



CORE Oklahoma

State of Oklahoma COR103 Administer Training Manual

Original: May 30, 2008



Authorized by: [CORE]
Maintained by: [HRMS Lead]
Review Date:

Original Issue: [05/30/2008]
Current Version: [05/30/2008]
[09/31/2008]



Table of Contents

ADMINISTER TRAINING OVERVIEW	4
Role Definitions	4
CORE COURSE OVERVIEW.....	5
OFFICE OF PERSONNEL MANGEMENT COURSE OVERVIEW.....	6
ADMINISTER TRAINING SIGN IN.....	8
STUDENT COURSE ENROLLMENT.....	9
Step 1 – Student Enrollment.....	9
Step 2 – Enroll Employee	10
Step 3 – Course Selection has been Filled	11
Step 4 – Course Selection changed to Session Wait.....	12
Step 5 – Drop Employee from Enrolled Course	14
Step 6 – Enroll a Non-Employee	15
Step 7 – Employee Search Options	19
VIEW STUDENT TRAINING HISTORY	21
RUN REPORTS	24
Step 1 – Set Up Run Control ID	25
Step 2 – Select Course and Session.....	26
Step 3 – Choose Server and Format.....	27
Step 4 – Check for Process Instance Number	28
Step 5 – Refresh for Success and See Details	29
Step 6 – View/Log Trace	30
Step 7 – Choose Report	31
SECURITY ACCESS PROCESS	32
OSF NOTIFICATION GROUPS.....	33
Step 1 – Subscribe	33
Step 2 – Unsubscribe	35
Step 3 – Manually Unsubscribe.....	36



ADMINISTER TRAINING OVERVIEW

The Administer Training Module allows each agency to enroll their own employees in all CORE offered courses. Beginning with the Fall 2008 schedule, all the Office of Personnel Management, (OPM) HRDS courses will be available for enrollment on the Administer Training module as well. Each agency designated Training Nominating Official(s) who will have access to the module to enroll employees. This manual provides the instruction needed to enroll, wait list and drop employees in CORE and OPM offered courses.

The CORE Course Calendar is offered on the CORE Website. Link provided below.

http://www.ok.gov/triton/modules/calendar/calendar.php?calendar_seq=6

When you enroll employees you will need to note both the Course Number as well as the Session Number.

ROLE DEFINITIONS

Training Nominating Official – Each agency has identified Training Nominating Official(s) within their agency to enroll employees in both CORE and OPM's HRDS courses. This person(s) will have access to the Administer Training module and be able to enroll employees in the various course offerings.

CORE Training Lead – CORE will provide an administrator to enroll the wait listed employees and send notification to the employees. The CORE Training Lead will also enroll ALL Higher Education institution employees in the CORE courses.

OPM Training Lead – OPM will provide an administrator to enroll wait listed employees and send notification to the employee. The OPM Training Lead will also send notification of attendance to the courses.



CORE COURSE OVERVIEW

Following is a listing of the currently offered CORE Courses, their Course Number and a Short Description. Please note the CORE courses all begin with 'COR'.

Course Number	Course Name
Human Resource Management Systems	
COR101	HRMS Refresher
COR103	Administer Training
COR104	Base Benefits
COR105	Maintain Employee Payroll
COR106	Time and Labor
COR107	HRMS View Only
COR205	Processing Payroll
COR301	Position Management/Hiring and Employee Position Management
Procurement	
COR108	Requisition Creation and Processing
COR109	Worklist Approval
COR110	Purchase Order Administration
COR130	Releases on Statewide Contracts
COR132	Purchase Order Match
COR151	Receiving
Accounts Payable	
COR112	Purchase Order Voucher
COR113	Regular Voucher
COR118	Accounts Payable Reports
COR214	Payroll to AP Withholding Claim Import
COR216	P-Card Voucher Build
General Ledger	
COR123	Journal, Ledger, and Budget Inquiry, Query and Reports
COR202	Month / Year End Reconciliation
Budget	
COR124	Budget
COR224	EPM Agency Coordinator



OFFICE OF PERSONNEL MANGEMENT

COURSE OVERVIEW

Following is a listing of the Office of Personnel Management offered Courses, their Course Number and a Short Description. Please note the OPM courses all begin with 'HRD'.

