

Employee Self-Paced E-learnings: What You Need to Know

From May 31th to June 5th the Luma Project is releasing a series of self-paced e-learnings (also called “microlearnings”) that are designed for **all State employees**. Use the speaking points below to discuss the employee self-paced e-learnings with your teams.



E-learnings are self-paced and average about 15 minutes to complete.

Courses are intended for a variety of audiences:

- All Employees
- Managers (People with Direct Reports)

E-learnings do NOT have any audio.



Not all learnings must be completed at once, or even by the Luma Access Date of June 20th.

All are available for reference and to support ongoing learning.



The majority of employees will need to complete the **Basic Timesheet Entry** e-learning by June 20th.

There are **multiple versions** of this topic for different audiences.

Encourage employees to **read the titles and descriptions carefully** to select the correct e-learning to take.



Employee e-learnings are released in order of importance.

Employees should prioritize to **complete the five e-learnings available May 31st by June 20th**.



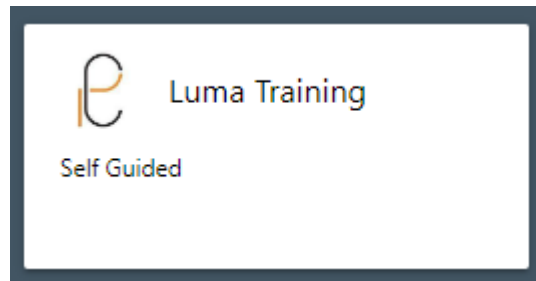
Completion of **Timesheet Entry** is critical to support accurate time entry and payroll processing.

Completion of all e-learnings will be tracked and reported to agency leadership.

E-learning completion is based on finishing the course, not the score of the quiz at the end.

Employee Self-Paced E-learnings: How To Take A Course

- **Step 1: Log on to the SCO Enterprise Dashboard.**
 - If you have not obtained a StateID number or have not accessed the Enterprise Dashboard before, Please follow these instructions: <https://www.sco.idaho.gov/LivePages/Enterprise-Dashboard-Registration-Access-and-Password-Management.aspx>
- **Step 2: From the Enterprise Dashboard, Click the “Luma Training” Tile.**



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- **Step 3: From the Home screen, Click “View Catalog”**

Luma

Sheena Coles

2 Completed 12 To Do 1 Overdue

What do you want to learn?

View Catalog →

News

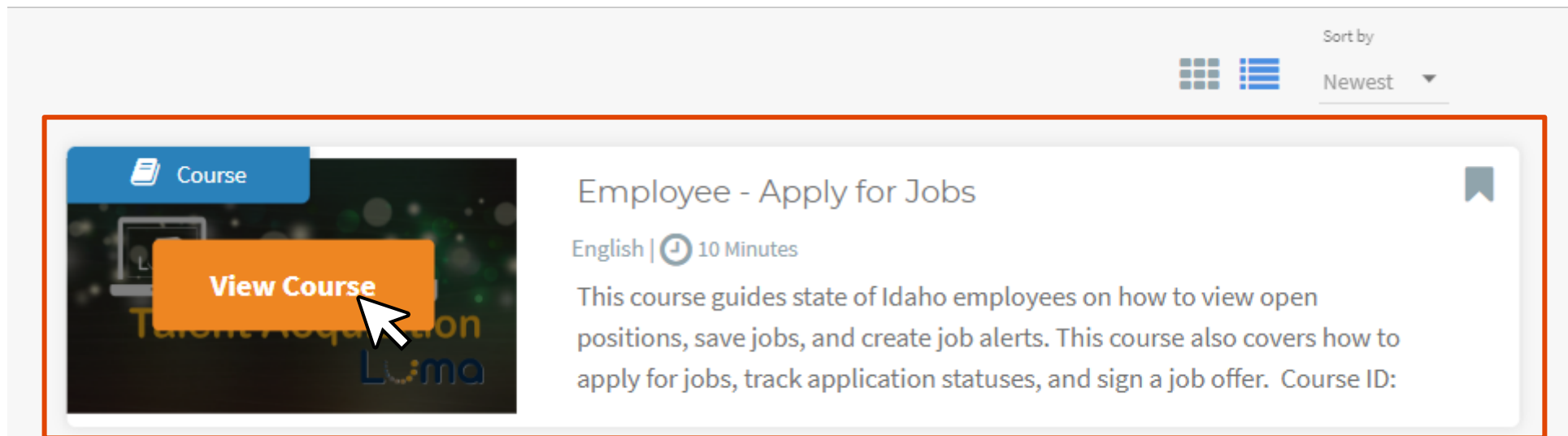
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- **Step 4: Find e-learning Courses by searching, filtering by Content, or by the employee/manger Tags.**

