

OSD Learning Management System (LMS)

User Guide

User Guide

This User Guide will help you login to and use the OSD's Learning Management System (LMS). You can keep this file open as you work through the LMS or you can print it and place it on your desk for quick reference.

As with any new system, taking the time to become familiar with how the navigation works and how the LMS is organized is key to becoming comfortable with OSD's new LMS.

As well the LMS is dynamic which means that as programming changes the information in the LMS will also change. The basic processes will remain the same, but some of the screens may change or look different.

The following topics are covered in this user guide:

Step-by-Step LMS Login Instructions	3
LMS Frequently Asked Questions.....	5
Navigating the LMS.....	10
Message Center.....	12
Searching for a Course.....	13
Search by Catalogue	15
Search by Date	17
Advanced Search	18
Search by Program Registration	19
Search by Calendar	20
Registering for a Course	21
Registering for a No-cost Course.....	21
Registering for a Course with a Tuition Fee.....	23
Registering for On-Line Courses:.....	30
Wait Lists	36
Learning Plan.....	37
Achievement Record.....	41
Transcripts.....	41

Step-by-Step LMS Login Instructions for Manitoba Government Employees

Step 1 Finding your User Name:

You will need a user name to login to the LMS.

Your user name is your personnel number, which can be found on the top left corner of your pay advice.

- **For example:** If your personnel number on your pay advice is **123456**, then your user name is **123456**

User names must have 6 characters

If your personnel number has less than 6 characters you must add the number of zeros to make 6 characters to the front of your employee number.

- **For example:** If your personnel number on your pay advice is **3456**, you must add 2 zeros in front of it to create your user name, which should look like this **003456**

Step 2 Creating your Password:

You will need a password to login to the LMS.

You will create your password by taking:

- the last 4 numbers from your user name
- and the first 3 letters of your last name

Note: the first letter must be capitalized, and the rest are lower case.

- **For example:** Jane Smith's personnel number from her pay advice is **123456**; which means her user name is **123456**. Jane's password will be **3456Smi**

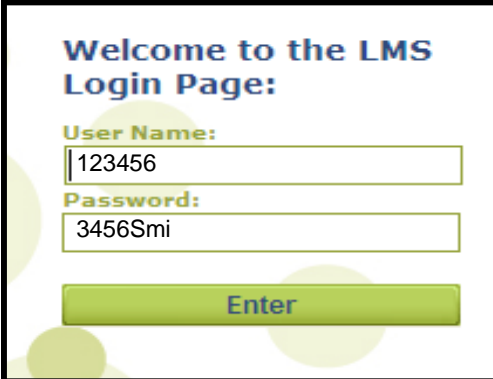
If your last name contains less than 3 letters, you will need to add the number 1 at the end of the password.

- **For example:** If your last name is Ng and your user name is 456789 your password would be **6789Ng1**

Step 3 Logging into the LMS:

Once you know your user name and password you are ready to type that information into the login page.

- **For example:** Jane would enter her user name and password into the login page and click enter as follows:



The screenshot shows a login form titled "Welcome to the LMS Login Page:". It contains two input fields: "User Name:" with the value "123456" and "Password:" with the value "3456Smi". Below the fields is a green "Enter" button.

Step 4 Changing Your Password:

After the first time you log in, you will be asked to change your password.

Your new passwords must be:

- No more than 7 characters long
- Composed of a combination of upper and lower case letters, numbers and special characters of your choice
- Some examples of special characters are:

/ # : ? ! * + % - < > @ [] \ / _ { } |

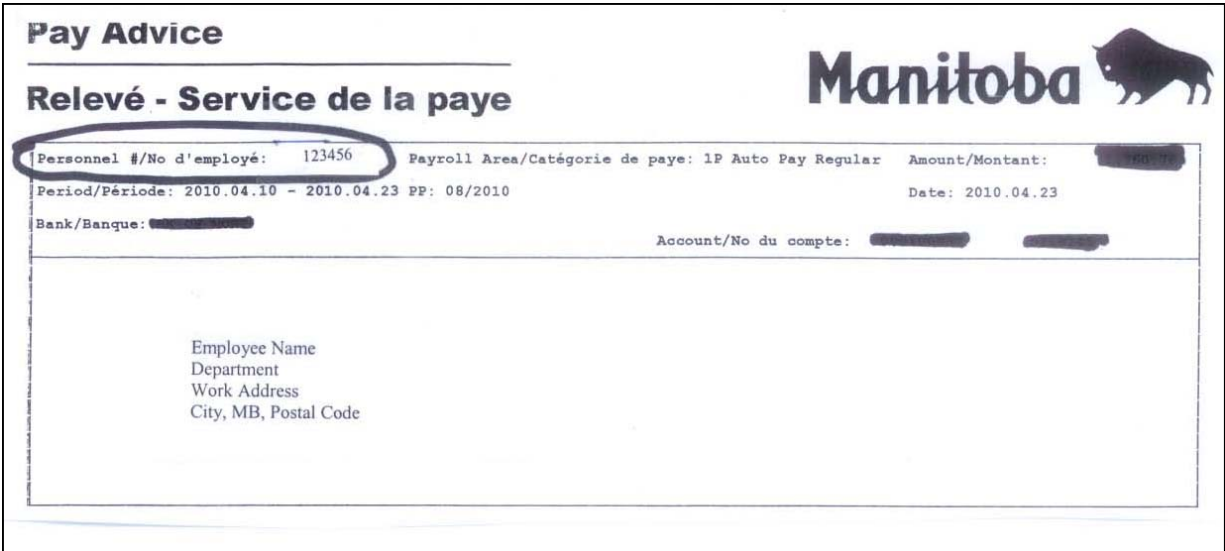
LMS Frequently Asked Questions

1. Why do I need a user name and password to enter the Learning Management System (LMS)?

The LMS is a secure site and requires each user to login with a distinct user name and password. This process ensures that only you can access your learning information.


2. Where do I get my user name and password?

Your user name is your personnel number, which appears on your pay advice. If you are a Manitoba government employee your pay advice looks like the example below.



Pay Advice

Relevé - Service de la paye

Manitoba 

Personnel #/No d'employé: 123456 Payroll Area/Catégorie de paye: 1P Auto Pay Regular Amount/Montant: [REDACTED]

Period/Période: 2010.04.10 - 2010.04.23 PP: 08/2010 Date: 2010.04.23

Bank/Banque: [REDACTED] Account/No du compte: [REDACTED]

Employee Name
Department
Work Address
City, MB, Postal Code

3. What if my pay advice looks different than the example above?

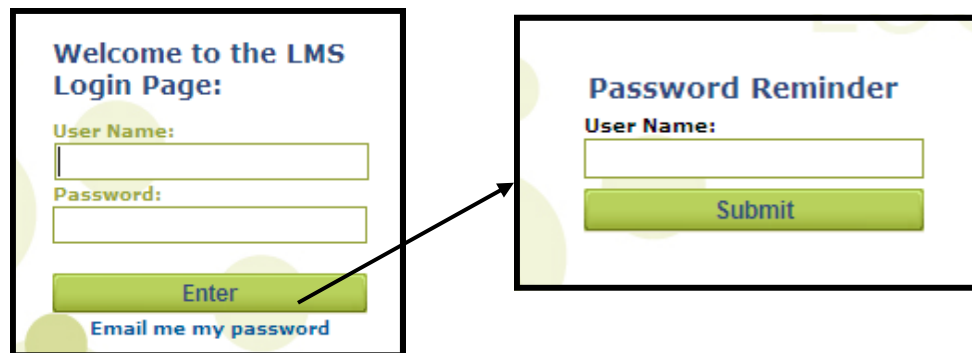
If you work for the Manitoba government and your pay advice has the name of a payroll company such as ADP, etc., you should contact OSD at OSD@gov.mb.ca, and we will help you to login to the LMS.

4. Do I have to set up an account in the LMS?

No. If you work for the Manitoba government and your pay advice looks like the example in question 2 above, then an account has been created for you. If you are not paid by SAP then you will need to have an account created for you. Please contact OSD at OSD@gov.mb.ca, and we will create an account for you.

5. What do I do if I forget my password?

On the LMS Login Page there is a link called “**email me my password.**” Click on this link and you will be taken to a password reminder page. Here you will type in your user name and your password will be sent you by email.



The diagram illustrates the process of requesting a password reminder. On the left, the 'Welcome to the LMS Login Page' features input fields for 'User Name:' and 'Password:', an 'Enter' button, and a link labeled 'Email me my password'. An arrow points from this link to the 'Password Reminder' page on the right, which contains a 'User Name:' input field and a 'Submit' button.

If you don't receive an email with your password, please contact OSD by email at OSD@gov.mb.ca, and we will help you.

6. What if I have trouble logging in?

If you have trouble logging in at any other time, please contact OSD by email at OSD@gov.mb.ca, and we will help you.

7. After I logged in my screen didn't look right. What should I do?

You may need to “allow Pop-Up Windows” so that you can see the screen properly. To allow Pop-Up Windows please follow these steps:

- Click on **Tools** on your browser
- From the drop-down menu click on **Pop-up Blocker**
- Then **Pop-up Blocker Settings** (Diagram 1)
- In the "address of website to allow" field type in **OSD.learnflex.net** (Diagram 2)
- Click **Add** and **Close** the window

Diagram 1

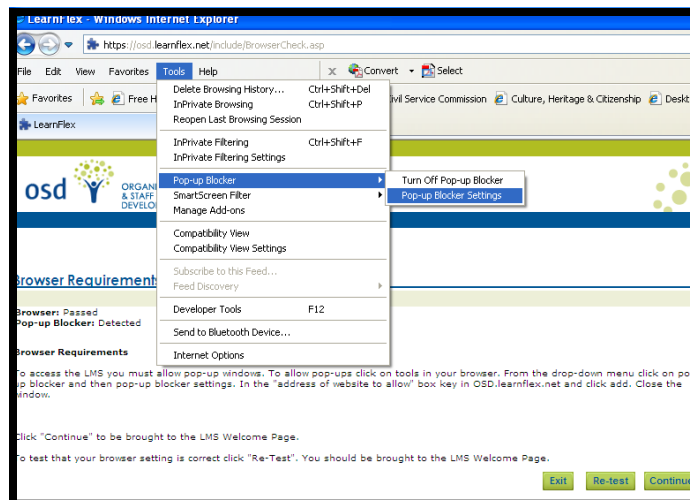


Diagram 2



8. I followed the instructions to allow Pop-Ups but I still can't see the page properly. What should I do next?

If you are still not able to properly see a page or open an online course you may also need to allow **Add-ons**. To allow Add-ons, please follow these steps:

1. Click on **Tools** in your browser
2. From the drop-down menu click on **Manage Add-ons** (diagram 1)
3. A new window will open with a listing of all Add-ons (diagram 2)
4. Scroll down the list. If you notice an item is disabled highlight the item and click on **Enable** in the lower right-hand corner of the window
5. When all items on the **Manage Add-ons** page are enabled, click on **Close** to close the window

Diagram 1

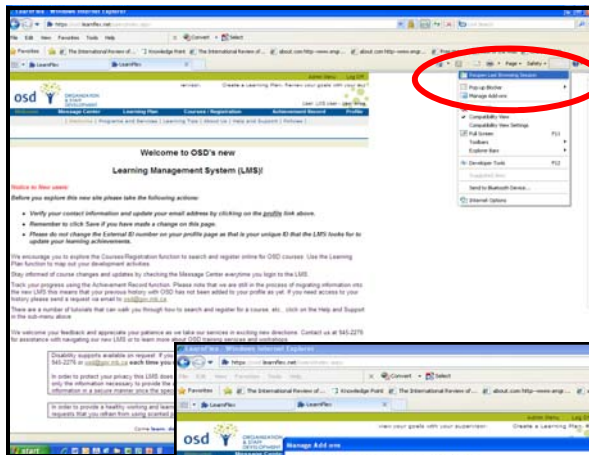
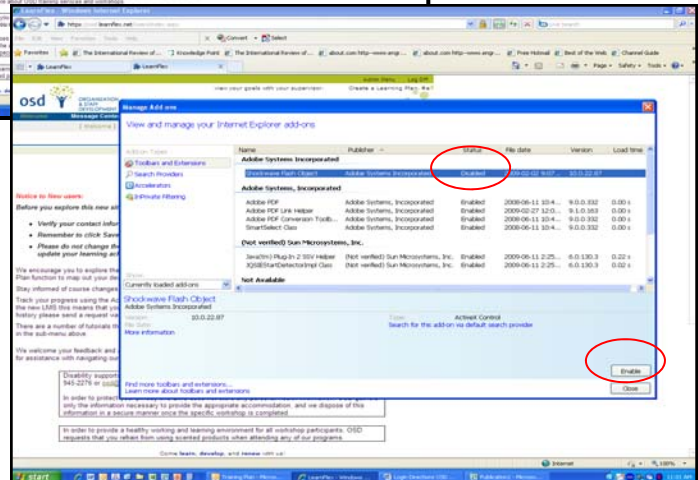


Diagram 2



9. What are Add-Ons and why are they important?

Add-ons allow Flash and other small applications to run, which are typically included in on-line courses.

10. I tried to follow these instructions and I still cannot see the page properly.

If you are still having difficulty seeing the page properly please contact the ICT Services Help Desk at 926-3400 or toll free at 1-888-281-1139.

11. What are the other links on the login page?

OSD also provides training and consulting services to external agencies that are not part of government. The other links on the login page are intended for that audience:

Create Account →

This option is for learners who are not employees of the Government of Manitoba.

Note to Government of Manitoba employees: Please do not create an account here as your account has been created for you.

Browse Calendar →

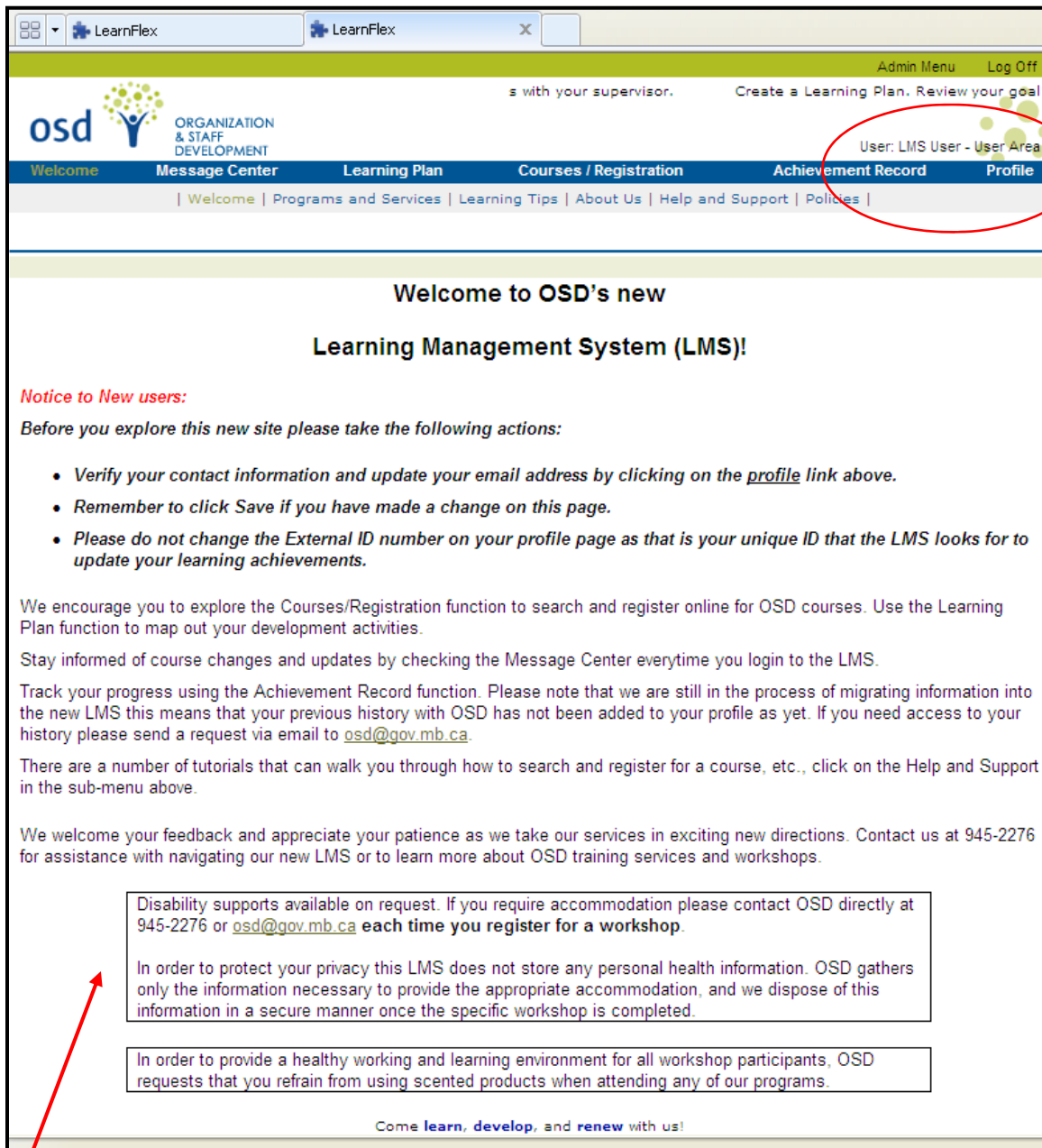
Without logging in, you can access OSD's calendar. The courses listed here are targeted to our external clients so not all courses are shown here. To view the entire OSD catalogue for government employees or to register for a course you must login to the LMS.

12. How do I get back to the login page from these instructions?

To return to the login page from these instructions please click on the Back button on your browser.

Navigating the LMS

The first page you see when you login to the LMS is the Welcome page. Your name will appear in the top right corner, just below the Log Off button. For this Guide we have created a user called “LMS User.”



LearnFlex LearnFlex

Admin Menu Log Off

osd ORGANIZATION & STAFF DEVELOPMENT

User: LMS User - User Area

Welcome Message Center Learning Plan Courses / Registration Achievement Record Profile

Welcome | Programs and Services | Learning Tips | About Us | Help and Support | Policies |

Welcome to OSD's new Learning Management System (LMS)!

Notice to New users:

Before you explore this new site please take the following actions:

- Verify your contact information and update your email address by clicking on the [profile](#) link above.
- Remember to click Save if you have made a change on this page.
- Please do not change the External ID number on your profile page as that is your unique ID that the LMS looks for to update your learning achievements.

We encourage you to explore the Courses/Registration function to search and register online for OSD courses. Use the Learning Plan function to map out your development activities.

Stay informed of course changes and updates by checking the Message Center everytime you login to the LMS.

Track your progress using the Achievement Record function. Please note that we are still in the process of migrating information into the new LMS this means that your previous history with OSD has not been added to your profile as yet. If you need access to your history please send a request via email to osd@gov.mb.ca.

There are a number of tutorials that can walk you through how to search and register for a course, etc., click on the Help and Support in the sub-menu above.

We welcome your feedback and appreciate your patience as we take our services in exciting new directions. Contact us at 945-2276 for assistance with navigating our new LMS or to learn more about OSD training services and workshops.

Disability supports available on request. If you require accommodation please contact OSD directly at 945-2276 or osd@gov.mb.ca each time you register for a workshop.