Course Number	Course Name
HRD001	Administrative Law
HRD002	Advanced Creative Problem Solving
HRD003	Applied Leadership
HRD004	Awards and Recognitions
HRD005	Business Etiquette
HRD006	Challenges of Supervision
HRD007	Change Management
HRD008	The Changing Workplace
HRD009	Conducting Effective Group Meetings
HRD010	Controlling Budgets through Agency Risk Management
HRD011	Delegation and Control
HRD012	Developing Creative Problem Solving
HRD013	Developing Effective Negotiating Skills
HRD014	Disability Awareness
HRD015	Effective Communication in Management
HRD016	Effective Stress Management
HRD017	Effective Time Management Techniques
HRD018	Emotional Intelligence
HRD019	Ethics in Public Management
HRD020	Everyday Creativity
HRD021	Facilitation Skills
HRD022	Gender Issues in Management
HRD023	How to conduct On-the-Job Training
HRD024	Lateral Thinking for Supervisors
HRD025	Legislative Process
HRD026	Listening Skills for Managers
HRD027	Managing a Multigenerational Workforce
HRD028	Managing Conflict
HRD029	Managing Diversity in the Workplace
HRD030	Managing the Troubled Employee
HRD031	Motivating for Performance
HRD032	One Minute Manager



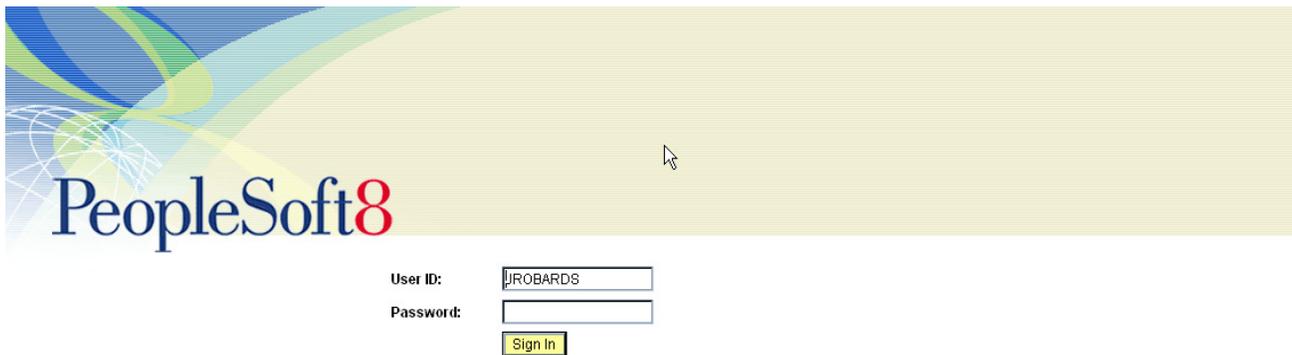
CORE Oklahoma

Course Number	Course Name
HRD033	Performance Management Process
HRD034	Personnel Policy and Practices
HRD035	Planning Skills for Managers
HRD036	Policy Analysis
HRD037	Program Evaluation
HRD038	Progressive Discipline
HRD039	Quality Oklahoma Processes
HRD040	Quality Tools
HRD041	Safety Management
HRD042	Sexual Harassment & Discrimination in the Workplace
HRD043	Skills for Effective Presentations
HRD044	Strategies for Improving Communication
HRD045	Structured Interview Process
HRD046	Team Building
HRD047	Violence in the Workplace
HRD048	World Trends
HRD049	Writing Skills for Managers
HRD050	Employee Grievances and Appeals
HRD051	Focus-Achieve Highest Priority
HRD052	7 Habits Highly Effective People
HRD053	7 Habits for Associates
HRD054	CPM Orientation
HRD055	CPM Project Writing
HRD056	CPM Executive Development Seminar
HRD057	Systems Management
HRD058	Managing in Public Sector
HRD059	Mediation Skills
HRD060	Certification Personnel Professional
HRD061	Customer Service: A Lost Art



ADMINISTER TRAINING SIGN IN

As with all other PeopleSoft applications, you will receive a User ID and Password for the Training Administration module from CORE Security. The Sign-In Screen example is provided below and is the same as other PeopleSoft sign-in applications.

