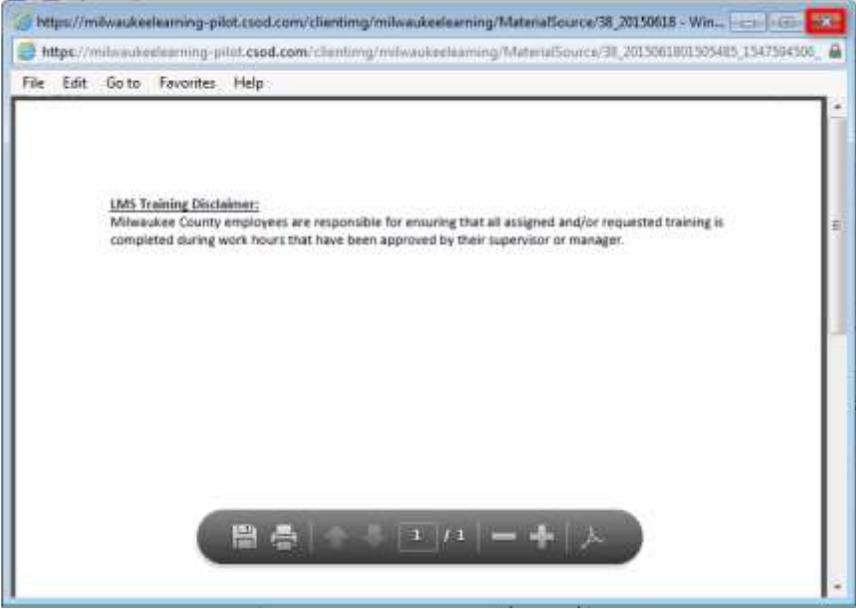


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| Step | Action |
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| 13 | <p>Click the Activate button for the LMS Training Disclaimer.</p>  <p>The screenshot shows a web interface titled "LMS Training Tutorial". On the left, there is a sidebar with a search bar and a list of items, including "LMS Training Disclaimer" which is highlighted. Below the sidebar are buttons for "Back" and "Add to Transcript/Bookmarks". The main content area displays "LMS Training Disclaimer" with a red "Activate" button in the top right corner. A clock icon is visible in the bottom right corner of the main area.</p> |
| 14 | <p>Click the Launch button.</p>  <p>The screenshot shows the "LMS Training Disclaimer" page. It features a red "Launch" button and a black "Mark Complete" button. A clock icon is visible in the bottom right corner of the page.</p> |

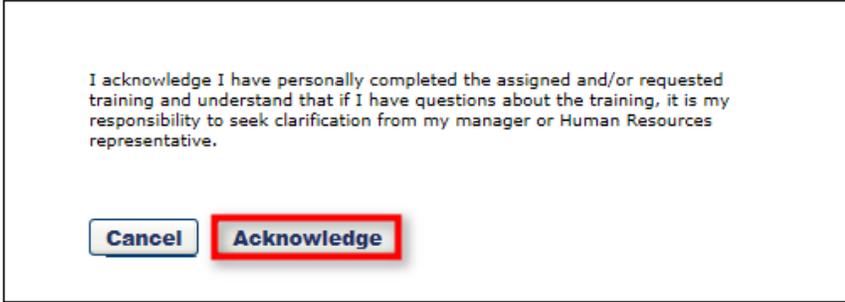


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| 15 | <p>Read the LMS Training Disclaimer and then click the Close button to exit out of that window.</p>  A screenshot of a web browser window. The address bar shows the URL: https://milwaukeelearning-pilot.csod.com/clientmg/milwaukeelearning/MaterialSource/38_20150618 - Win... The page content displays the "LMS Training Disclaimer" text: "Milwaukee County employees are responsible for ensuring that all assigned and/or requested training is completed during work hours that have been approved by their supervisor or manager." At the bottom of the browser window, there is a navigation bar with icons for back, forward, and search, along with a page indicator showing "1 / 1". |
| 16 | <p>Click the Mark Complete button.</p>  A screenshot of the LMS Training Disclaimer window. The text "LMS Training Disclaimer" is at the top. Below it, there are two buttons: "Launch" and "Mark Complete". The "Mark Complete" button is highlighted with a red border. In the bottom right corner, there is a small icon of a book and a clock. |



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| 17 | <p>Click the Acknowledge button to acknowledge completion of the LMS Training Disclaimer.</p>  <p>The screenshot shows a web interface titled "LMS Training Disclaimer". At the top right, there is a "Details" link with a dropdown arrow. Below it are two buttons: "Launch" and "Acknowledge". The "Acknowledge" button is highlighted with a red rectangular border. In the bottom right corner of the interface, there is a small icon of a book and a clock.</p> |
| 18 | <p>Read the acknowledgement statement and click the Acknowledge button.</p>  <p>The screenshot shows a text box containing the following text: "I acknowledge I have personally completed the assigned and/or requested training and understand that if I have questions about the training, it is my responsibility to seek clarification from my manager or Human Resources representative." Below the text are two buttons: "Cancel" and "Acknowledge". The "Acknowledge" button is highlighted with a red rectangular border.</p> <p>Note: By clicking the Acknowledge button, you are adding your electronic signature to this item on your transcript, and agree to the acknowledgement statement.</p> |

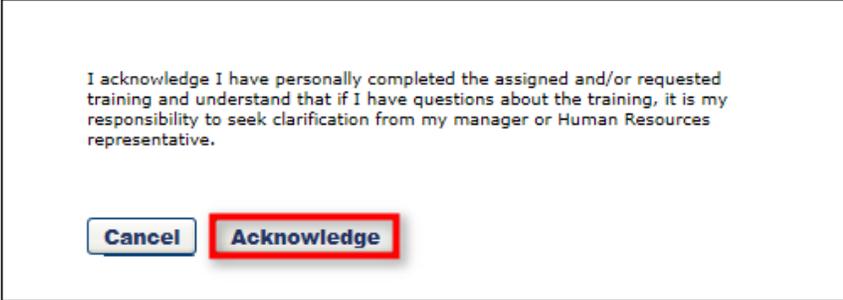


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| 19 | <p>Click the Activate button for the Milwaukee County Training and Development Center Tutorial.</p>  |
| 20 | <p>Click the Launch button.</p>  <p>Result: The tutorial will open in a new window.</p> |
| 21 | <p>Go through the tutorial and then close the window when prompted.</p> <p>Note: At the end of the tutorial there are a few brief survey questions. Please complete them as thoroughly as you can. <i>If you have direct reports, please be sure to go to My Team and verify that your direct reports are accurately represented in the LMS. If they are not, please indicate who is incorrectly entered in the LMS Survey.</i></p> |



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|------|---|
| 22 | <p>Click the Acknowledge button to acknowledge completion of the tutorial.</p>  |
| 23 | <p>Read the acknowledgement statement and click the Acknowledge button.</p>  |
| 24 | <p>Result: Congratulations, you are all done! You can exit out of the LMS if you wish. Please contact hrmssupport@milwaukeecountywi.gov if you have any questions or need any assistance.</p> |