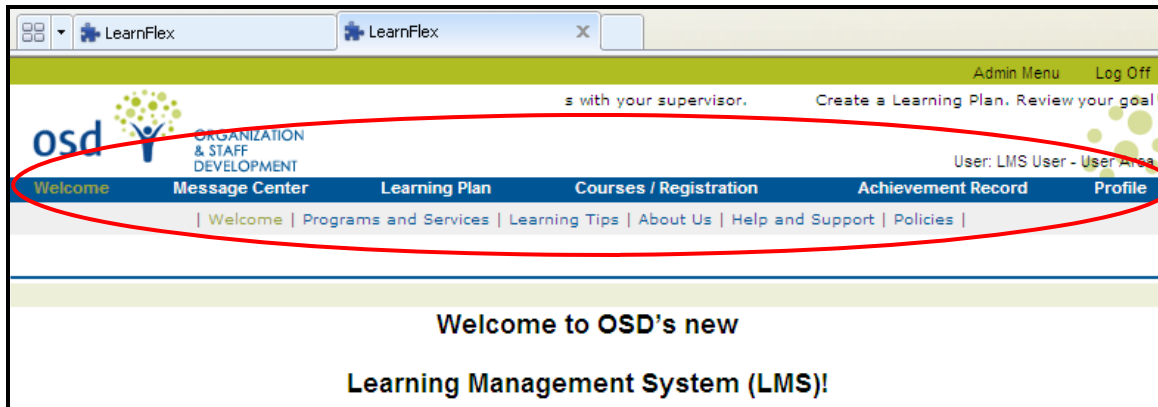
In order to protect your privacy this LMS does not store any personal health information. OSD gathers only the information necessary to provide the appropriate accommodation, and we dispose of this information in a secure manner once the specific workshop is completed.

In order to provide a healthy working and learning environment for all workshop participants, OSD requests that you refrain from using scented products when attending any of our programs.

Come **learn**, **develop**, and **renew** with us!

Please note our accommodation and scent free policies stated at the bottom of the Welcome page.

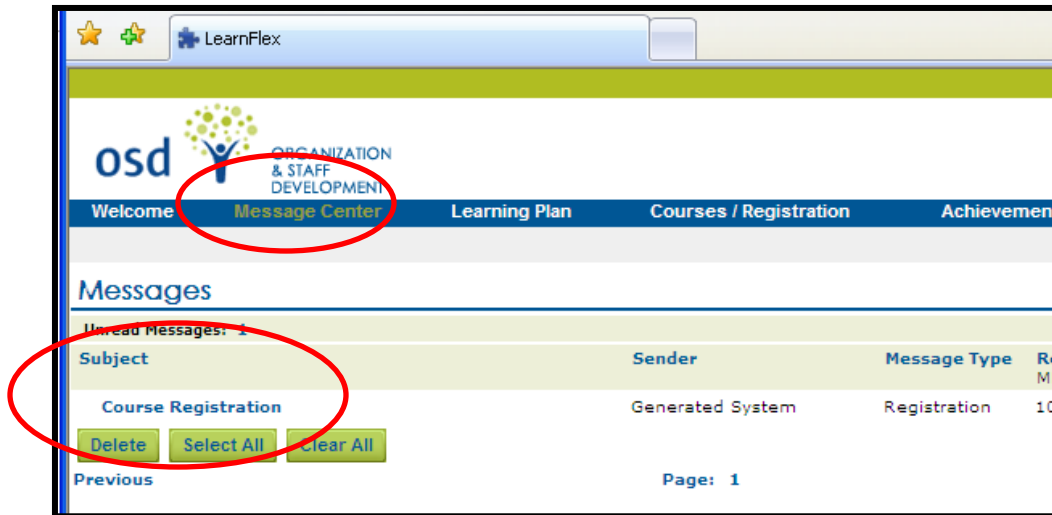
The LMS is organized using clickable headers along the top blue bar as highlighted below.



- Welcome →** The Welcome tab has six subheadings organized to provide you with information about OSD's programs and services, learning tips, help and support, etc. This is where you can also find out about what's new with OSD courses and other programming information.
- Message Center →** The Message Center will deliver specific information about courses you have registered for, including confirmations, cancellations, changes in times, or dates. We recommend that you check here often to keep up to date.
- Learning Plan →** The Learning Plan area lists all of the courses and programs in which you are registered. Here you can view a quick status of what courses you have completed and which are pending.
- Courses/Registration →** The Courses / Registration area is where you search for courses or programs and then register for the offerings that work for you.
- Achievement Record →** Your Achievements are tracked for you here. We are in the process of migrating information into the new LMS, which means that your previous history with OSD has not been added to your profile as yet. If you need access to your history please send a request via email to osd@gov.mb.ca.
- Profile →** The Profile holds your work contact information. **Please verify your information and update your email address and click save.** Please do not change the External ID number as that is your unique ID that the LMS uses to update your learning achievements.

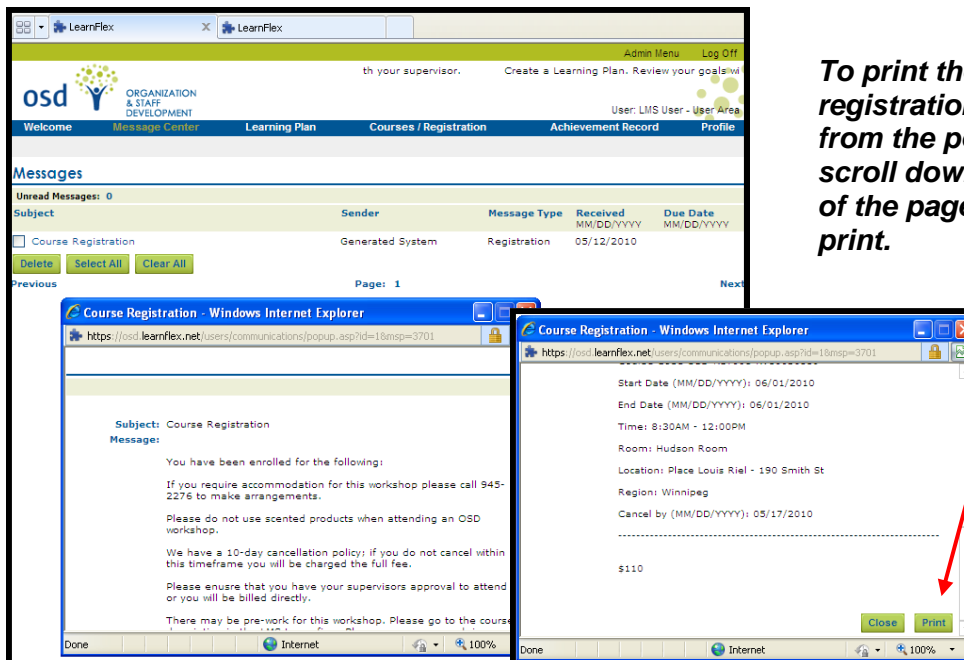
Message Center

To read important notices from OSD, you should make it a habit to check the **Message Center** every time you log in. Once you arrive at the **Welcome** page, click **Message Center** in the top blue bar.



In this example there is one unread message for the user in the screen shot above.

To read messages, click on the subject of the message, which will open a pop-up window, as shown below. Once you have read the message, use the X in the top right to close the window and return to the Message Center page of the LMS.



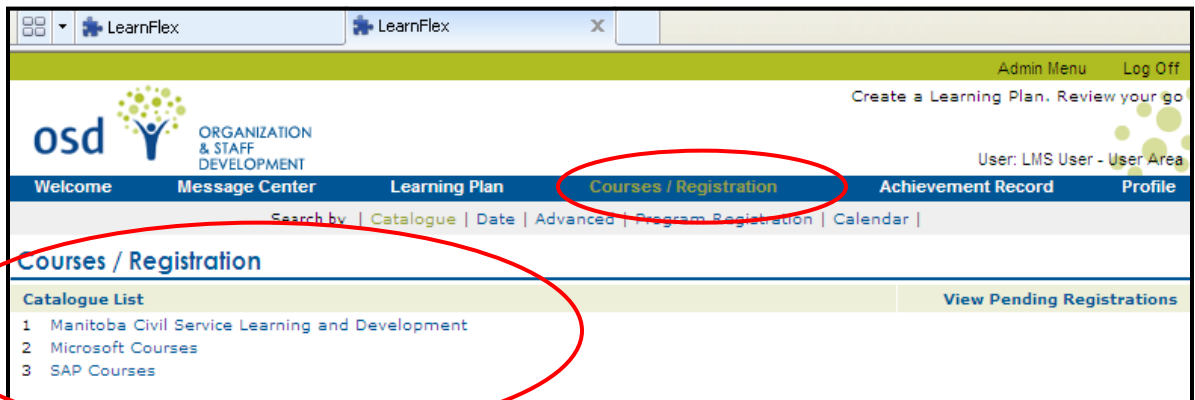
To print the course registration information from the pop-up window scroll down to the bottom of the page and click on print.

Searching for a Course

Your main interactions with OSD's LMS will occur when you want to register for courses and programs.

Navigation is important in the LMS. Take a moment to review the screen below.

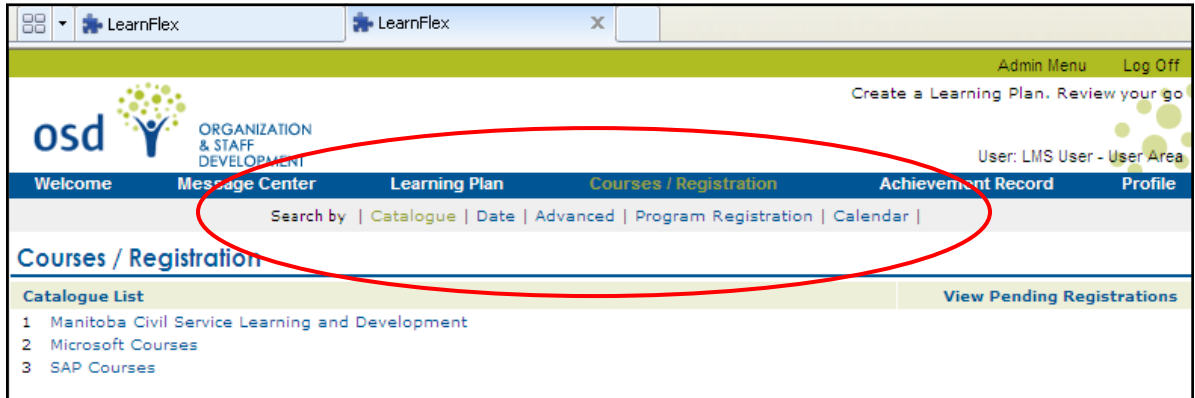
This is what you will see when you click on **Courses/Registration**. The blue navigation bar shows **Courses/Registration** highlighted in green. In the screen shot below, the menu shows you options for Courses/Registration.



OSD has three main catalogues:

1. **Manitoba Civil Service Learning and Development** – this catalogue lists all of OSD's Workshops.
2. **Microsoft Courses** – lists all of Microsoft Office 2007 courses. These are all on-line courses.
3. **SAP Courses** – provides a listing of the SAP courses offered through OSD.

Notice that there is also a sub-menu just under the main blue navigation bar. This menu changes depending on which navigation bar heading you have clicked on.



You can use one of the following five methods to find a course or program in which you wish to register:

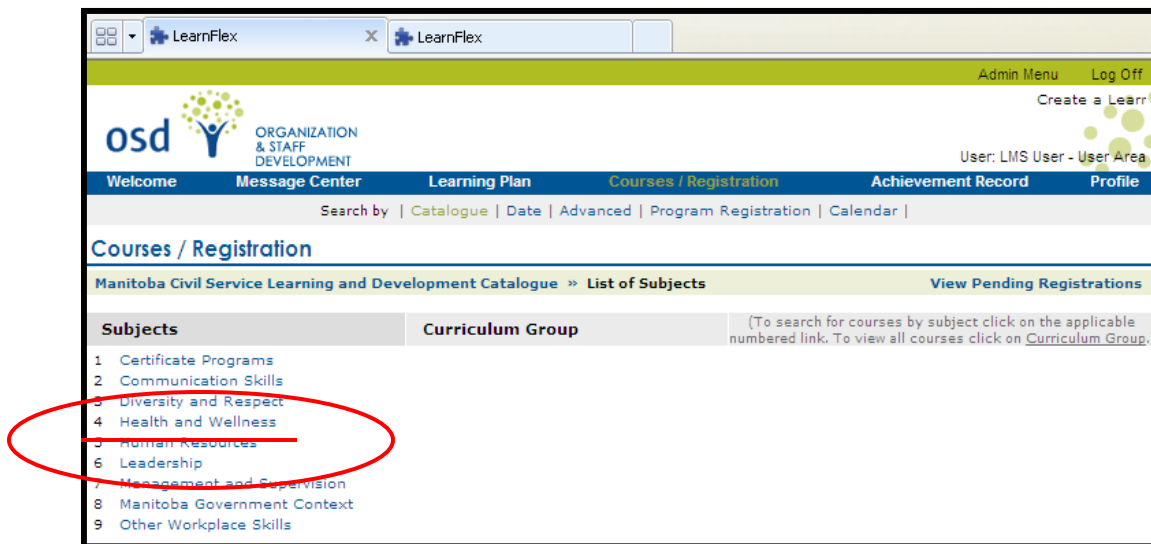
1. By **Catalogue**, using subject and / or curriculum group course lists
2. By **Date** which courses are running on a particular date
3. By **Advanced** where more specific search criteria can be keyed in
4. By **Program** registration
5. By **Calendar**, a more visual way to search by date

Each of these methods of searching will be explained in detail on the following pages.

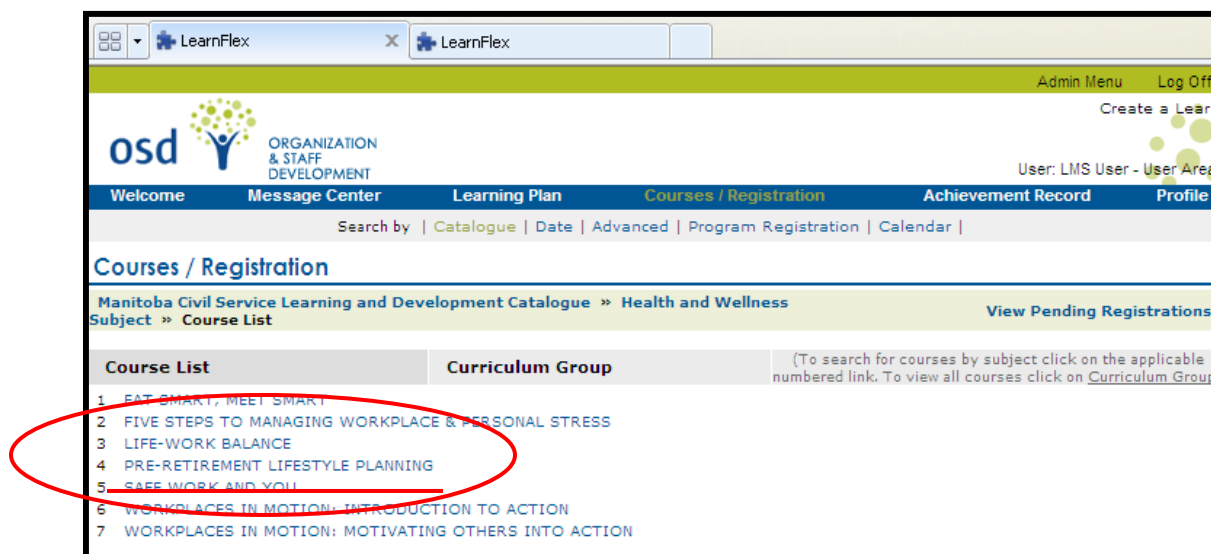
Search by Catalogue

Currently OSD has categorized its courses into nine subject areas. These subjects make up the **Manitoba Civil Service Learning and Development Catalogue** and may change as courses are added or deleted.

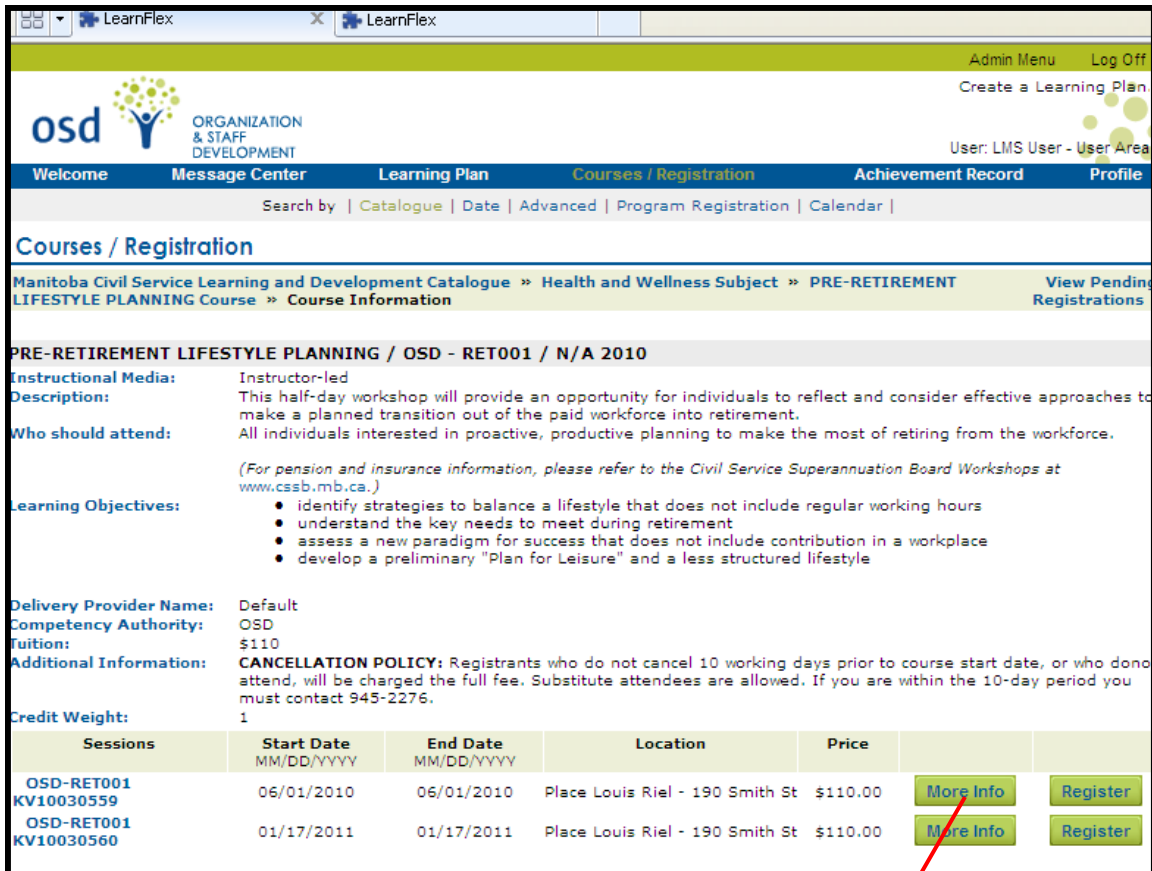
Courses relating to these subject areas can be viewed by clicking on the appropriate subject area. For example, to view courses within the **Health and Wellness** subject area click on the link as indicated in the screen shot below.



The following screen shows courses related to **Health and Wellness**. To see a course description and more information about the course, click on a course title.