A screenshot of the PeopleSoft8 sign-in screen. The background is a light yellow gradient with a blue and green abstract graphic on the left. The "PeopleSoft8" logo is prominently displayed. Below the logo, there are two input fields: "User ID:" with the text "JROBARDS" and "Password:". A "Sign In" button is located below the password field. A mouse cursor is visible over the sign-in area.

PeopleSoft8

User ID:

Password:

© 2000 PeopleSoft Incorporated. All rights reserved.



PeopleSoft.



STUDENT COURSE ENROLLMENT

STEP 1 – STUDENT ENROLLMENT

A screenshot of the PeopleSoft web interface. The page title is "Student Course Enrollment". Below the title, there is a section titled "Find an Existing Value". Under this section, there is a "Search By:" dropdown menu currently set to "EmpID". A search dropdown menu is open, showing the following options: "EmpID", "Last Name", "Name", and "Personnel Status". The "EmpID" option is highlighted. To the left of the dropdown menu, there is a "Search" button. The breadcrumb navigation at the top of the page reads: "Home > Develop Workforce > Administer Training (GBL) > Use > Student Course Enrollment".

Navigation:

Home > Develop Workforce > Administer Training (GBL) > Use > Student Course Enrollment

The Training Administration module uses the PeopleSoft Employee ID to enroll in a course; however, there are several options to look up an employee, if they have already been hired. The most effective option is to access an employee (or non-employee) directly with their Employee ID.

If you know the PeopleSoft Employee ID number, Click on the Search By: field and select EmpID, then enter the PeopleSoft Employee ID number.

Click .

You may also search by other options, but Last Name is a recommended choice.



STEP 2 – ENROLL EMPLOYEE

On the Student Course Enrollment Tab, Enter the Course Number.

Enter the Session Number.

Click  on the Attendance Field and select Enrolled. **DO NOT** Type over an existing courses that have the employee has been enrolled. This is the system of record, and the history will be compromised.

To add additional Courses, Click .

Enter the Course Number, Session Number and select Enrolled.

Click .

Warning Message: When there are AM and PM courses scheduled on the same day you will receive a warning message after you click . If the course has not been filled, the system will enroll the employee in the course selected by clicking .

Click  to enroll additional employees.



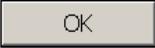
STEP 3 – COURSE SELECTION HAS BEEN FILLED

The screenshot shows the PeopleSoft interface for 'Student Course Enrollment'. The user is logged in as 'Robards, Shirley J' with EmpID: 100246. A table lists three courses:

Course	Description	Session #	Start Date	Attendance
1	COR113 AP 113 Regular Voucher	0001	12/12/2007	Enrolled
2	COR118 AP 118 AP Reports	0001	12/25/2007	Enrolled
3	COR112 AP 112 PO Voucher	0001	12/19/2007	Enrolled

An error message box from Microsoft Internet Explorer is displayed, stating: 'Enrollment exceeds the Maximum Enrolled, Please change Enrollment/Attendance to Session Wait. For INTCPNY_JPN_SBP subpage.' The 'OK' button is visible.

If the course has been filled, a warning sign will appear.

Click  and choose **Session Wait** in the **Attendance** Field and click .

NOTE: For the OPM HRD Courses, as in the past, agencies will be limited to three (3) participants for each course. You may, however, add additional students to the Session Wait List or choose not to enroll employees in the course.



STEP 4 – COURSE SELECTION CHANGED TO SESSION WAIT

PeopleSoft.