The screenshot displays the user interface of an e-learning platform. At the top, there is a search bar with the placeholder text "What would you like to learn today?". To the right of the search bar is a "Sort by" dropdown menu set to "Newest". On the left side, there is a "Filters" panel with sections for "Content", "Categories", and "Tags". In the "Content" section, the "Course (4)" checkbox is selected and highlighted with a red box. In the "Tags" section, the "Employee (3)" checkbox is also selected and highlighted with a red box. The main content area displays three course cards, each with a "Microlearning" banner and a "Course" label. The first card is titled "Employee - Basic Timesheet Entry" and includes the text "English | 15 Minutes" and "This course guides state of Idaho employees on how to complete timesheets without cost accounting in Luma. Course ID: LUM_302302". The second card is titled "Employee - Apply for Jobs" and includes the text "English | 10 Minutes" and "This course guides state of Idaho employees on how to view open positions, save jobs, and create job alerts. This course also covers how to apply for jobs, track application statuses, and sign a job offer. Course ID:". The third card is titled "Employee - Benefits Enrollment" and includes the text "HCM Benefits Administration | English | 25 Minutes" and "This course guides state of Idaho employees on how to choose benefits, designate beneficiaries, view payroll deductions, and change elections. Course ID: LUM_301002".

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- **Step 5: Click on View Course.**



The screenshot shows a user interface for e-learning courses. At the top right, there are sorting options: 'Sort by' and 'Newest'. The main content area features a course card for 'Employee - Apply for Jobs'. The card includes a thumbnail image with a 'View Course' button highlighted by a white mouse cursor. The course details are as follows:

- Course Title:** Employee - Apply for Jobs
- Language:** English
- Duration:** 10 Minutes
- Description:** This course guides state of Idaho employees on how to view open positions, save jobs, and create job alerts. This course also covers how to apply for jobs, track application statuses, and sign a job offer. Course ID:

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- **Step 6: Click Start Course.**

The screenshot displays the Luma e-learning interface. The main content area features a dark background with a bokeh effect. On the left, there is an icon of a laptop with the Luma logo and a graduation cap. In the center, a green button labeled 'Start Course' is highlighted with a red rectangular box, and a white mouse cursor is pointing at it. Below the button, the text 'Learning' and 'Talent Acquisition' are visible in a light yellow font. The Luma logo is positioned at the bottom right of the main content area. On the right side of the interface, there is a sidebar with the following elements: '1 Lessons' at the top, a progress bar, navigation arrows (left and right), the text '1 / 1', and a list of lessons under the heading '1. Apply for Jobs'. The first lesson in the list is '1.1 Apply for Jobs and Accept ...' with a radio button next to it.