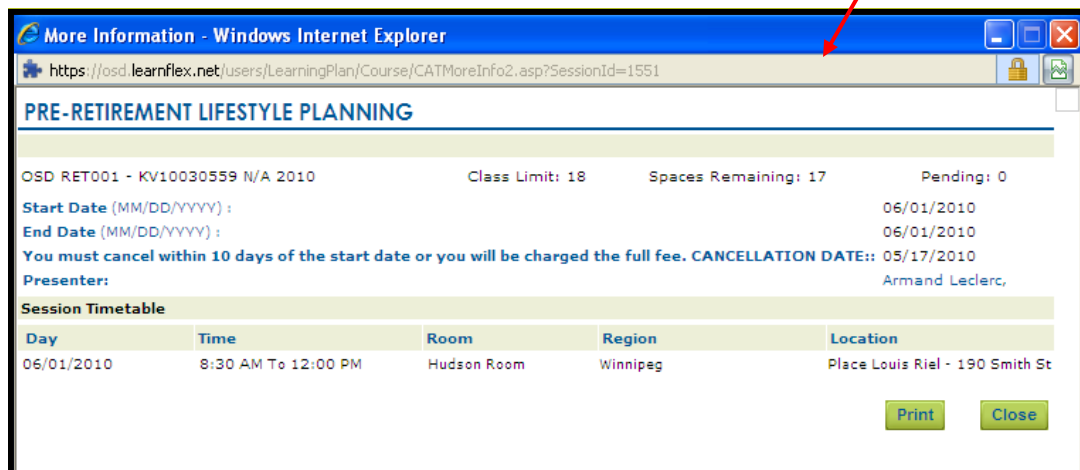


For this example, we clicked on a course called **Pre-Retirement Lifestyle Planning**. This screen gives you information about course content, dates, location, etc. Click on the **More Info** button to see more information about this course. A pop-up window will open per the example at the bottom of the page. Click **Close** to close the window.



The screenshot shows the 'Courses / Registration' page in the LearnFlex system. The breadcrumb trail is: Manitoba Civil Service Learning and Development Catalogue » Health and Wellness Subject » PRE-RETIREMENT LIFESTYLE PLANNING Course » Course Information. The course title is 'PRE-RETIREMENT LIFESTYLE PLANNING / OSD - RET001 / N/A 2010'. The description states it is an instructor-led half-day workshop. The 'Who should attend' section lists individuals interested in proactive planning. Learning objectives include identifying strategies to balance lifestyle, understanding key needs, assessing success paradigms, and developing a 'Plan for Leisure'. The 'Additional Information' section contains a cancellation policy. A table below lists two sessions with 'More Info' and 'Register' buttons.

Sessions	Start Date MM/DD/YYYY	End Date MM/DD/YYYY	Location	Price	More Info	Register
OSD-RET001 KV10030559	06/01/2010	06/01/2010	Place Louis Riel - 190 Smith St	\$110.00	More Info	Register
OSD-RET001 KV10030560	01/17/2011	01/17/2011	Place Louis Riel - 190 Smith St	\$110.00	More Info	Register

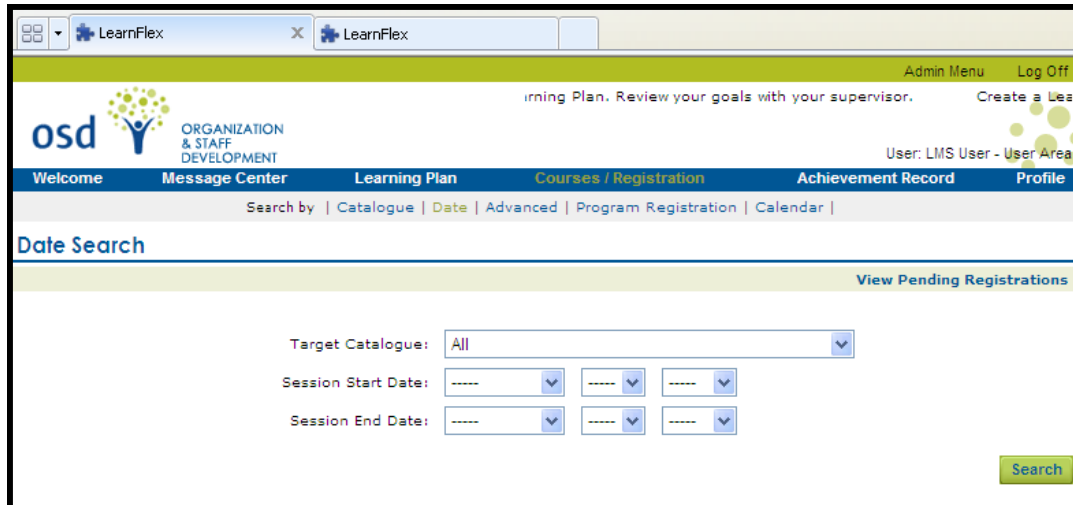


The screenshot shows a pop-up window titled 'More Information - Windows Internet Explorer' with the URL 'https://osd.learnflex.net/users/LearningPlan/Course/CATMoreInfo2.asp?SessionId=1551'. The page title is 'PRE-RETIREMENT LIFESTYLE PLANNING'. It displays course details: OSD RET001 - KV10030559 N/A 2010, Class Limit: 18, Spaces Remaining: 17, Pending: 0. It lists the start and end dates (06/01/2010), a cancellation date (05/17/2010), and the presenter (Armand Leclerc). A 'Session Timetable' table shows the course is held on 06/01/2010 from 8:30 AM to 12:00 PM in the Hudson Room, Winnipeg, at Place Louis Riel - 190 Smith St. 'Print' and 'Close' buttons are at the bottom.

Day	Time	Room	Region	Location
06/01/2010	8:30 AM To 12:00 PM	Hudson Room	Winnipeg	Place Louis Riel - 190 Smith St

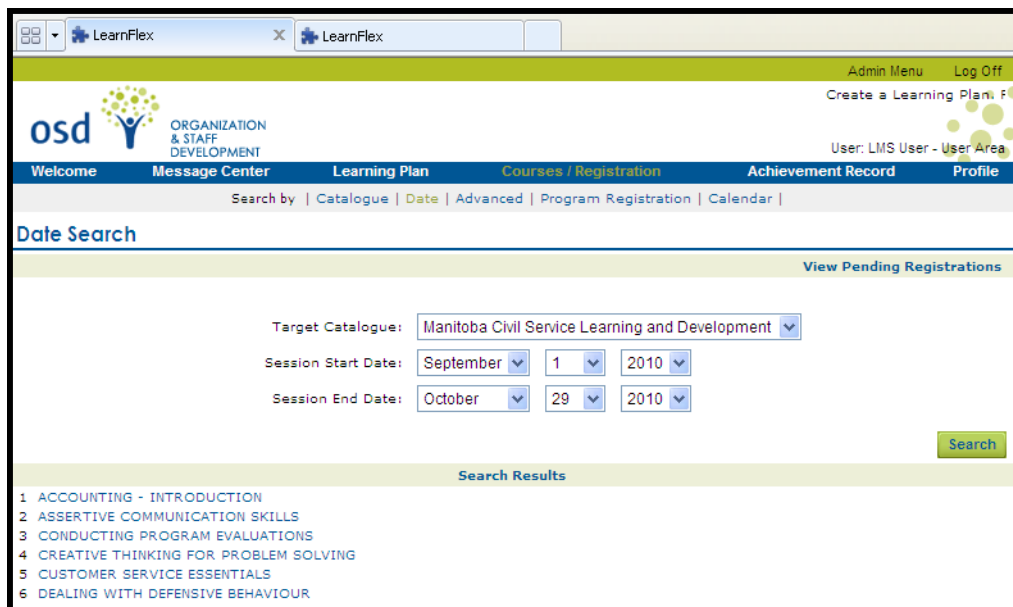
Search by Date

If you know the date that you are available to take training, you can do a date search for courses that are scheduled to run on that date. Use the date search tools to enter your criteria.



The screenshot shows the LearnFlex web application interface. At the top, there is a navigation bar with links for 'Admin Menu' and 'Log Off'. Below this is a header with the OSD logo and the text 'ORGANIZATION & STAFF DEVELOPMENT'. A user profile is visible, showing 'User: LMS User - User Area'. The main navigation menu includes 'Welcome', 'Message Center', 'Learning Plan', 'Courses / Registration', 'Achievement Record', and 'Profile'. Below the navigation is a search bar with options: 'Search by | Catalogue | Date | Advanced | Program Registration | Calendar |'. The 'Date Search' section is highlighted, and a link for 'View Pending Registrations' is present. The search criteria are set to 'All' for the Target Catalogue, and the Session Start and End Date fields are empty.

For example, if you are interested in courses that are running between September 1, 2010 and October 29, 2010, you would pick that date range from the drop down windows as shown below and click **Search**.



This screenshot shows the same LearnFlex interface, but with the search criteria updated. The Target Catalogue is set to 'Manitoba Civil Service Learning and Development'. The Session Start Date is set to 'September 1, 2010' and the Session End Date is set to 'October 29, 2010'. A 'Search' button is visible. Below the search criteria, the 'Search Results' section is displayed, listing six courses:

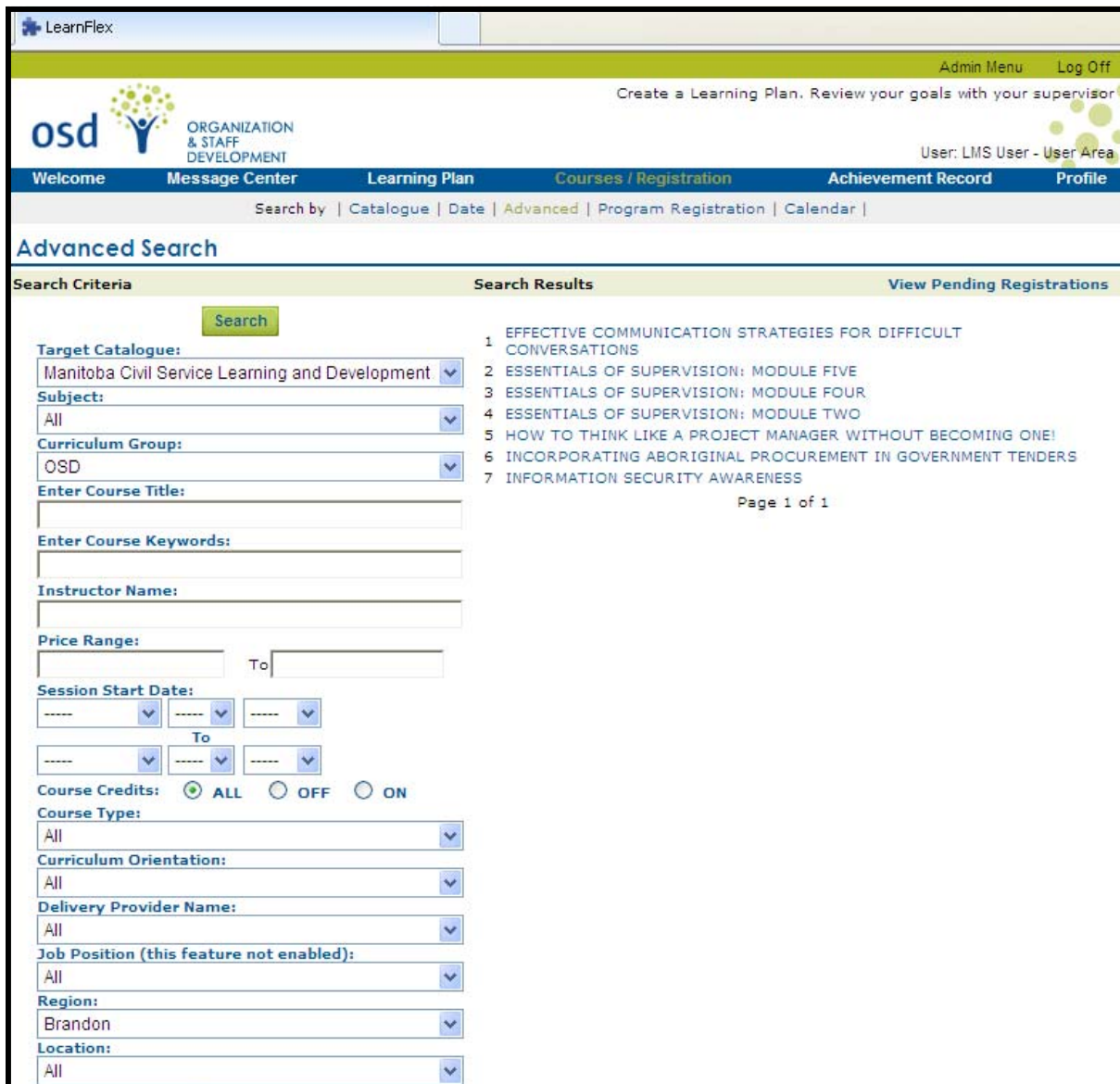
- 1 ACCOUNTING - INTRODUCTION
- 2 ASSERTIVE COMMUNICATION SKILLS
- 3 CONDUCTING PROGRAM EVALUATIONS
- 4 CREATIVE THINKING FOR PROBLEM SOLVING
- 5 CUSTOMER SERVICE ESSENTIALS
- 6 DEALING WITH DEFENSIVE BEHAVIOUR

The search results are listed on the bottom of the page as displayed in the example above. As with the Catalogue search, you can click on a course title to get more information about the course and register for it.

Advanced Search

Advanced search allows you to enter as many search criteria as you wish. For example, you might only be interested in instructor-led courses held in your region. Simply enter data or make selections where you need to, and then click **Search** to get a list of courses that match your criteria.

The example below shows the results of an advanced search looking for instructor-led courses in Brandon. From here you can then select a course and register.



LearnFlex

Admin Menu Log Off

Create a Learning Plan. Review your goals with your supervisor

osd ORGANIZATION & STAFF DEVELOPMENT

User: LMS User - User Area

Welcome Message Center Learning Plan Courses / Registration Achievement Record Profile

Search by | Catalogue | Date | **Advanced** | Program Registration | Calendar |

Advanced Search

Search Criteria Search Results View Pending Registrations

Search

Target Catalogue:
Manitoba Civil Service Learning and Development

Subject:
All

Curriculum Group:
OSD

Enter Course Title:

Enter Course Keywords:

Instructor Name:

Price Range:
_____ To _____

Session Start Date:
----- To -----

Course Credits: ALL OFF ON

Course Type:
All

Curriculum Orientation:
All

Delivery Provider Name:
All

Job Position (this feature not enabled):
All

Region:
Brandon

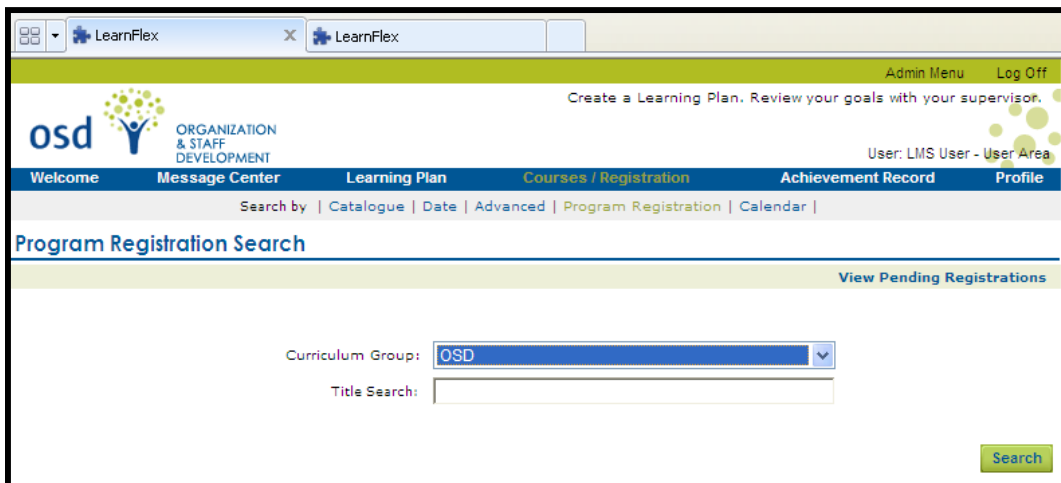
Location:
All

1 EFFECTIVE COMMUNICATION STRATEGIES FOR DIFFICULT CONVERSATIONS
2 ESSENTIALS OF SUPERVISION: MODULE FIVE
3 ESSENTIALS OF SUPERVISION: MODULE FOUR
4 ESSENTIALS OF SUPERVISION: MODULE TWO
5 HOW TO THINK LIKE A PROJECT MANAGER WITHOUT BECOMING ONE!
6 INCORPORATING ABORIGINAL PROCUREMENT IN GOVERNMENT TENDERS
7 INFORMATION SECURITY AWARENESS

Page 1 of 1

Search by Program Registration

To search for programs, click on the **Program Registration** link. Select **OSD** as the Curriculum Group, and then enter a title of the program if you know it. If you leave the title blank, your search will return a list of all of the programs. Click **Search**.



LearnFlex x LearnFlex

Admin Menu Log Off

Create a Learning Plan. Review your goals with your supervisor.

osd ORGANIZATION & STAFF DEVELOPMENT User: LMS User - User Area

Welcome Message Center Learning Plan Courses / Registration Achievement Record Profile

Search by | Catalogue | Date | Advanced | Program Registration | Calendar |

Program Registration Search

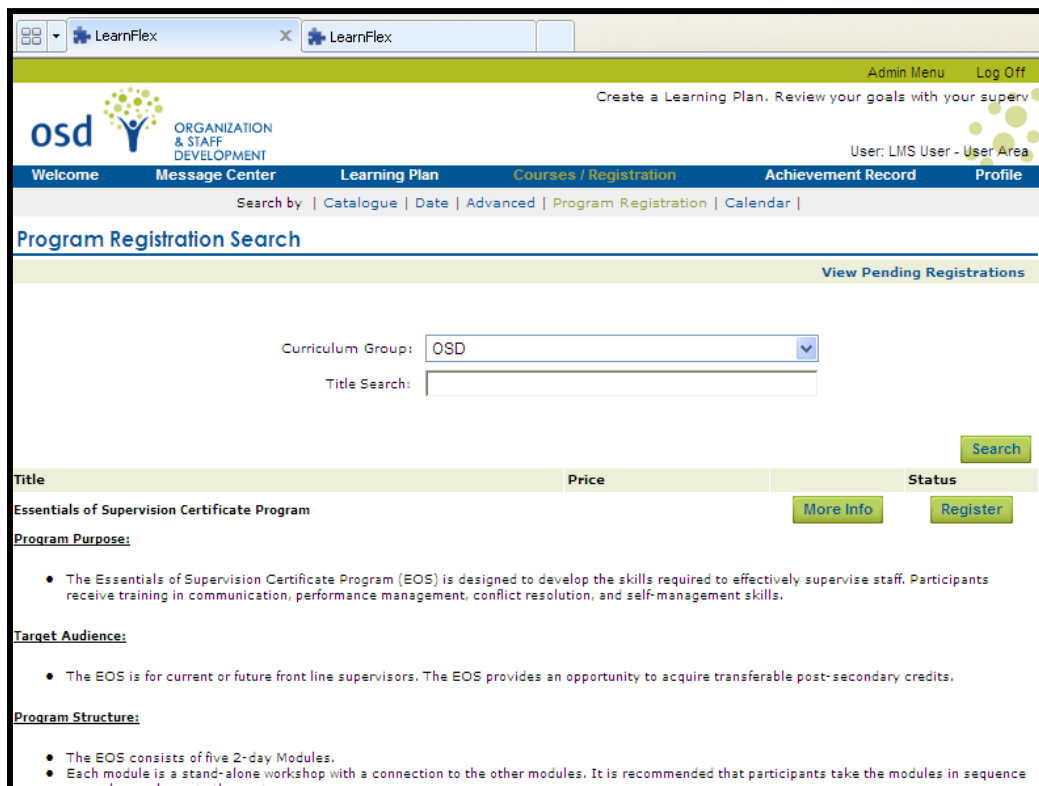
[View Pending Registrations](#)

Curriculum Group:

Title Search:

[Search](#)

Your search result will show all of the programs that are available for registration. Read about the program and then select **More Info** or **Register**.