Home Help Sign Out

Home > Develop Workforce > Administer Training (GBL) > Use > Student Course Enrollment

[New Window](#)

Student Course Enrollment

EmpID: 100246 Name: Robards, Shirley J

View All First 1-4 of 4 Last					
'Course	Description	'Session #	Start Date	'Attendance	
1	COR112 AP 112 PO Voucher	0001	12/19/2007	Sessn Wait	+ -
2	COR113 AP 113 Regular Voucher	0001	12/12/2007	Enrolled	+ -
3	COR118 AP 118 AP Reports	0001	12/25/2007	Completed	+ -
4	HRD003 Applied Leadership	0003	06/18/2008	Sessn Wait	+ -

Save Return to Search

Select the drop down menu button on the Attendance Field and choose Sessn Wait button.

Click Save .

The Training Nominating Official will utilize the following designations in the Attendance Field: Enrolled, Dropped or Session Wait.

The following listing is a brief description of the Attendance Field Categories that the CORE Office and Office of Personnel Management will use to record course status.

- Dropped – Course was dropped before the Course Date**
- Enrolled – Employee enrolled in course and session**
- Session Wait – Particular Course Session, employee placed on the Session Wait List**
- Course Wait – Particular Course, employee placed on the Course Wait List**
- Cancelled – Course was cancelled**
- No Show – Employee did not attend the enrolled course**
- Incomplete – Employee did not complete the enrolled course**
- Completed – Employee completed the course**



PeopleSoft

Home Help Sign Out

Home > Develop Workforce > Administer Training (GBL) > Use > Student Course Enrollment

[New Window](#)

Student Course Enrollment

EmpID: 100246 Name: Robards, Shirley J

View All First 1-3 of 3 Last					
'Course	Description	'Session #	Start Date	'Attendance	
1	COR112 AP 112 PO Voucher	0001	12/19/2007	Sessn Wait	+ -
2	COR113 AP 113 Regular Voucher	0001	12/12/2007	Enrolled	+ -
3	COR118 AP 118 AP Reports	0001	12/25/2007	Enrolled	+ -

Save Return to Search

NOTE: The COR112 Course now reflects Sessn Wait in the Attendance Field.

The Course Session Wait List will be administered by the CORE Office and the Office of Personnel Management.

Notifications will be sent to the Agency Training Administrator for employees that are moved from the Session Waiting List to course Enrollment.



STEP 5 – DROP EMPLOYEE FROM ENROLLED COURSE

PeopleSoft.

Home

Help

Sign Out

Home > Develop Workforce > Administer Training (GBL) > Use > Student Course Enrollment

[New Window](#)

Student Course Enrollment

EmpID: 100246 Name: Robards, Shirley J

View All First ◀ 1-3 of 3 ▶ Last					
'Course	Description	'Session #	Start Date	'Attendance	
1 COR112	AP 112 PO Voucher	0001	12/19/2007	Sessn Wait	+ -
2 COR113	AP 113 Regular Voucher	0001	12/12/2007	Dropped	+ -
3 COR118	AP 118 AP Reports	0001	12/25/2007	Enrolled	+ -

Save Return to Search

Select the drop down menu button on the course that the student needs to drop and choose Dropped.

Click Save .

NOTE: The COR113 Course reflects Dropped in the Attendance Field.

NOTE: Never use the button to remove a course.



STEP 6 – ENROLL A NON-EMPLOYEE

PeopleSoft

Home

Help

Sign Out

[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Use](#) > [Add Non Employee Details](#)

[New Window](#)

Add Non Employee Details

Find an Existing Value

Non-Employee ID:

Name:

Last Name:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

Some agencies enroll Federal, City, and County “non-state employees” in HRDD courses. Following is the method to enroll the non-employees.

Navigation Path:

Home > Develop Workforce > Administer Training (GBL) > Use > Add Non Employee Details

Click [Add a New Value](#) link.

NOTE: After the system has been available to the Training Administrators for a time, the first choice for a lookup for a Non-Employee would be by Last Name.

Enter last name.

Click .



PeopleSoft®

[Home](#) [Help](#) [Sign Out](#)

[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Use](#) > [Add Non Employee Details](#)

[New Window](#)

Add Non Employee Details

Add a New Value

Non-Employee ID:

[Find an Existing Value](#)

Do not enter Non-Employee ID number, the system will assign the number when you save the “non-employee” details.

Click .



PeopleSoft.

Home Help Sign Out

Home > Develop Workforce > Administer Training (GBL) > Use > Add Non Employee Details

New Window

Name Address Personal Details Extra Details

Non-Empl ID: 00000000000

Name

Format Using: USA United States Refresh the Name Field

Person Name

Prefix:

First: Middle:

Last: Suffix:

Name:

Save Refresh Add Update/Display

Name | Address | Personal Details | Extra Details

Enter First Name

Enter Middle Name or Initial

Enter Last Name

Click Refresh the Name Field

Click Personal Details Tab



PeopleSoft

Home Help Sign Out

Home > Develop Workforce > Administer Training (GBL) > Use > Add Non Employee Details

[New Window](#)

Name Address Personal Details Extra Details

Robards, Jeanie S

Non-EmpID: 0000000019

Birthdate:

Date of Death:

Gender: Male Female Unknown

Business Title:

Employer:

Business Unit: Office of State Finance

Department: All Department

Supervisor ID:

[Name](#) | [Address](#) | [Personal Details](#) | [Extra Details](#)

Complete the following fields:

Choose Gender

Enter Business Unit Field – (Agency Number plus two (2) zeros)

Enter Department Field – (Enter seven 0's)

Click

NOTE: Record the Non-EmpID Number to enroll non-employee in courses.



STEP 7 – EMPLOYEE SEARCH OPTIONS

PeopleSoft®

Home

Help

Sign Out

[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Use](#) > **Student Course Enrollment**

[New Window](#)

Student Course Enrollment

Find an Existing Value

Search By:

EmpID:

[Advanced Search](#)

The Administration Training Module uses the PeopleSoft Employee ID to enroll in a course; however, there are several options to look up an employee, if the employee has already been hired.

NOTE: The most effective search option; Use the  button in the Search By field and enter Last Name.

You also can search by the following criteria(s) with the  button on the Search By field.

- PeopleSoft Employee ID Number
- Last Name
- Personnel Status – (Employee or Non-Employee)

Another search option is the [Advanced Search](#) . Enter the fields that will further refine your search and click .



[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Use](#) > [Student Course Enrollment](#)

[New Window](#)

Student Course Enrollment

Find an Existing Value

Search By:

Last Name:

[Advanced Search](#)

Search Results

[View All](#)

First 1-3 of 3 Last

Last Name	EmplID	Name	Department SetID	Department	Alternate Character Name	Personnel Status
ROBARDS	0000000019	Robards,Jeanie S	09000	0000000	(blank)	Non-Empl
ROBARDS	100246	Robards,Shirley J	09000	1000060	(blank)	Employee

Enter Last Name or, Employee ID, or Department or Personnel Status

Click .

Choose the correct employee on the Last Name [ROBARDS](#) blue link.



VIEW STUDENT TRAINING HISTORY

PeopleSoft®

A screenshot of the PeopleSoft user interface. At the top, there is a navigation bar with "Home", "Help", and "Sign Out" links. Below this, a breadcrumb trail reads "Home > Develop Workforce > Administer Training (GBL) > Use". The main content area shows a sidebar with "Administer Training (GBL)" and "Use" menus. The "Use" menu is expanded, showing "Inquire" and "Report" options. To the right, there are three links: "Student Training", "Student Course Enrollment", and "Add Non Employee Details".

Navigation Path:

Home > Develop Workforce > Administer Training (GBL) > Use > Student Training

To view student history, click [Student Training](#) Link.

The Student Training screen provides information about enrollment status of each employee. The status of the courses for each employee could be in various stages for example; Enrolled, Completed, Dropped, Session Wait or No-Show.