LearnFlex x LearnFlex

Admin Menu Log Off

Create a Learning Plan. Review your goals with your supervisor.

osd ORGANIZATION & STAFF DEVELOPMENT User: LMS User - User Area

Welcome Message Center Learning Plan Courses / Registration Achievement Record Profile

Search by | Catalogue | Date | Advanced | Program Registration | Calendar |

Program Registration Search

[View Pending Registrations](#)

Curriculum Group:

Title Search:

[Search](#)

Title	Price	Status
Essentials of Supervision Certificate Program		

[More Info](#) [Register](#)

Program Purpose:

- The Essentials of Supervision Certificate Program (EOS) is designed to develop the skills required to effectively supervise staff. Participants receive training in communication, performance management, conflict resolution, and self-management skills.

Target Audience:

- The EOS is for current or future front line supervisors. The EOS provides an opportunity to acquire transferable post-secondary credits.

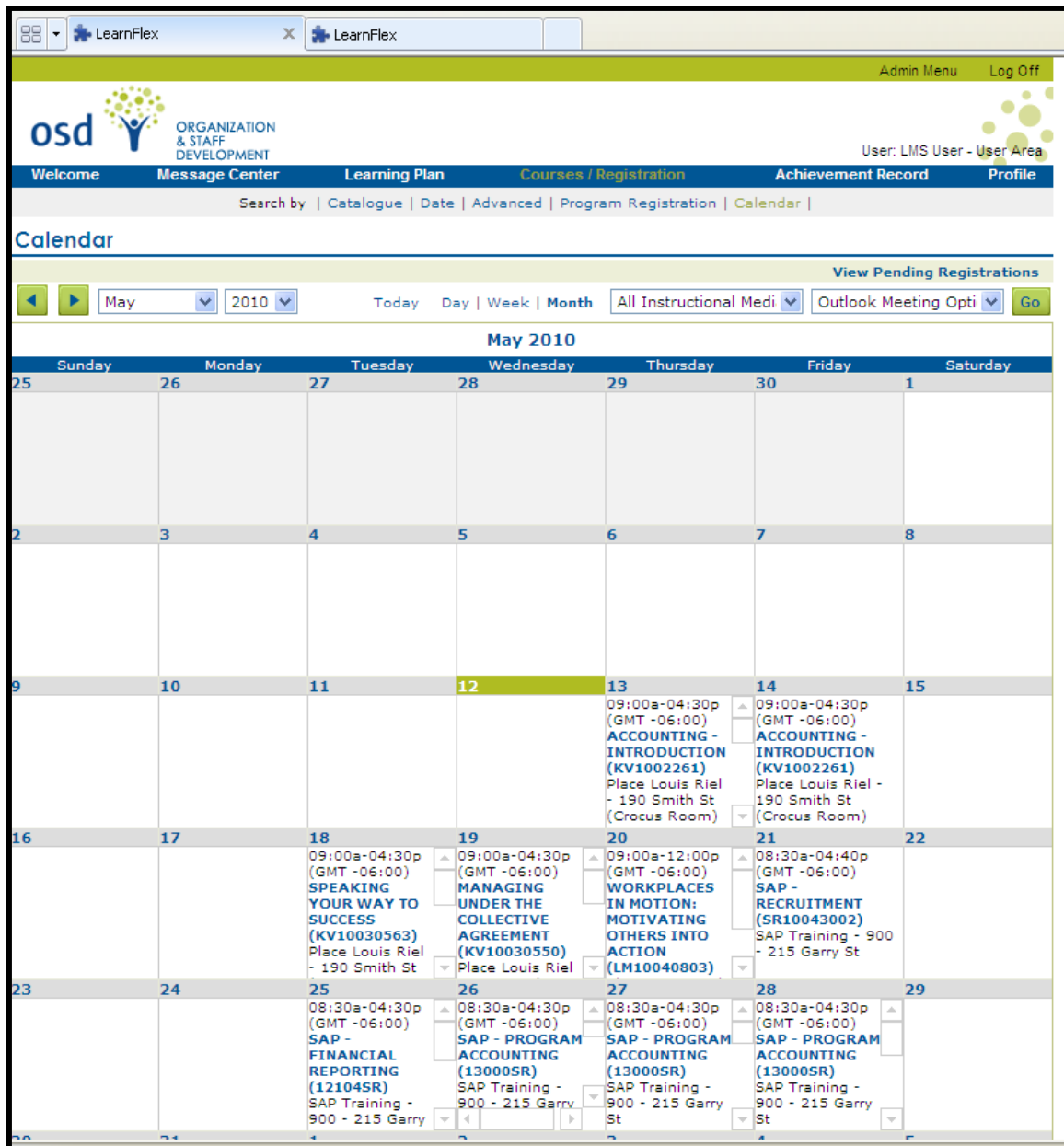
Program Structure:

- The EOS consists of five 2-day Modules.
- Each module is a stand-alone workshop with a connection to the other modules. It is recommended that participants take the modules in sequence.

Search by Calendar

To use a more graphic search tool, try clicking on **Calendar**. This option displays courses in a calendar format but still allows you to enter some criteria. When you see a course that interests you, click on the link to get to the course information and registration page.

Below is an example of a calendar for Instructor-led courses in May, 2010.



The screenshot shows the LearnFlex interface with a calendar view for May 2010. The calendar displays instructor-led courses with their titles, times, and locations. The following table summarizes the course information visible in the calendar:

Date	Day	Course Title	Time	Location
May 13	Thursday	ACCOUNTING - INTRODUCTION (KV1002261)	09:00a-04:30p (GMT -06:00)	Place Louis Riel - 190 Smith St (Crocus Room)
May 14	Friday	ACCOUNTING - INTRODUCTION (KV1002261)	09:00a-04:30p (GMT -06:00)	Place Louis Riel - 190 Smith St (Crocus Room)
May 18	Tuesday	SPEAKING YOUR WAY TO SUCCESS (KV10030563)	09:00a-04:30p (GMT -06:00)	Place Louis Riel - 190 Smith St
May 19	Wednesday	MANAGING UNDER THE COLLECTIVE AGREEMENT (KV10030550)	09:00a-04:30p (GMT -06:00)	Place Louis Riel
May 20	Thursday	WORKPLACES IN MOTION: MOTIVATING OTHERS INTO ACTION (LM10040803)	09:00a-12:00p (GMT -06:00)	Place Louis Riel
May 21	Friday	SAP - RECRUITMENT (SR10043002)	08:30a-04:40p (GMT -06:00)	SAP Training - 900 - 215 Garry St
May 25	Tuesday	SAP - FINANCIAL REPORTING (121045R)	08:30a-04:30p (GMT -06:00)	SAP Training - 900 - 215 Garry St
May 26	Wednesday	SAP - PROGRAM ACCOUNTING (130005R)	08:30a-04:30p (GMT -06:00)	SAP Training - 900 - 215 Garry St
May 27	Thursday	SAP - PROGRAM ACCOUNTING (130005R)	08:30a-04:30p (GMT -06:00)	SAP Training - 900 - 215 Garry St
May 28	Friday	SAP - PROGRAM ACCOUNTING (130005R)	08:30a-04:30p (GMT -06:00)	SAP Training - 900 - 215 Garry St

Registering for a Course

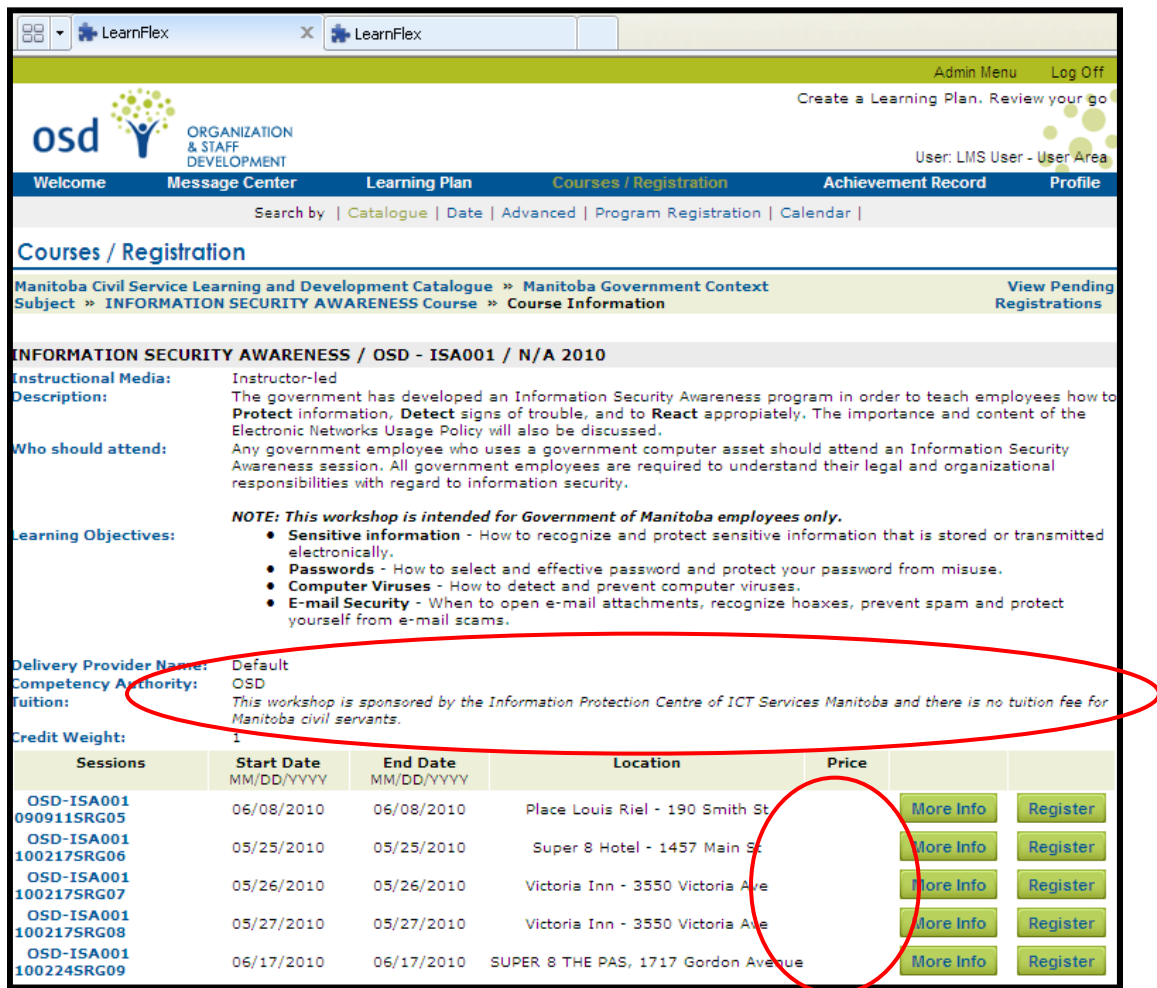
Once you have chosen the course you would like to attend, click on that course to arrive at the **Courses / Registration** page for that specific course.

There are two registration processes. One process applies to courses that are offered at no cost to civil servants and one process where there is a tuition fee. Both processes are easy to follow and you will be prompted with instructions as you go.

To determine if there is a cost to attend a course, check the **Tuition** and **Price** areas on the registration page (see the red highlighted areas in the example below).

Registering for a No-cost Course:

In the example below you will notice that there are a number of sessions offered for this course. First determine which date you would like to attend and then click on the corresponding **Register** button for that date.



INFORMATION SECURITY AWARENESS / OSD - ISA001 / N/A 2010

Instructional Media: Instructor-led

Description: The government has developed an Information Security Awareness program in order to teach employees how to **Protect** information, **Detect** signs of trouble, and to **React** appropriately. The importance and content of the Electronic Networks Usage Policy will also be discussed.

Who should attend: Any government employee who uses a government computer asset should attend an Information Security Awareness session. All government employees are required to understand their legal and organizational responsibilities with regard to information security.

Learning Objectives:

NOTE: This workshop is intended for Government of Manitoba employees only.

- **Sensitive information** - How to recognize and protect sensitive information that is stored or transmitted electronically.
- **Passwords** - How to select and effective password and protect your password from misuse.
- **Computer Viruses** - How to detect and prevent computer viruses.
- **E-mail Security** - When to open e-mail attachments, recognize hoaxes, prevent spam and protect yourself from e-mail scams.

Delivery Provider Name: Default

Competency Authority: OSD

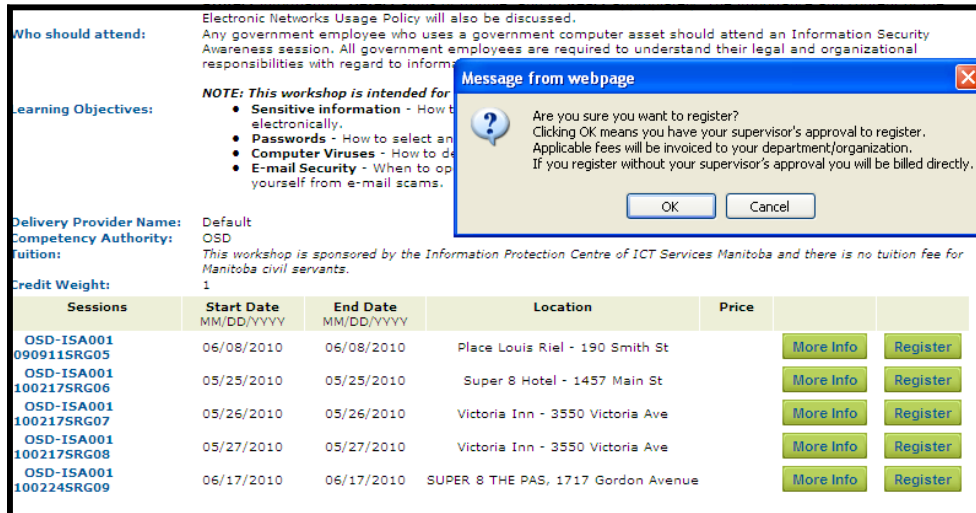
Tuition: This workshop is sponsored by the Information Protection Centre of ICT Services Manitoba and there is no tuition fee for Manitoba civil servants.

Credit Weight: 1

Sessions	Start Date MM/DD/YYYY	End Date MM/DD/YYYY	Location	Price		
OSD-ISA001 090911SRG05	06/08/2010	06/08/2010	Place Louis Riel - 190 Smith St		More Info	Register
OSD-ISA001 100217SRG06	05/25/2010	05/25/2010	Super 8 Hotel - 1457 Main St		More Info	Register
OSD-ISA001 100217SRG07	05/26/2010	05/26/2010	Victoria Inn - 3550 Victoria Ave		More Info	Register
OSD-ISA001 100217SRG08	05/27/2010	05/27/2010	Victoria Inn - 3550 Victoria Ave		More Info	Register
OSD-ISA001 100224SRG09	06/17/2010	06/17/2010	SUPER 8 THE PAS, 1717 Gordon Avenue		More Info	Register

When you click **Register** a pop-up window will appear with a number of messages. Please make sure you read these messages to ensure you understand the implications of clicking **OK**.

In the case where there is no charge to attend these messages will not apply. However, even if there is no charge you should ensure your supervisor has approved your attendance as you would be away from your office.



Who should attend: Electronic Networks Usage Policy will also be discussed. Any government employee who uses a government computer asset should attend an Information Security Awareness session. All government employees are required to understand their legal and organizational responsibilities with regard to information security.

Learning Objectives:

NOTE: This workshop is intended for:

- **Sensitive information** - How to protect information electronically.
- **Passwords** - How to select and use passwords.
- **Computer Viruses** - How to detect and remove viruses.
- **E-mail Security** - When to open and how to protect yourself from e-mail scams.

Delivery Provider Name: Default
Competency Authority: OSD
Tuition: This workshop is sponsored by the Information Protection Centre of ICT Services Manitoba and there is no tuition fee for Manitoba civil servants.
Credit Weight: 1

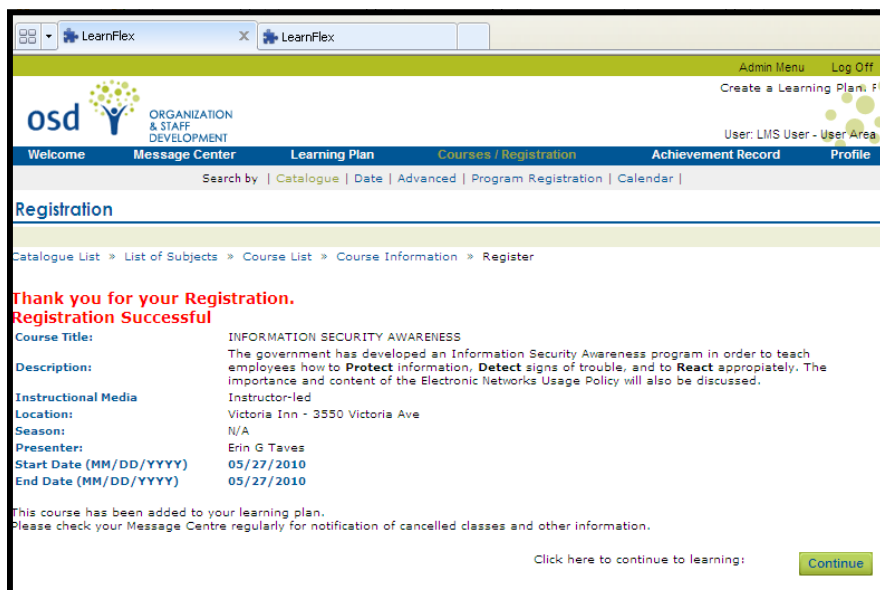
Sessions	Start Date MM/DD/YYYY	End Date MM/DD/YYYY	Location	Price		
OSD-ISA001 090911SRG05	06/08/2010	06/08/2010	Place Louis Riel - 190 Smith St		More Info	Register
OSD-ISA001 100217SRG06	05/25/2010	05/25/2010	Super 8 Hotel - 1457 Main St		More Info	Register
OSD-ISA001 100217SRG07	05/26/2010	05/26/2010	Victoria Inn - 3550 Victoria Ave		More Info	Register
OSD-ISA001 100217SRG08	05/27/2010	05/27/2010	Victoria Inn - 3550 Victoria Ave		More Info	Register
OSD-ISA001 100224SRG09	06/17/2010	06/17/2010	SUPER 8 THE PAS, 1717 Gordon Avenue		More Info	Register

Message from webpage

Are you sure you want to register?
Clicking OK means you have your supervisor's approval to register. Applicable fees will be invoiced to your department/organization. If you register without your supervisor's approval you will be billed directly.

OK Cancel

When you click **OK**, you will receive a confirmation notice as in the screen shot below.