Student Training

Find an Existing Value

EmpID:

Name:

Last Name:

Department SetID:

Department:

Alternate Character Name:

Personnel Status:

Case Sensitive

[Basic Search](#)

Enter **EmpId Number**

Click



PeopleSoft®

Home Help Sign Out

Home > Develop Workforce > Administer Training (GBL) > Use > Student Training

New Window

Course Student Enrollment Demand from Budget Training

Course Information		View All		First		1 of 9		Last	
Name:	Robards, Shirley J	EmpID:	100246						
Course Code:	HRD003	Course Title:	Applied Leadership						
Internal/External:	Internal	Facility:	Rose State College-Steed	Language:					
Session #:	0003	Min:	10	Max:	30	# Enrolled:	2	# Waiting:	1
Start Date:	06/18/2008	Start Time:	8:30AM	End Time:	4:30PM				
End Date:	06/18/2008								
Student Information									
<input checked="" type="checkbox"/> Prerequisites Met		Date Needed:							
Attendance:	Session Waitlist	Status Date:		04/11/2008					
Training Reason:		Waitlist Dt:		04/11/2008					
Business Unit:	09000 OSF	DeptID:	1000060	Core Accou					
Grade:		Letter Code:	WTS	Letter Dt:					

Click **View All** link to scroll through all the courses. The courses will be listed by date order.

NOTE: The course information will be displayed first, followed by the student information status, i.e., Enrolled, Dropped, No-show, Session Wait or Completed.

To review the history of another employee Course Student Enrollment, scroll to the bottom of the page and click **Return to Search**.



RUN REPORTS

PeopleSoft®

Home

Help

Sign Out

[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > **Report**

Administer Training (GBL)

- Use
- Inquire
- Report

[Training Schedule](#)

[Course Table](#)

[Student Training History](#)

[Training Program](#)

Navigation Path:

Home > Develop Workforce > Administer Training (GBL) > Report

Reports available:

Training Schedule
Course Table
Student Training History
Training Program



STEP 1 – SET UP RUN CONTROL ID

PeopleSoft.

Home Help Sign Out

Home > Develop Workforce > Administer Training (GBL) > Report > Course Session Roster [New Window](#)

Course Session Roster

Find an Existing Value

Run Control ID:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

Run Control ID – Click Search and enter 'Run Control ID'.

A Run Control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a Run Control with those settings.

The next time you run the report, you select the Run Control, and the system fills in the settings. You only need to set up your Run Control ID once.



STEP 2 – SELECT COURSE AND SESSION

PeopleSoft.

Home

Help

Sign Out

Home > Develop Workforce > Administer Training (GBL) > Report > Course Session Roster

[New Window](#)

Course Session Roster

Run Control ID: JR

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameters:

Course: AP 112 PO Voucher

AND

Session #:

OR

Course Start Date:

[Save](#) [Return to Search](#)

[Add](#) [Update/Display](#)

Select or enter the Course Number and select or enter the Session Number.

NOTE: In the above example COR112 and Session 0001 were used.



STEP 3 – CHOOSE SERVER AND FORMAT

PeopleSoft.

Home Help Sign Out

Home > Develop Workforce > Administer Training (GBL) > Report > Course Session Roster

[New Window](#)

Process Scheduler Request

User ID: JROBARDS Run Control ID: JR

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List					
Select	Description	Process Name	Process Type	'Type	'Format
<input checked="" type="checkbox"/>	Course Session Roster	TRN002--	Crystal	<input type="text" value="Web"/>	<input type="text" value="PDF"/>

Choose Server Name: PSNT

Type: Web

Choose Format: PDF

Click .



STEP 4 – CHECK FOR PROCESS INSTANCE NUMBER

PeopleSoft.

Home Help Sign Out

Home > Develop Workforce > Administer Training (GBL) > Report > Course Session Roster [New Window](#)

Course Session Roster

Run Control ID: JR [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 604672

Report Request Parameters:

Course: AP 112 PO Voucher

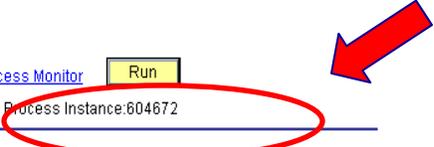
AND

Session #:

OR

Course Start Date:

Save Return to Search Add Update/Display



The system will provide a Process Instance Number. Note the number.

In this example the number is 604672. If there is a problem with the report, you will need to provide the Process Instance Number to the Help Desk Case for the Technical Team to address the problem.

Click [Process Monitor](#) Link.



STEP 5 – REFRESH FOR SUCCESS AND SEE DETAILS

PeopleSoft.

Home Help Sign Out

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process List **Server List**

View Process Request For

UserID: JROBARDS Process: [] Last: [] None Refresh

Server: [] Type: [] Instance: [] to []

Name: [] Run Status: []

View Job Items Save On Refresh

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
604672		Crystal	TRN002--	JROBARDS	03/25/2008 5:27:00PM CST	Error	Details
604564		Crystal	TRN020--	JROBARDS	03/19/2008 10:50:43AM CST	Success	Details
604560		Crystal	TRN020--	JROBARDS	03/19/2008 10:35:55AM CST	Success	Details
604559		Crystal	TRN020--	JROBARDS	03/19/2008 10:34:35AM CST	Success	Details

[Go back to Course Session Roster](#)

Save

[Process List](#) | [Server List](#)

Click **Refresh** button, repeatedly until the Report indicates Success in the Run Status field.

After the report has a status of Success, Click the [Details](#) link.

Run Status Values that could be seen as the system processes the reports:

- Queued** = waiting to start
- Initiated** = starting
- Processing** = running
- Posting** = formatting report
- Success** = finished
- Error** = error



STEP 6 – VIEW/LOG TRACE

PeopleSoft®

Home

Help

Sign Out

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > [Process Requests](#)

[New Window](#)

Process Detail

Process

Instance: 604560 **Type:** Crystal
Name: TRN020-- **Description:** Course History of an Employee

Run Update Process

Run Control ID: JR	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time Actions

Request Created On: 03/19/2008 10:36:13AM CST	Parameters Transfer
Run Anytime After: 03/19/2008 10:35:55AM CST	Message Log
Began Process At: 03/19/2008 10:36:38AM CST	Batch Timings
Ended Process At: 03/19/2008 10:36:56AM CST	View Log/Trace

Click [View Log/Trace](#) Link.



STEP 7 – CHOOSE REPORT

x

Report/Log Viewerx

Instance:	604560	Type:	Crystal
Name:	TRN020--	Run Cntl ID:	JR
Status:	Success	Submitted By:	JROBARDS
Server:	PSNT	Recurrence:	

Course History of an Employee

Name	File Size	File Creation Date
Message Log	0 bytes	Wed Mar 19 10:41:21 2008
TRN020-- 604560.PDF	3354 bytes	Wed Mar 19 10:41:23 2008

Under the Name column, choose the Link with the PDF file name to view the Report.



SECURITY ACCESS PROCESS

The screenshot shows the CORE Oklahoma website interface. At the top left is the Oklahoma state logo with the text 'OKLAHOMA www.ok.gov'. To the right is the word 'OFFICE'. Below this is a dark blue navigation bar with links for 'Contact | Notifications | CORE Calendar'. A breadcrumb trail reads 'Home / CORE / Security'. The main content area is titled 'CORE Security' and lists several links to documents: 'Information Security Policy, Procedures and Guidelines, rev 3/1/07 (pdf)', 'OSF Query Policy and Procedures, 5/9/2006', 'OSF Form 303HD, Help Desk, 8/06 (pdf)', 'OSF Form 303HD, Help Desk, 8/06 (doc)', 'OSF Form 301BUD, Budget User ID Form, 2/08 (pdf)', 'OSF Form 301BUD, Budget User ID Form, 2/08 (doc)', 'OSF Form 304, System Access Request Form (HRMS), 7/06 (pdf)', and 'OSF Form 304, System Access Request Form (HRMS), 7/06 (doc)'. On the left side of the page, there is a vertical menu with categories: 'General Information', 'Financials', 'HRMS', 'Budget', 'Security', and 'Technical'. An 'Adobe Reader' logo is also visible in the bottom left of the screenshot.

Training Nominating Officials for each agency will be required to submit a completed security form to gain access to the Administer Training Module.