LearnFlex

Admin Menu Log Off
Create a Learning Plan: F
User: LMS User - User Area

Welcome Message Center Learning Plan Courses / Registration Achievement Record Profile

Search by | Catalogue | Date | Advanced | Program Registration | Calendar |

Registration

Catalogue List > List of Subjects > Course List > Course Information > Register

**Thank you for your Registration.
Registration Successful**

Course Title: INFORMATION SECURITY AWARENESS

Description: The government has developed an Information Security Awareness program in order to teach employees how to **Protect** information, **Detect** signs of trouble, and to **React** appropriately. The importance and content of the Electronic Networks Usage Policy will also be discussed.

Instructional Media: Instructor-led

Location: Victoria Inn - 3550 Victoria Ave

Season: N/A

Presenter: Erin G Taves

Start Date (MM/DD/YYYY): 05/27/2010

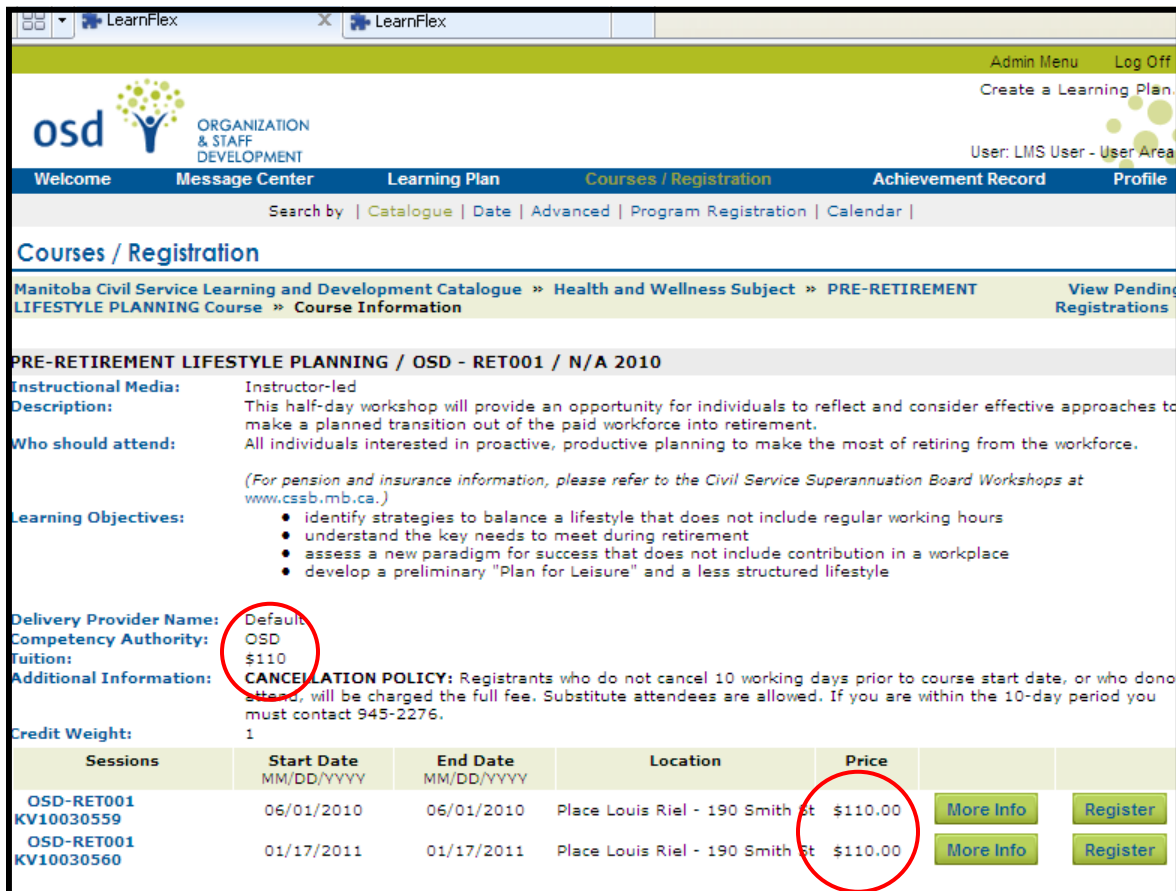
End Date (MM/DD/YYYY): 05/27/2010

This course has been added to your learning plan.
Please check your Message Centre regularly for notification of cancelled classes and other information.

Click here to continue to learning: [Continue](#)

Registering for a Course with a Tuition Fee

When a course has a tuition fee you will see the amount displayed on the course information page as indicated by the red circles below:



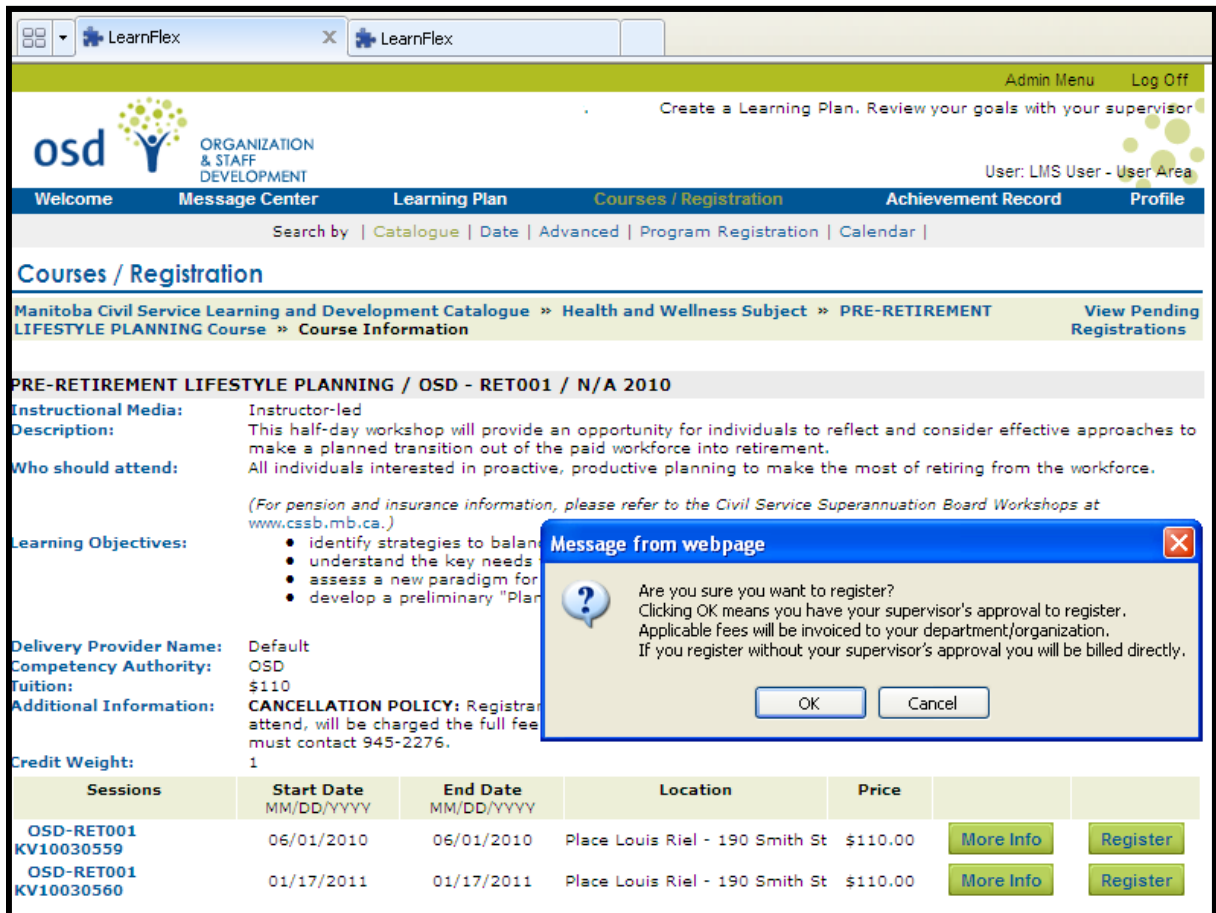
The screenshot shows the 'Courses / Registration' page for 'PRE-RETIREMENT LIFESTYLE PLANNING / OSD - RET001 / N/A 2010'. The 'Competency Authority' is listed as 'OSD' and the 'Tuition' is '\$110'. The 'Additional Information' section includes a 'CANCELLATION POLICY'. Below this is a table of sessions with columns for Sessions, Start Date, End Date, Location, and Price. The price for both sessions is '\$110.00'. Red circles highlight the 'OSD' and '\$110.00' values.

Sessions	Start Date MM/DD/YYYY	End Date MM/DD/YYYY	Location	Price
OSD-RET001 KV10030559	06/01/2010	06/01/2010	Place Louis Riel - 190 Smith St	\$110.00
OSD-RET001 KV10030560	01/17/2011	01/17/2011	Place Louis Riel - 190 Smith St	\$110.00

When you click **Register**, you will be prompted to confirm that you are sure you want to register. Please read this message carefully.

By clicking **OK** you are confirming that you have **approval from your supervisor to attend and that fees are to be invoiced to your department or organization** per the billing information you entered.

You should also be aware that if your department does not approve your attendance you will be billed directly.



The screenshot shows the LearnFlex web application interface. The top navigation bar includes 'Welcome', 'Message Center', 'Learning Plan', 'Courses / Registration', 'Achievement Record', and 'Profile'. The current page is 'Courses / Registration', displaying details for the 'PRE-RETIREMENT LIFESTYLE PLANNING / OSD - RET001 / N/A 2010' course. A confirmation dialog box titled 'Message from webpage' is overlaid on the page, asking 'Are you sure you want to register?' and providing instructions on supervisor approval and billing. The dialog box has 'OK' and 'Cancel' buttons.

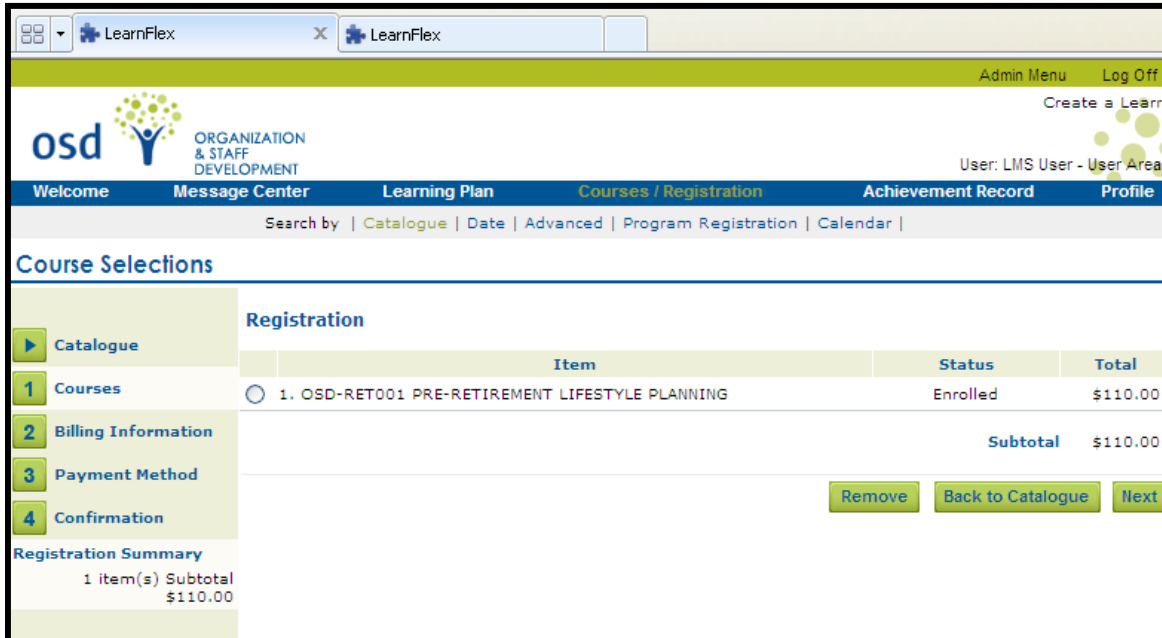
Message from webpage

Are you sure you want to register?
Clicking OK means you have your supervisor's approval to register.
Applicable fees will be invoiced to your department/organization.
If you register without your supervisor's approval you will be billed directly.

OK Cancel

Sessions	Start Date MM/DD/YYYY	End Date MM/DD/YYYY	Location	Price		
OSD-RET001 KV10030559	06/01/2010	06/01/2010	Place Louis Riel - 190 Smith St	\$110.00	More Info	Register
OSD-RET001 KV10030560	01/17/2011	01/17/2011	Place Louis Riel - 190 Smith St	\$110.00	More Info	Register

When you click **OK** you will be brought to a series of billing information pages that require you to key in information in order to complete your registration.



The screenshot shows the LearnFlex web application interface. At the top, there are navigation tabs: Welcome, Message Center, Learning Plan, Courses / Registration (active), Achievement Record, and Profile. Below the tabs is a search bar with options: Catalogue, Date, Advanced, Program Registration, and Calendar. The main content area is titled "Course Selections" and features a sidebar with numbered steps: 1. Courses, 2. Billing Information, 3. Payment Method, and 4. Confirmation. The "Courses" step is expanded, showing a table with the following data:

Item	Status	Total
1. OSD-RET001 PRE-RETIREMENT LIFESTYLE PLANNING	Enrolled	\$110.00
Subtotal		\$110.00

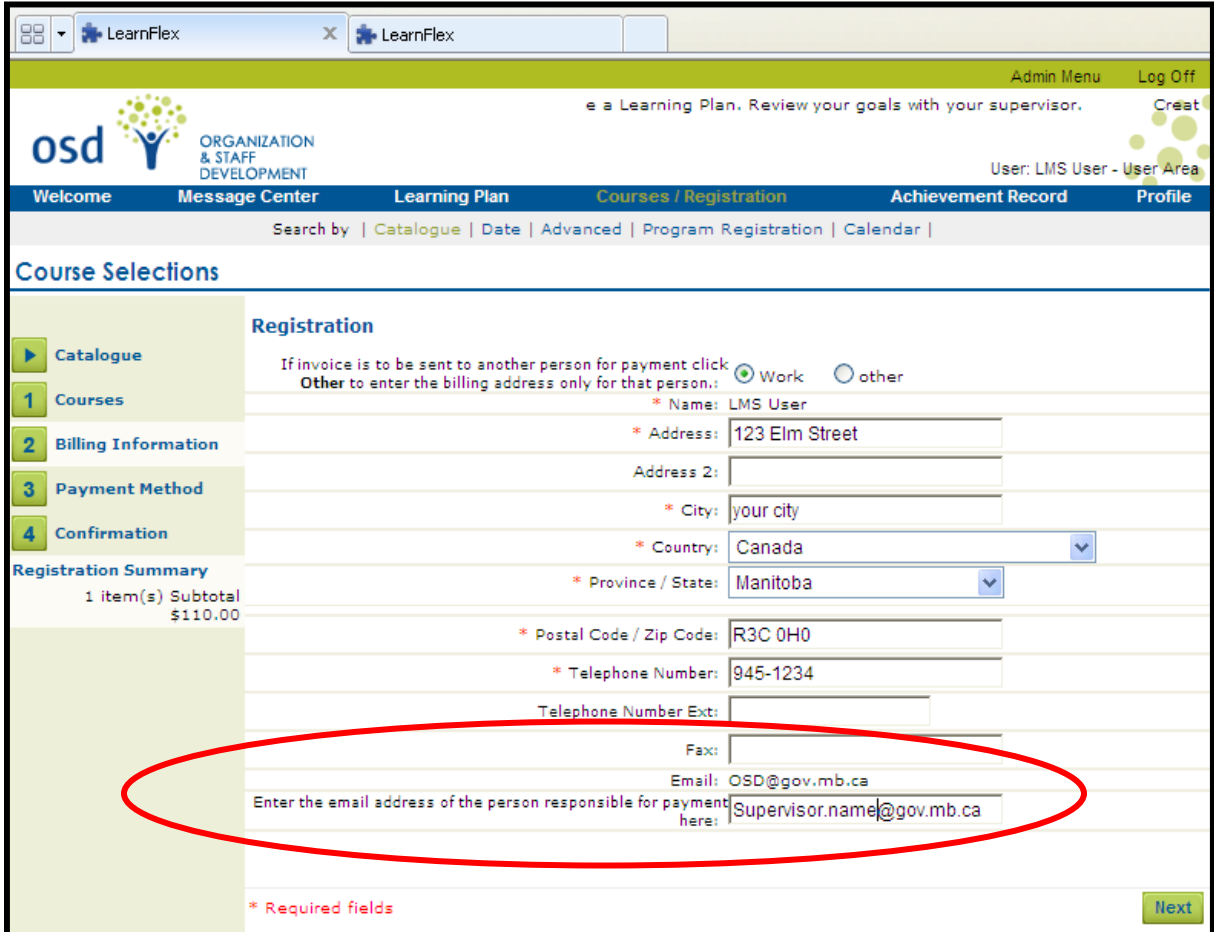
Below the table, there are three buttons: "Remove", "Back to Catalogue", and "Next". A "Registration Summary" box at the bottom left shows "1 item(s) Subtotal \$110.00".

In the above example you will see the course you are registering for listed.

To continue with the registration process click **Next**. If you wish to cancel out before the registration process is completed highlight the course and click **Remove**.

When you click **Next** you are brought to the **Billing Information** page.

Here you are required to fill in your billing information. The most important information on this screen is the email address of the person responsible to pay the invoice.



LearnFlex

Admin Menu Log Off

Organization & Staff Development

User: LMS User - User Area

Welcome Message Center Learning Plan Courses / Registration Achievement Record Profile

Search by | Catalogue | Date | Advanced | Program Registration | Calendar |

Course Selections

Registration

If invoice is to be sent to another person for payment click **Other** to enter the billing address only for that person.: Work other

* Name: LMS User

* Address: 123 Elm Street

Address 2:

* City: your city

* Country: Canada

* Province / State: Manitoba

* Postal Code / Zip Code: R3C 0H0

* Telephone Number: 945-1234

Telephone Number Ext:

Fax:

Email: OSD@gov.mb.ca

Enter the email address of the person responsible for payment here: Supervisor.name@gov.mb.ca

* Required fields

Next

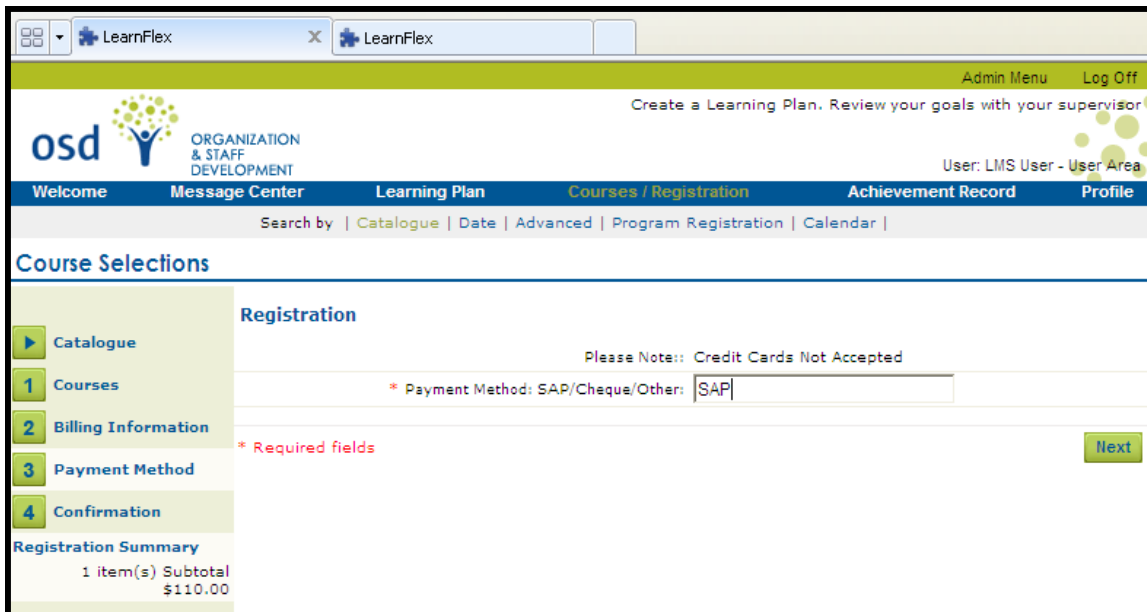
To enter a different address for that person click on the **Other** button and key in the address information only.

(Note: the system recognizes you as the person registering for a course and automatically puts your name in the “Name” field – this cannot be changed; however you can key in an alternate address of the person where the invoice is to be sent.)

Click **Next** to move to the **Payment Method** page.

The **Payment Method** page requires you to indicate the method of payment. This is a required field and you cannot complete the registration process unless you choose one of the following methods **SAP / Cheque / Other**.

Please Note: Credit cards payments are not accepted.



LearnFlex x LearnFlex

Admin Menu Log Off

Create a Learning Plan. Review your goals with your supervisor

osd ORGANIZATION & STAFF DEVELOPMENT User: LMS User - User Area

Welcome Message Center Learning Plan Courses / Registration Achievement Record Profile

Search by | Catalogue | Date | Advanced | Program Registration | Calendar |

Course Selections

Registration

Please Note: Credit Cards Not Accepted

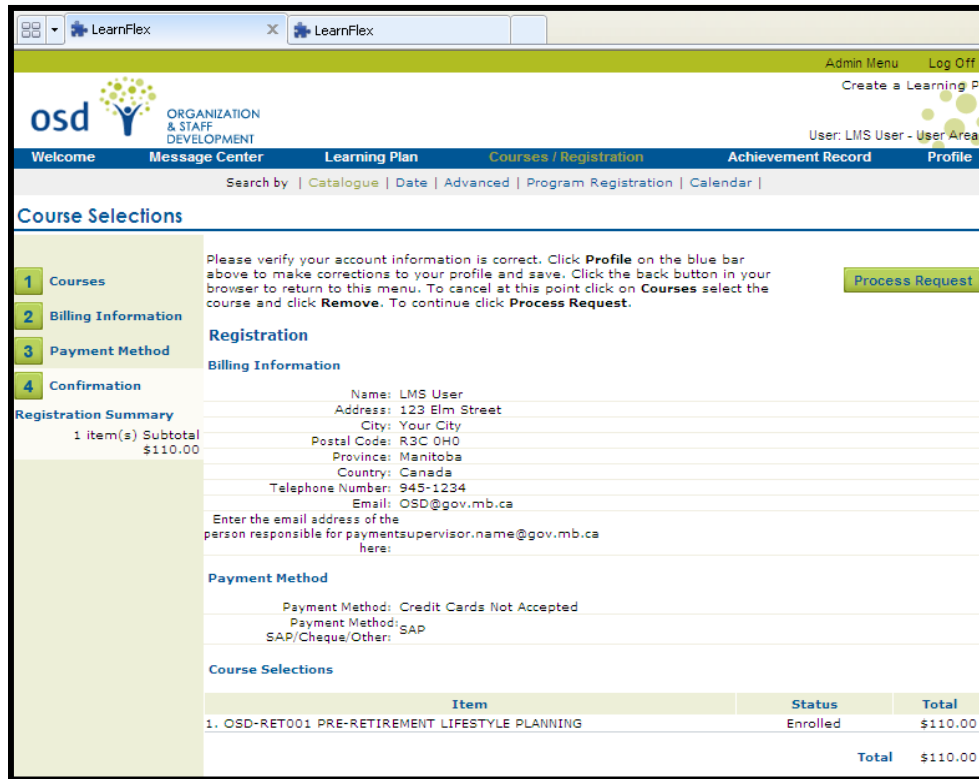
* Payment Method: SAP/Cheque/Other:

* Required fields Next

Registration Summary

1 item(s)	Subtotal
	\$110.00

When you click **Next** you are brought to the **Confirmation** page. Please read over the information you have keyed in.



Course Selections

Please verify your account information is correct. Click **Profile** on the blue bar above to make corrections to your profile and save. Click the back button in your browser to return to this menu. To cancel at this point click on **Courses** select the course and click **Remove**. To continue click **Process Request**.

Registration

Billing Information

Name: LMS User
Address: 123 Elm Street
City: Your City
Postal Code: R3C 0H0
Province: Manitoba
Country: Canada
Telephone Number: 945-1234
Email: OSD@gov.mb.ca

Enter the email address of the person responsible for payments: supervisor.name@gov.mb.ca here:

Payment Method

Payment Method: Credit Cards Not Accepted
Payment Method: SAP
SAP/Cheque/Other:

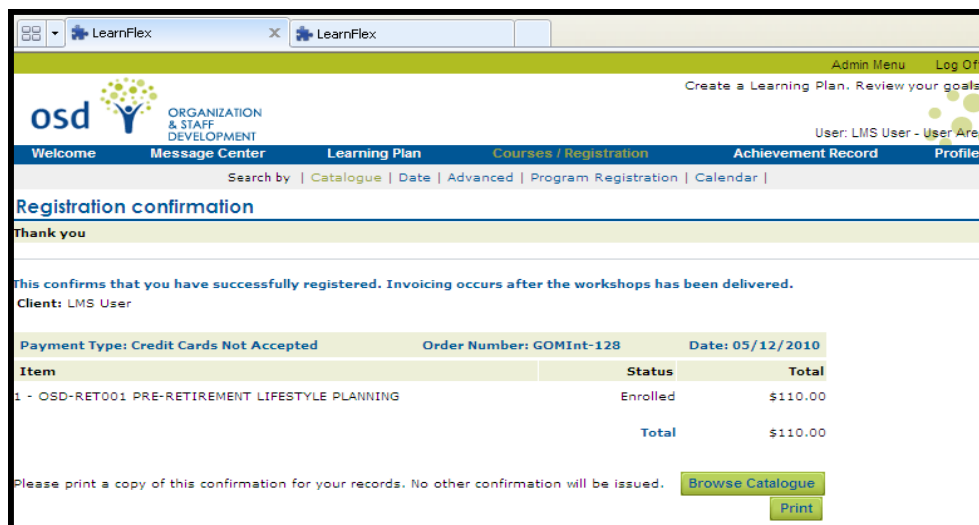
Registration Summary

1 item(s) Subtotal	\$110.00
--------------------	----------

Course Selections

Item	Status	Total
1. OSD-RET001 PRE-RETIREMENT LIFESTYLE PLANNING	Enrolled	\$110.00
Total		\$110.00

Click **Process Request** to finalize the registration. You will receive a registration confirmation message. Click **Print** to print out a copy for your records. When your registration is final you will also receive a course registration message in your Message centre. Click on **Message Centre** and click on **Course Registration** message to review.



Registration confirmation

Thank you

This confirms that you have successfully registered. Invoicing occurs after the workshops has been delivered.
Client: LMS User

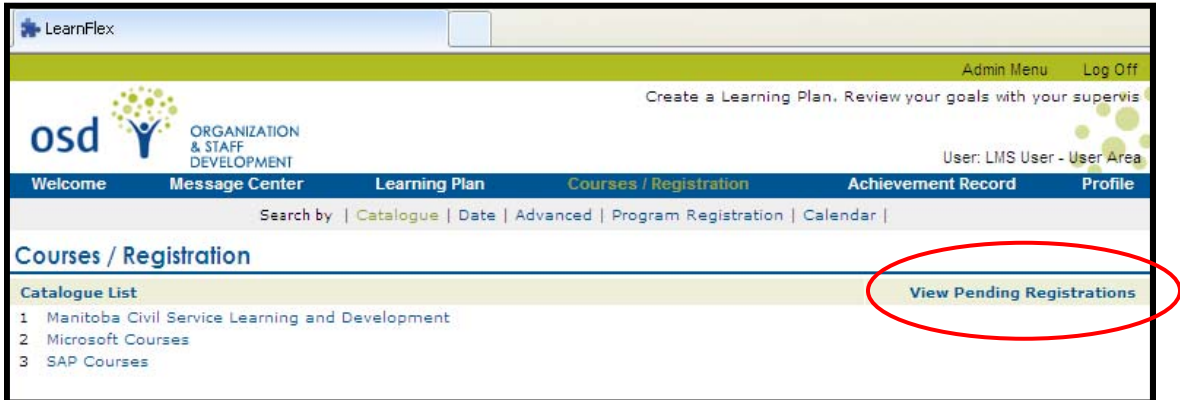
Payment Type: Credit Cards Not Accepted Order Number: GOMInt-128 Date: 05/12/2010

Item	Status	Total
1 - OSD-RET001 PRE-RETIREMENT LIFESTYLE PLANNING	Enrolled	\$110.00
Total		\$110.00

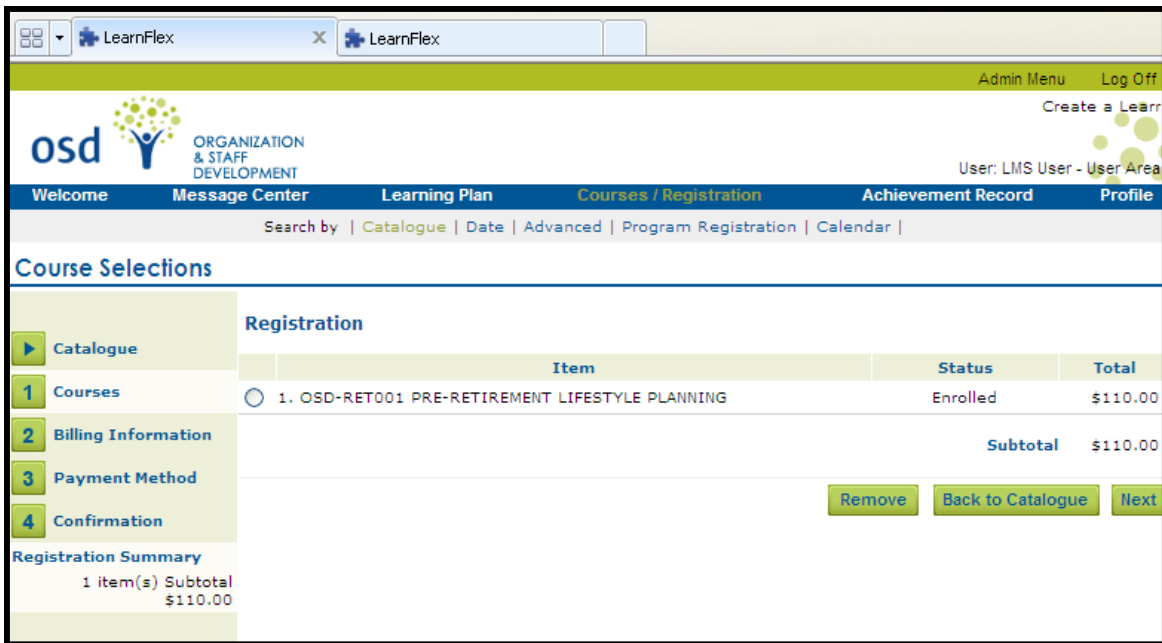
Please print a copy of this confirmation for your records. No other confirmation will be issued.

[Browse Catalogue](#)
[Print](#)

There may be occasions where you have to exit the registration process from a tuition-based course before you have entered all the required information. You can go back and complete the registration process by clicking on **View Pending Registrations** from the **Courses/Registration** page.



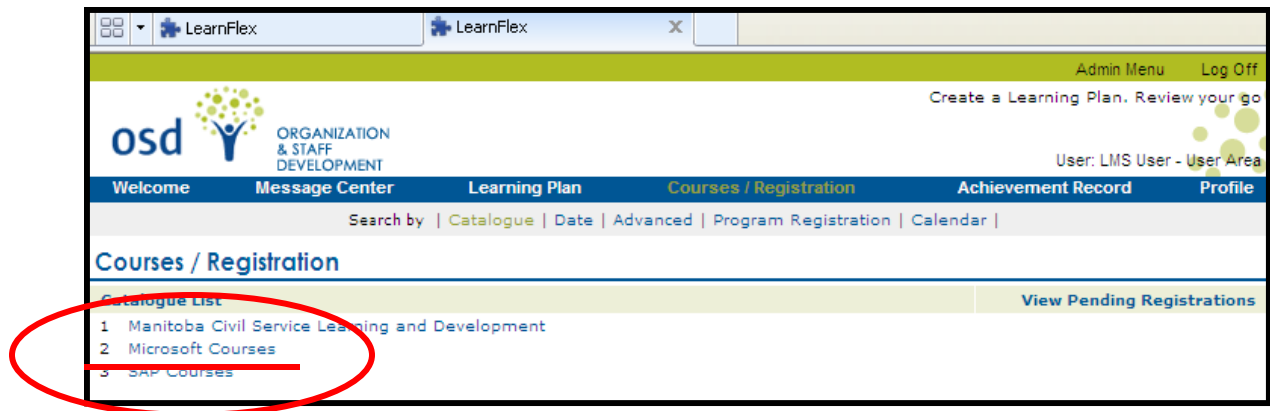
You will be brought back to the first page of the course registration page as in the example below. Click **Next** to continue and follow the instructions to finalize the registration process.



Registering for On-Line Courses:

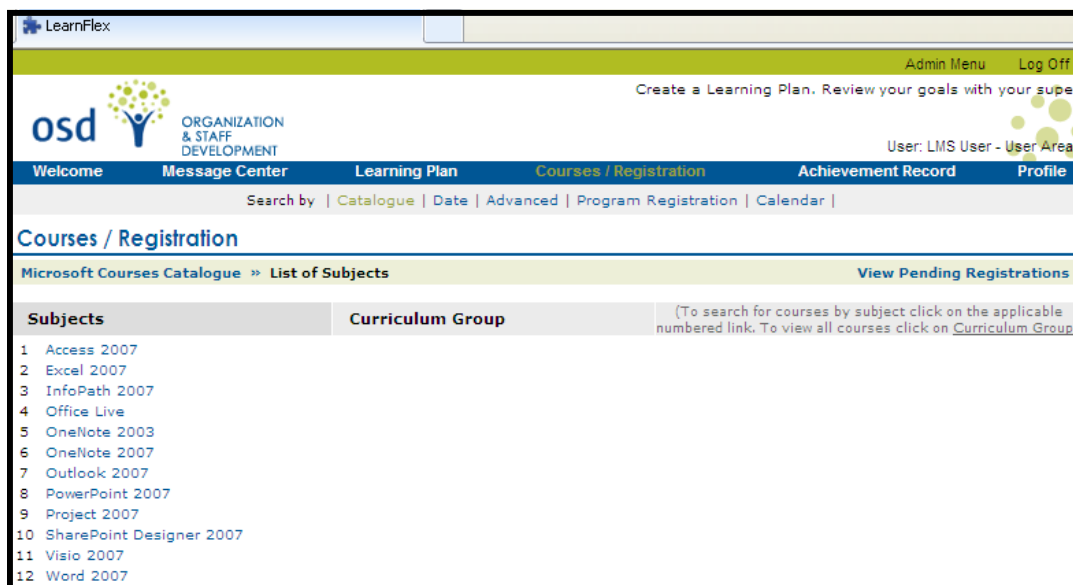
OSD offers a series of on-line courses as well as classroom courses. The current the catalogue of on-line courses are Microsoft Office 2007 courses.

To register for an on-line course click on **Microsoft Courses** as indicated in red below.



LearnFlex Admin Menu Log Off
Create a Learning Plan. Review your go
osd ORGANIZATION & STAFF DEVELOPMENT User: LMS User - User Area
Welcome Message Center Learning Plan **Courses / Registration** Achievement Record Profile
Search by | Catalogue | Date | Advanced | Program Registration | Calendar |
Courses / Registration
Catalogue List View Pending Registrations
1 Manitoba Civil Service Learning and Development
2 **Microsoft Courses**
3 SAP Courses

A list of course subjects will appear and you would then choose the topic you are looking for and click on it.



LearnFlex Admin Menu Log Off
Create a Learning Plan. Review your goals with your supe
osd ORGANIZATION & STAFF DEVELOPMENT User: LMS User - User Area
Welcome Message Center Learning Plan **Courses / Registration** Achievement Record Profile
Search by | Catalogue | Date | Advanced | Program Registration | Calendar |
Courses / Registration
Microsoft Courses Catalogue » List of Subjects View Pending Registrations
Subjects Curriculum Group (To search for courses by subject click on the applicable numbered link. To view all courses click on Curriculum Group.)
1 Access 2007
2 Excel 2007
3 InfoPath 2007
4 Office Live
5 OneNote 2003
6 OneNote 2007
7 Outlook 2007
8 PowerPoint 2007
9 Project 2007
10 SharePoint Designer 2007
11 Visio 2007
12 Word 2007

In this example we will register for **Getting Started with Microsoft Office Word 2007**.



LearnFlex

Admin Menu Log Off

Create a Learning Plan. Revi

osd ORGANIZATION & STAFF DEVELOPMENT

User: LMS User - User Area

Welcome Message Center Learning Plan Courses / Registration Achievement Record Profile

Search by | Catalogue | Date | Advanced | Program Registration | Calendar |

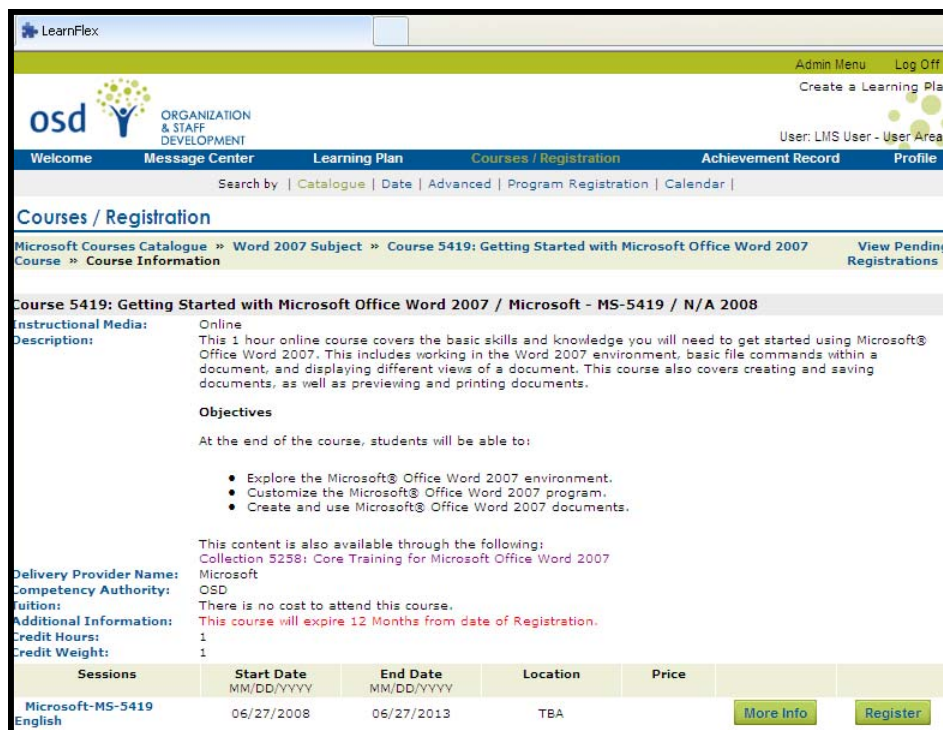
Courses / Registration

Microsoft Courses Catalogue » Word 2007 Subject » Course List [View Pending Registrations](#)

Course List	Curriculum Group	(To search for courses by subject click on the applicable numbered link. To view all courses click on Curriculum Group.)
1 Course 5419: Getting Started with Microsoft Office Word 2007		
2 Course 5420: Editing and Proofreading Documents in Microsoft Office Word 2007		
3 Course 5421: Formatting Documents in Microsoft Office Word 2007		
4 Course 5423: Working with Graphical Elements in Microsoft Office Word 2007		
5 Course 5424: Working with Longer Documents in Microsoft Office Word 2007		
6 Course 5449: What's New in Microsoft Office Word 2007		
7 Course 6787: Collaborating with Others and Personalizing Microsoft Office Word 2007		
8 Course 6788: Working with Advanced Features of Microsoft Office Word 2007		

The Microsoft on-line courses are offered at no cost so the same no-cost registration process for classroom applies for on-line course registration as well.