The CORE Website has the Security OSF Form 304 (HRMS) (link provided below). Complete the form and return the Security Lead at the CORE Office. Check off both the Training Nomination Official and Run Query Box.

**CORE Website Link OSF Form 304 (HRMS):
<http://www.ok.gov/OSF/documents/osf304.pdf>**



OSF NOTIFICATION GROUPS

To ensure the agency Training Nominating Official(s) receives all the current information about managing their CORE training needs, the Office of State Finance maintains a Notification Group called PeopleSoft Training Nominating Official (CORE).

Initially, the designated PeopleSoft Training Nominating Official will be subscribed to the Notification Group. The following steps provide the Training Nominating Official the means to subscribe, unsubscribe or manually unsubscribe. The Notification Group will be the means by which CORE keeps you informed of CORE training and updates, changes and training opportunities.

STEP 1 – SUBSCRIBE

To sign up for notifications from the OSF Website go to <http://ok.gov/OSF/>

Select Notifications Sign Up

- Select the group(s) desired.
- Enter your first
- Enter last name.
- Enter your e-mail address.
- Re-enter your email address
- Left Click Submit



A confirmation screen will automatically populate your email address used to sign up.

An email has been sent to you, so we can confirm your email address.

Once you receive the email, enter the code from the email below.

Email Address:

Confirmation Code:

Once you receive the confirmation code in your email address, enter the code or copy/paste code from e-mail into the Confirmation Code Field. Left Click Confirm.

An email has been sent to you, so we can confirm your email address.

Once you receive the email, enter the code from the email below.

Email Address:

Confirmation Code:

You will receive a message that reads,
"Your e-mail address has been subscribed! Thank you".



STEP 2 – UNSUBSCRIBE

Each time you receive an e-mail from OSF, the e-mail will afford you the opportunity to unsubscribe from that particular group. Left Click the link provided with each message sent.

This is the generalized body of a test email that has gone out. Normally there would be large volumes of non-descript jargon here that 1/2 of the recipients would read, the other would simply ditch in the round file. Additionally you could attach a file - which will boost readership, just far enough to see what you've attached.

Dr. Seuss in a non-rhyming mood.

This message was sent from the GoGov Notification system.

To unsubscribe, visit <http://www.ok.gov/triton/modules/oknotify/unsubscribe.php?id=65,36>

The link will take you to the unsubscribe area for that account.

- 1) Enter your email address
- 2) Left Click Unsubscribe.

Contact | Notifications | CORE Calendar

Home / Notifications

You are about to remove your email from the following group:

Test Group II

Enter your email address

If the entered email address is in that group's database, the system will automatically unsubscribe the e-mail from the group account and provide the confirmation message as seen on the right.

Contact | Notifications | CORE Calendar

Home / Notifications

Your email has been unsubscribed.



STEP 3 – MANUALLY UNSUBSCRIBE

In the event you would like to unsubscribe, but you do not have an email from that group, Left Click the Contact link at the top of the OSF web pages.

- 1) **Enter** your name
- 2) **Enter** e-mail address
- 3) **Select** “Unsubscribe from Notification Groups
- 4) In the Message box, identify the group(s) you would like to unsubscribe.
- 5) **Left Click** Send Message

The screenshot shows the 'Contact Us' form on the OSF website. At the top, there are navigation links: 'Home / Contact', 'Contact | Notifications | CORE Calendar'. Below this is the 'Office of State Finance' header with a link to 'OSF Locations'. Contact information includes: Local: (405)521-2444, Toll Free: (866)521-2444, Fax: (405)521-2871. Office hours are listed as 7:00AM to 5:30AM - Weekdays and 24 Hour Emergency Support. The 'Contact Us' section contains: 'Your Name:' with a yellow input field (1); 'Your Email:' with a yellow input field and '(Email is required to receive a response.)' (2); 'Regarding:' with a dropdown menu showing 'Unsubscribe from Notification Groups' (3); and a 'Message:' text area with a scroll bar (4). A 'Send Message' button is at the bottom right (5).

NOTE: Alternately, you may e-mail the OSF Help Desk. HelpDesk@Osf.Ok.Gov