You will notice that the start and end dates are different than classroom dates. Microsoft on-line courses are offered on a license basis which coincides with an overall contract date.



LearnFlex

Admin Menu Log Off

Create a Learning Pla

osd ORGANIZATION & STAFF DEVELOPMENT

User: LMS User - User Area

Welcome Message Center Learning Plan Courses / Registration Achievement Record Profile

Search by | Catalogue | Date | Advanced | Program Registration | Calendar |

Courses / Registration

Microsoft Courses Catalogue » Word 2007 Subject » Course 5419: Getting Started with Microsoft Office Word 2007 [View Pending Registrations](#)

Course » Course Information

Course 5419: Getting Started with Microsoft Office Word 2007 / Microsoft - MS-5419 / N/A 2008

Instructional Media: Online

Description: This 1 hour online course covers the basic skills and knowledge you will need to get started using Microsoft® Office Word 2007. This includes working in the Word 2007 environment, basic file commands within a document, and displaying different views of a document. This course also covers creating and saving documents, as well as previewing and printing documents.

Objectives

At the end of the course, students will be able to:

- Explore the Microsoft® Office Word 2007 environment.
- Customize the Microsoft® Office Word 2007 program.
- Create and use Microsoft® Office Word 2007 documents.

This content is also available through the following:
Collection 5258: Core Training for Microsoft Office Word 2007

Delivery Provider Name: Microsoft

Competency Authority: OSD

Tuition: There is no cost to attend this course.

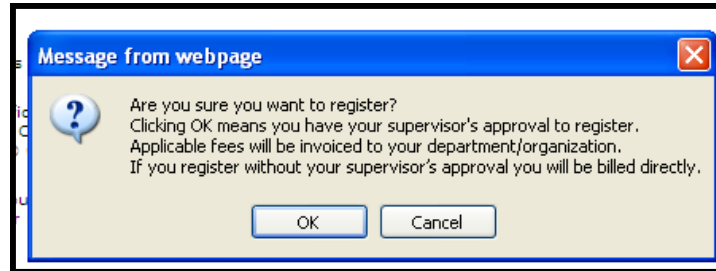
Additional Information: This course will expire 12 Months from date of Registration.

Credit Hours: 1

Credit Weight: 1

Sessions	Start Date MM/DD/YYYY	End Date MM/DD/YYYY	Location	Price	
Microsoft-MS-5419 English	06/27/2008	06/27/2013	TBA		More Info Register

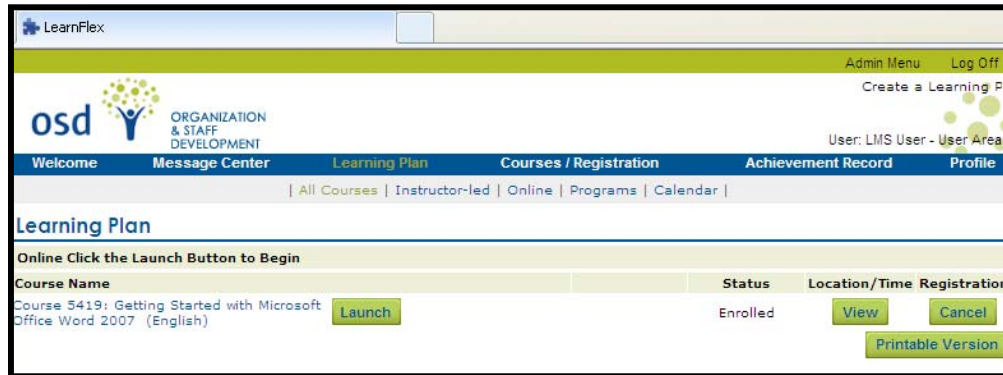
The same registration message will appear for on-line courses as it does for classroom registrations.



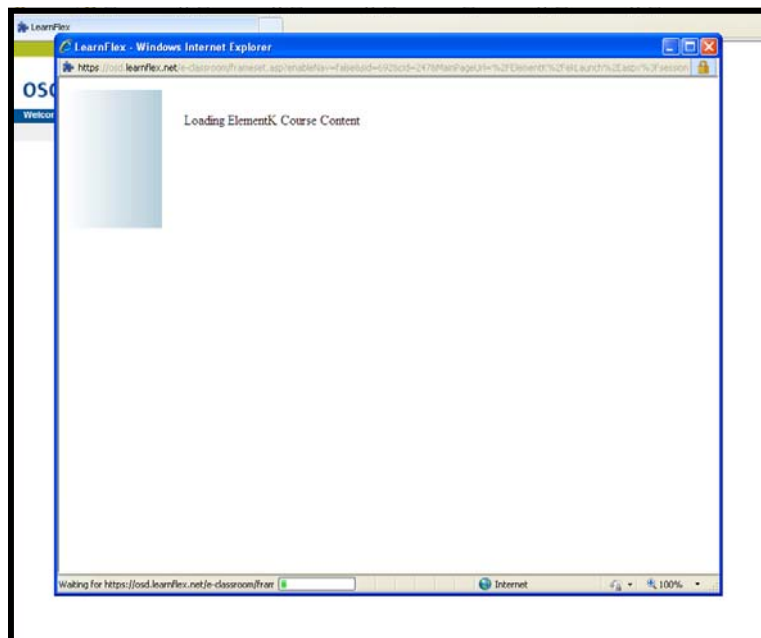
The same message is also delivered confirming your on-line registration. There are no course maximums set, so you will always be able to register and immediately launch an on-line course.



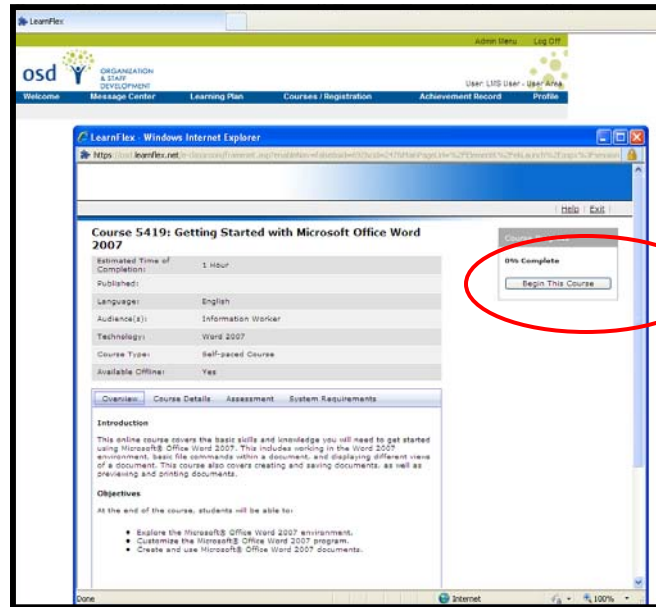
When you press continue you are returned to your **Learning Plan** page and you will notice that a launch button appears. Click the **Launch** button to start the on-line course.



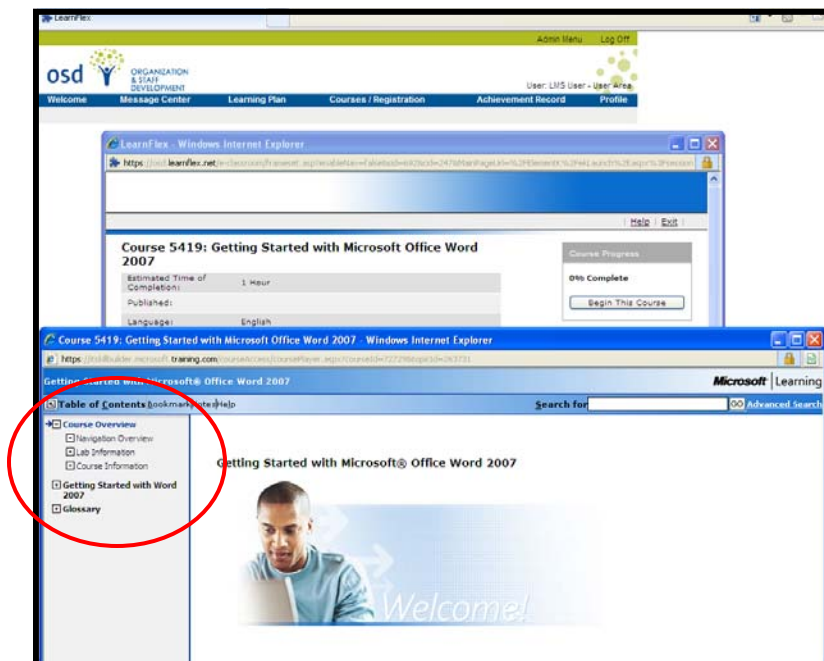
While your course is loading you will see the following screen. It may take a few moments for the course to load. If the course does not load please email us at OSD@gov.mb.ca and report the problem.



When the course is loaded and ready to start it will open in a pop-up window. To start the course click on **Begin the Course** as highlighted in the red circle below:

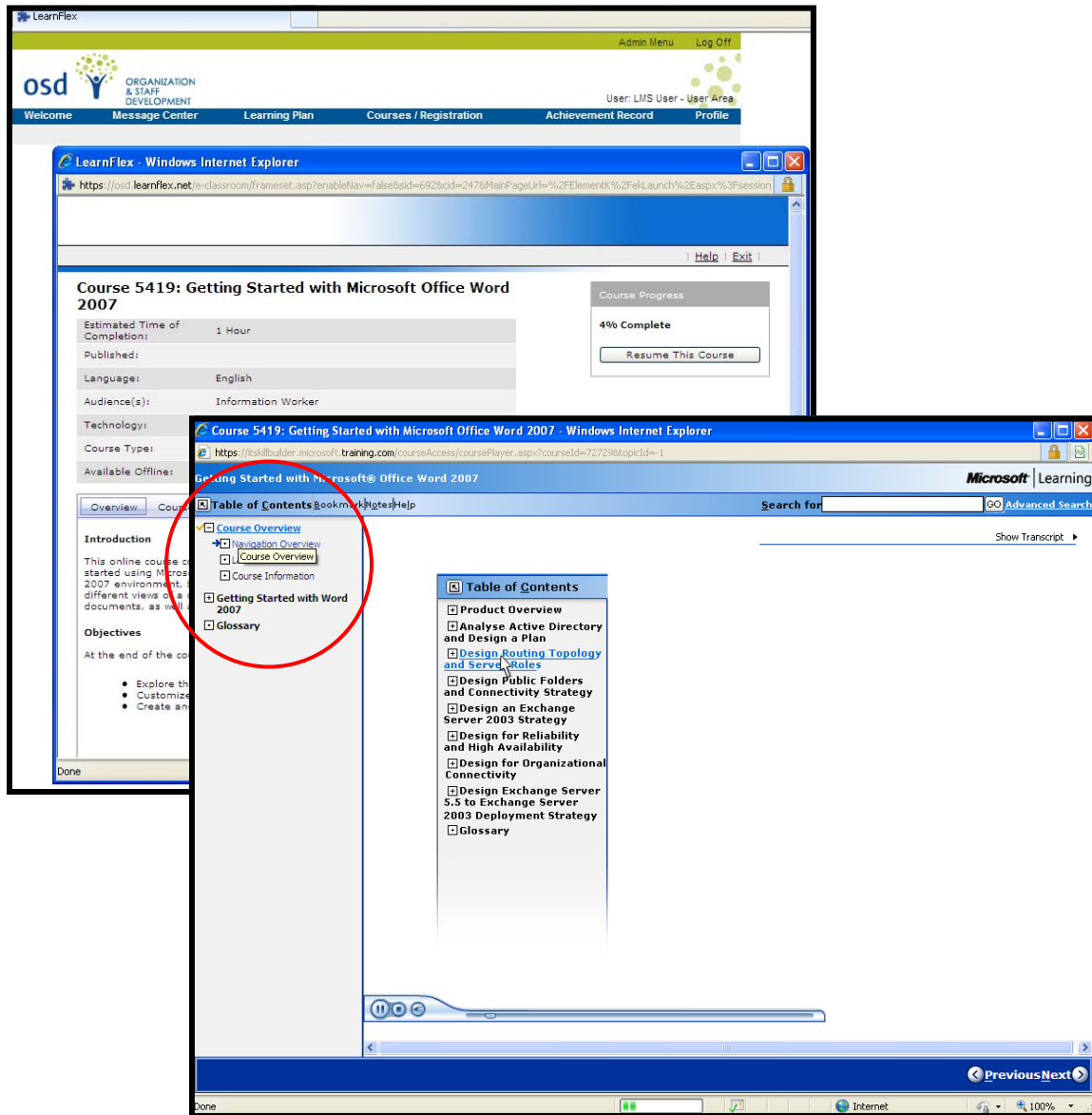


In this example the course provides you with a table of contents to help you navigate the course. The course keeps track of the sections you complete. If you have to quit the course you can X out of it and come back later.



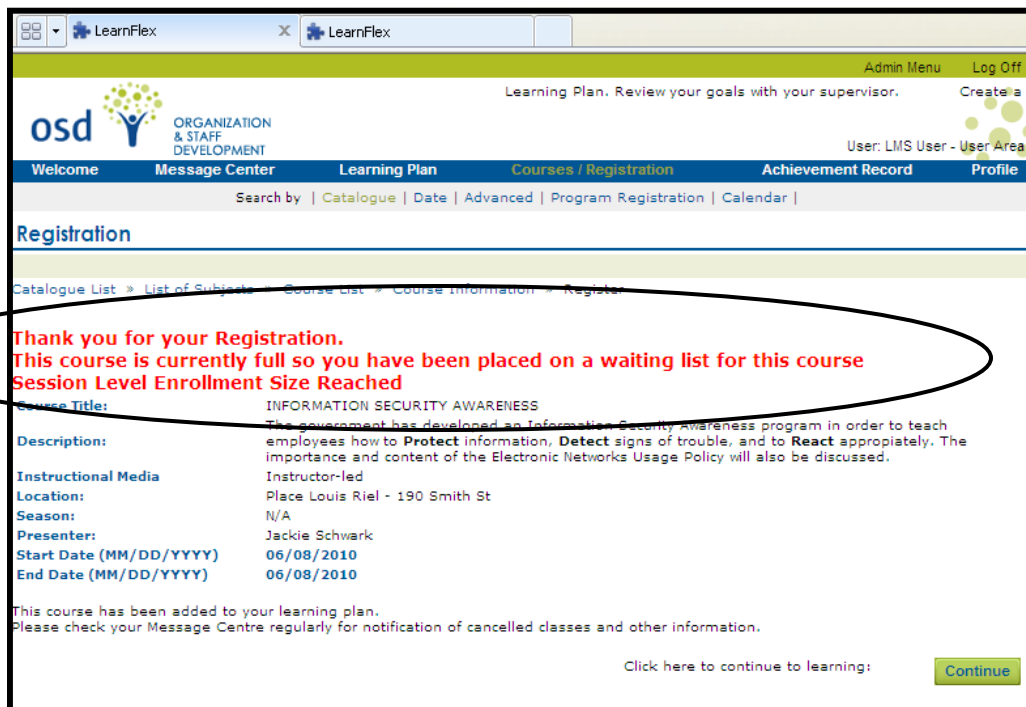
To go back into the course you would go back to your **Learning Plan** page and click on **Launch**.

When you are back in the course you will notice that the percent complete is registered. In this case only 4% was completed. To resume the course click on **Resume the Course**. You will be brought back to the table of contents area where you will see a checkmark indicating you have completed that section and an arrow marking the spot where you should begin. Click here to resume the course.



Wait Lists

The LMS keeps track of the number of people that have registered for an instructor-led classroom course. The typical course maximum for this type of course is 20. If you click register and the course has reached its maximum you will receive a message letting you know that you have been placed on a wait list.

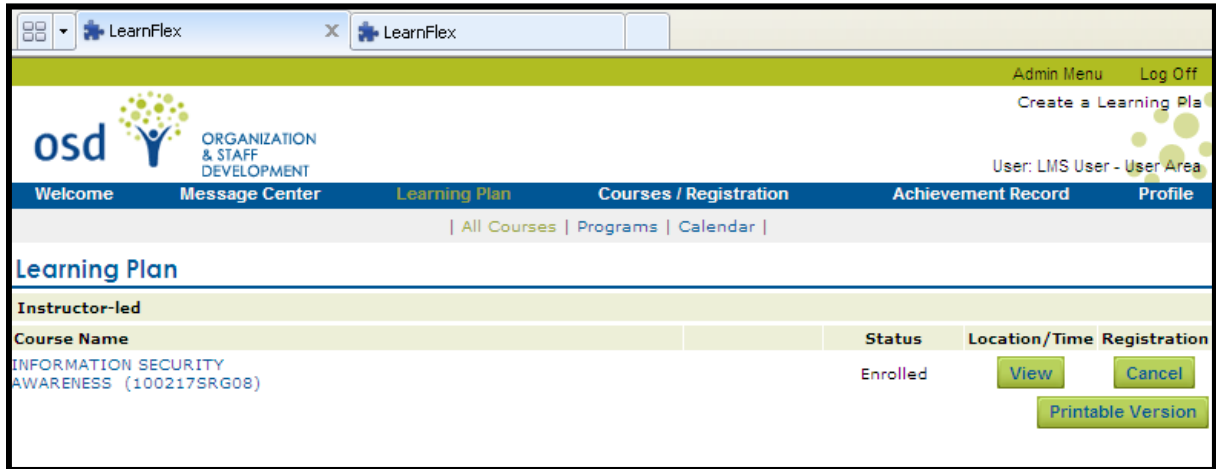


When you click **Continue**, regardless of whether you are registered or on a wait list, you will be brought to your learning plan and you will see the course listed there. If you are on a wait list you will see a status of **Waiting** as in the example below. If someone cancels out of that course, and you were next on the list to attend, the status will change to enrolled. You can also call OSD at 945-2276 to confirm your status.



Learning Plan

The **Learning Plan** page keeps track of the courses and programs in which you have registered. You can review the location and time of the course and check your status. If you are registered in course your status will show as **Enrolled** as in the example below.



Admin Menu Log Off
Create a Learning Plan
User: LMS User - User Area

Welcome Message Center **Learning Plan** Courses / Registration Achievement Record Profile

| All Courses | Programs | Calendar |

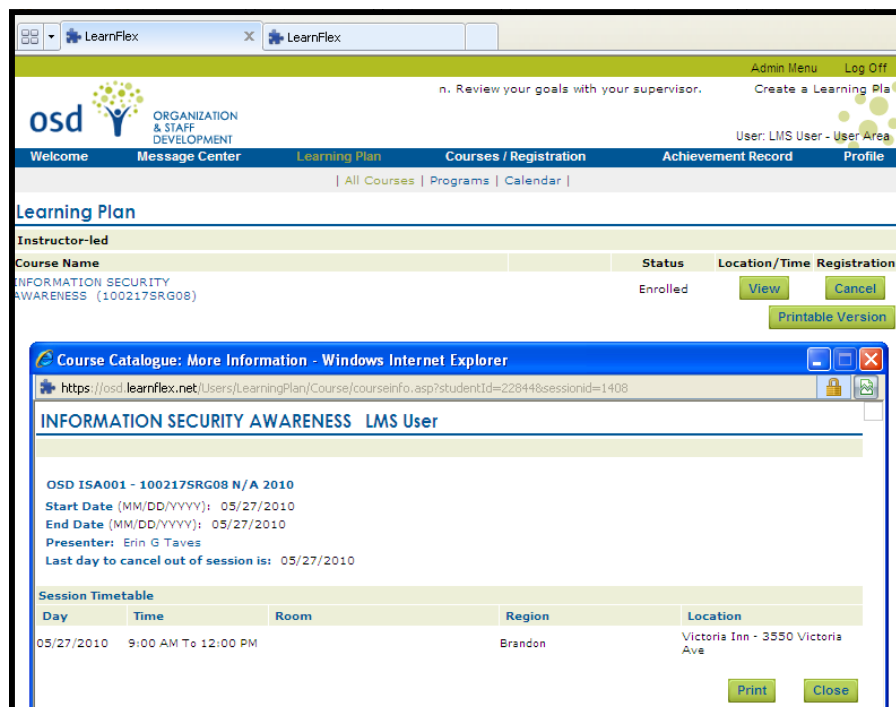
Learning Plan

Instructor-led

Course Name	Status	Location/Time	Registration
INFORMATION SECURITY AWARENESS (100217SRG08)	Enrolled		View Cancel

Printable Version

To view more details about the course click **View**. Click **Print** to print those details.



Admin Menu Log Off
n. Review your goals with your supervisor. Create a Learning Plan
User: LMS User - User Area

Welcome Message Center **Learning Plan** Courses / Registration Achievement Record Profile

| All Courses | Programs | Calendar |

Learning Plan

Instructor-led

Course Name	Status	Location/Time	Registration
INFORMATION SECURITY AWARENESS (100217SRG08)	Enrolled		View Cancel

Printable Version

Course Catalogue: More Information - Windows Internet Explorer
https://osd.learnflex.net/Users/LearningPlan/Course/courseinfo.asp?studentId=228448&sessionId=1408

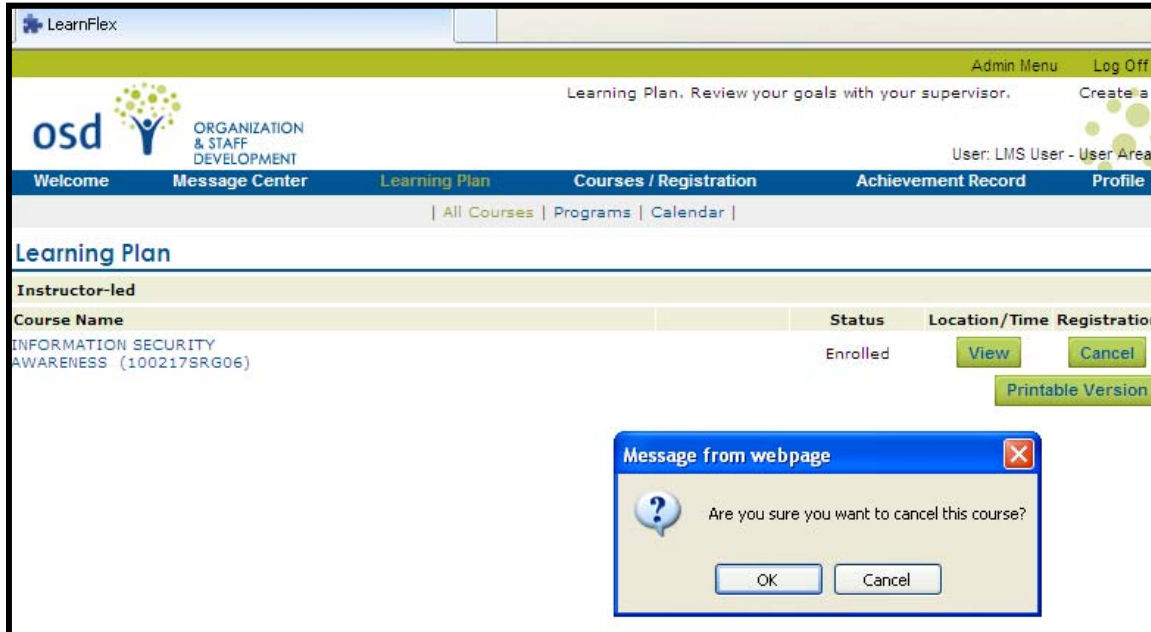
INFORMATION SECURITY AWARENESS LMS User

OSD ISA001 - 100217SRG08 N/A 2010
Start Date (MM/DD/YYYY): 05/27/2010
End Date (MM/DD/YYYY): 05/27/2010
Presenter: Erin G Taves
Last day to cancel out of session is: 05/27/2010

Session Timetable			
Day	Time	Room	Location
05/27/2010	9:00 AM To 12:00 PM		Victoria Inn - 3550 Victoria Ave

Print Close

You can also cancel out of the course from your Learning Plan page. Click **Cancel** and a pop-up box will appear asking you to confirm your request to cancel.



LearnFlex

Admin Menu Log Off

Learning Plan. Review your goals with your supervisor. Create a

osd ORGANIZATION & STAFF DEVELOPMENT

User: LMS User - User Area

Welcome Message Center **Learning Plan** Courses / Registration Achievement Record Profile

| All Courses | Programs | Calendar |

Learning Plan

Instructor-led

Course Name	Status	Location/Time	Registration
INFORMATION SECURITY AWARENESS (100217SRG06)	Enrolled		View Cancel

Printable Version

Message from webpage

Are you sure you want to cancel this course?

OK Cancel

NOTE:

If you are within OSD's 10-day cancellation policy this cancel button will be "greyed out" or inactive. This means that you will have to call OSD at 945-2276 to cancel.

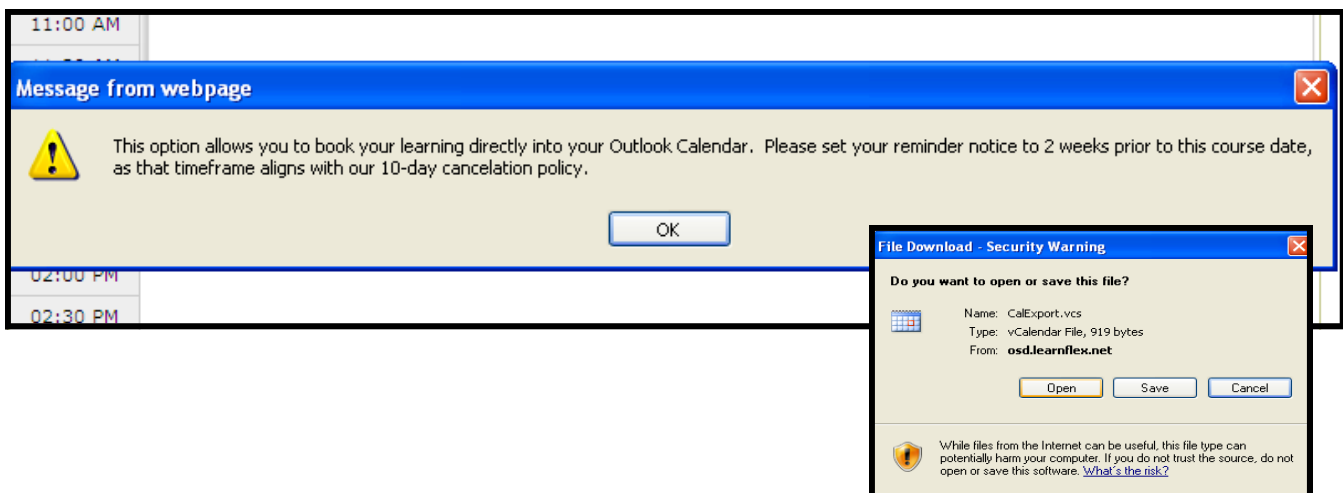
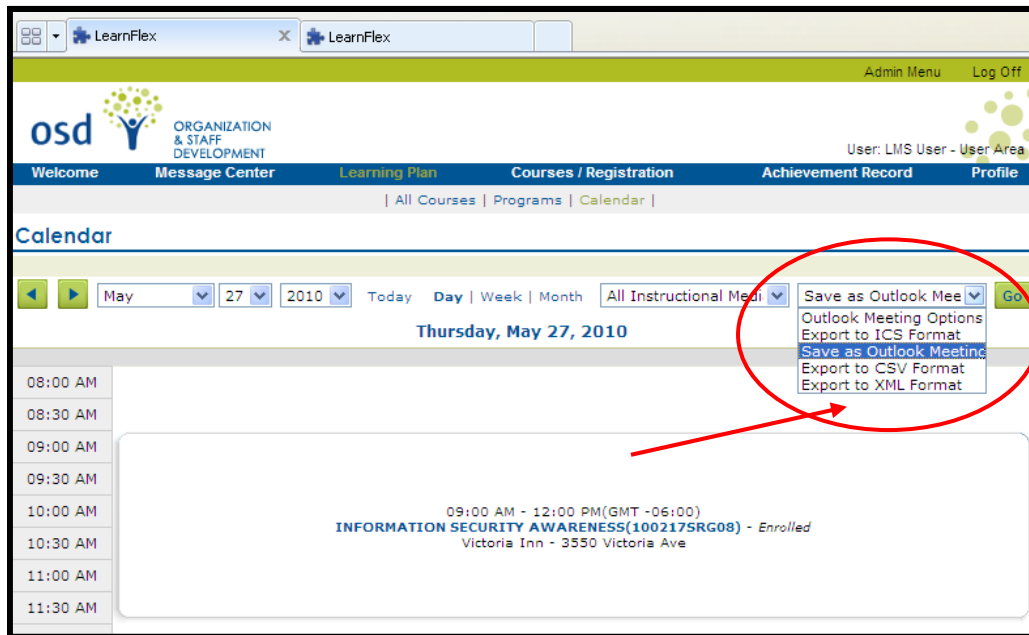
If you fail to notify OSD within the 10-day cancellation timeframe you will be charged.

The Learning Plan page also enables you to view and manage the certificate programs in which you are registered by clicking **Programs**. The programs are broken down into modules and are registered separately. You can view the program requirements, get session information, and register for programs from your Learning Plan.

There is a **Calendar View** on the Learning Plan page where you can see a personalized view of your registrations in a calendar format where you can get more information and session details.

You can also save this date in your Outlook calendar as a meeting notice as follows:

1. Display the course date in **Calendar Day** view.
2. Choose **Save as Outlook Meeting** and click on **Go**.
3. A pop-up box will open letting you know that action is required.
4. Click **OK**; a message will appear asking you whether you want to open or save this file. Click on **Open**.

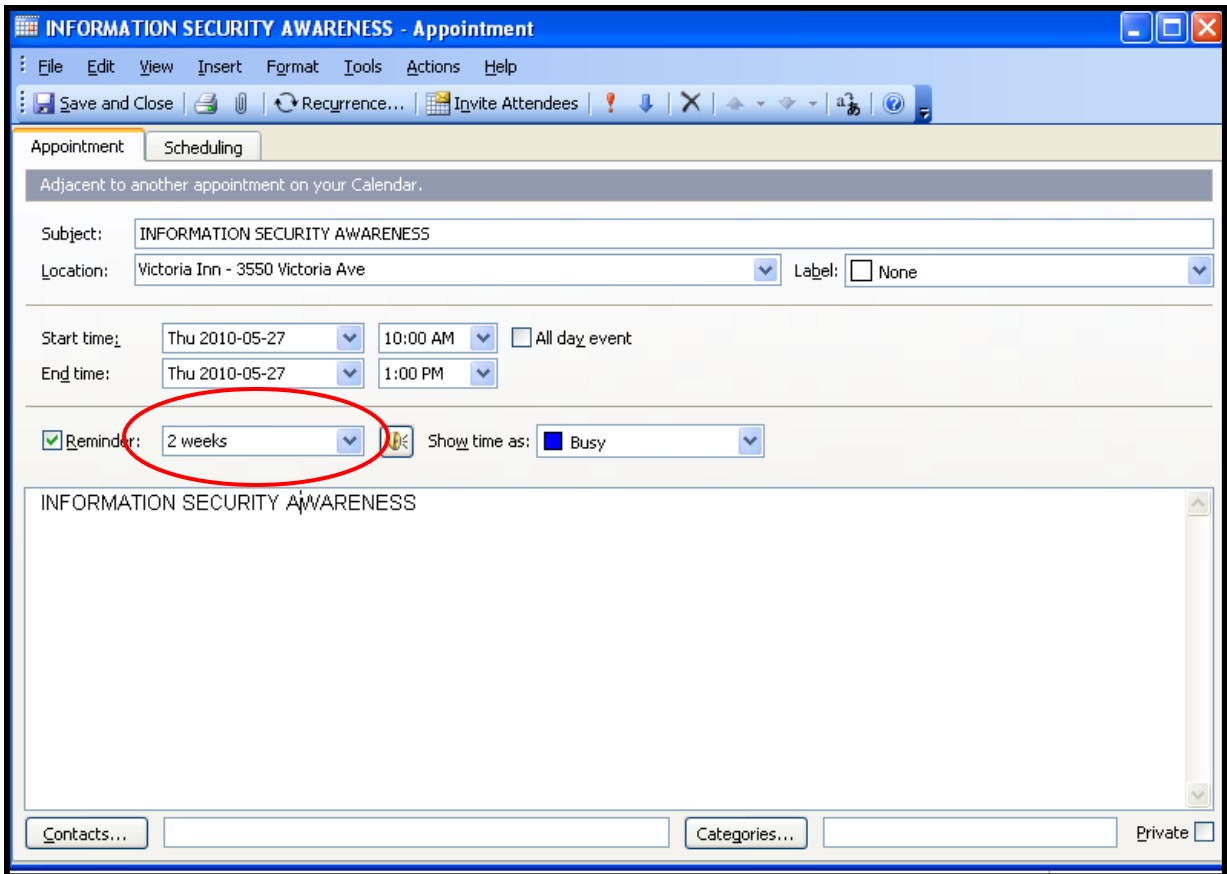


When you click **Open** you will be brought to your personal **Outlook Appointment page**. Notice that all the information regarding date, time and location of the course are filled in for you.

NOTE: An important action you must take is to set the reminder to 2 weeks prior to the course start date as this date will coincide with OSD's 10-day cancellation policy.

If you are not able to attend the course, the 2 week reminder date will be the last day you can cancel without being charged. If you do not cancel prior to this date and do not attend the course you or your department will be required to pay the full tuition fee.

To set the reminder date click on the down arrow and scroll down the options. Select **2 weeks** which is the last option in the list. Click on **Save** and **Close** to update your calendar.



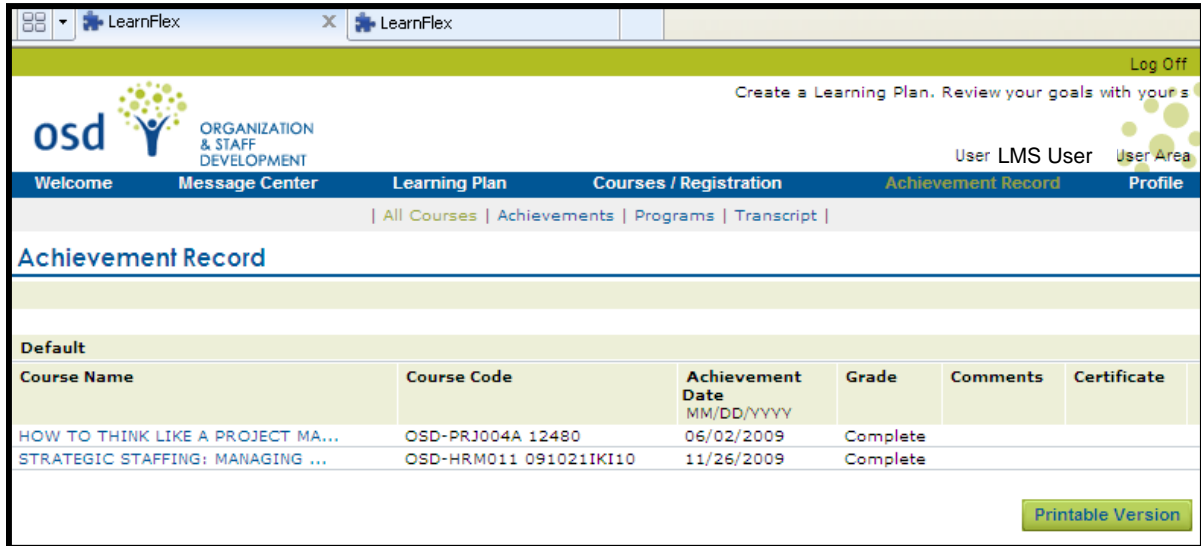
The screenshot shows the Outlook Appointment window for "INFORMATION SECURITY AWARENESS". The window has a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar (Save and Close, Recurrence..., Invite Attendees, etc.). The appointment details are as follows:

- Subject: INFORMATION SECURITY AWARENESS
- Location: Victoria Inn - 3550 Victoria Ave
- Label: None
- Start time: Thu 2010-05-27, 10:00 AM
- End time: Thu 2010-05-27, 1:00 PM
- Reminder: 2 weeks (highlighted with a red circle)
- Show time as: Busy

The appointment title "INFORMATION SECURITY AWARENESS" is displayed in the main content area. At the bottom, there are fields for "Contacts...", "Categories...", and a "Private" checkbox.

Achievement Record

The **Achievement Record** maintains a record of the course and program completions that you have achieved through OSD. The various sub-links on this page will show you various aspects of your achievements. You can also print this page for your records.



Course Name	Course Code	Achievement Date MM/DD/YYYY	Grade	Comments	Certificate
HOW TO THINK LIKE A PROJECT MA...	OSD-PRJ004A 12480	06/02/2009	Complete		
STRATEGIC STAFFING: MANAGING ...	OSD-HRM011 091021IK110	11/26/2009	Complete		

Printable Version

Achievements are updated at the end of every month. If you took a course this month, you likely won't see it in your achievement record until the middle to end of the next month.

Updates are made based on the attendance roster of each course where either the instructor has taken attendance, or the person has initialled the attendance sheet.

Transcripts

The **Transcript** feature will list all your completed courses; however if you need an official transcript you must contact OSD for this request. Official transcripts are printed on letterhead and sent directly to the requesting institution or to you directly.

Please Note:

With the migration to the new system, it was not possible to globally import the achievement history of all past course participants. This means that OSD must import the history of past participants through a manual process. It will take some time to accomplish this. OSD will only migrate achievements from 2004 onward; however, the records will remain accessible should information prior to 2004 be required.

If you are currently registered in a program and need your records, please contact OSD at OSD@gov.mb.ca to arrange for your information to be imported to your account.