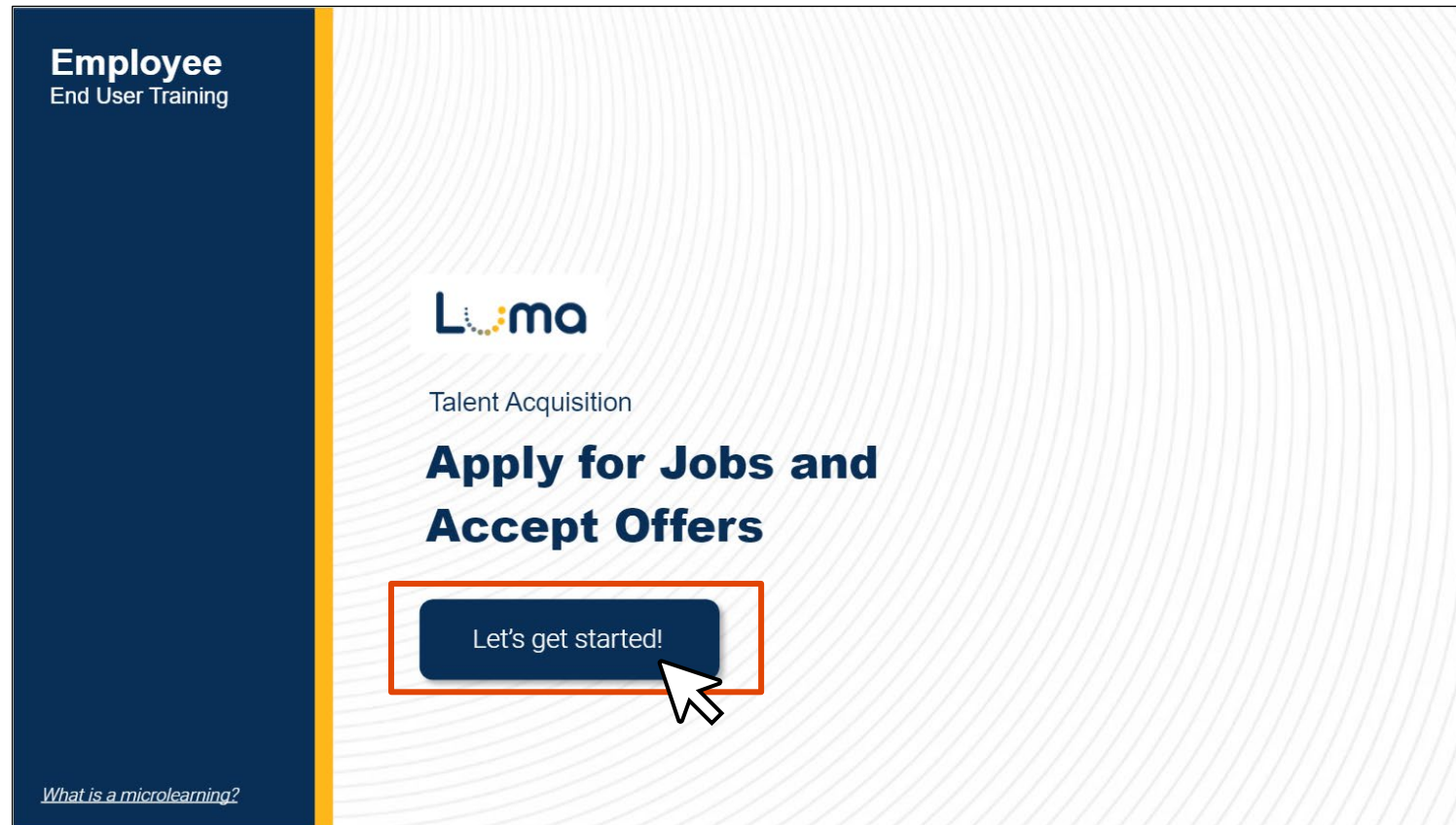
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- **Step 7: Training content could have opened in a new browser tab with the training, if a new tab did not open, please disable your pop-up blocker. Clicking on the lesson will also launch the course in a new tab.**

The image shows a composite of two screenshots. On the left is a screenshot of an e-learning course titled "Employee - Apply for Jobs". The course content area displays a "Luma" logo and the text "Microlearning Talent Acquisition". Below this, a message states: "Training content will open in a new tab. If a new tab did not open, please disable your pop-up blocker and reselect the content." On the right side of the course interface, a navigation pane shows "1 Lessons" and a list of lessons. The first lesson, "1. Apply for Jobs", is selected and highlighted with a red box. Below it, a sub-lesson "1.1 Apply for Jobs and Accept ..." is also highlighted with a red box and has a mouse cursor pointing at it. On the right, a browser's pop-up blocker notification is visible. It shows the URL "https://stateofidaho...356b6161d04f942be111af1" and the site name "idahosco.servicenowservices.com". The notification has two radio buttons: "Always allow pop-ups and redirects from https://idahosco.servicenowservices.com" (which is selected and highlighted with a red box) and "Continue blocking". There are "Manage" and "Done" buttons at the bottom of the notification, with "Done" also highlighted with a red box.

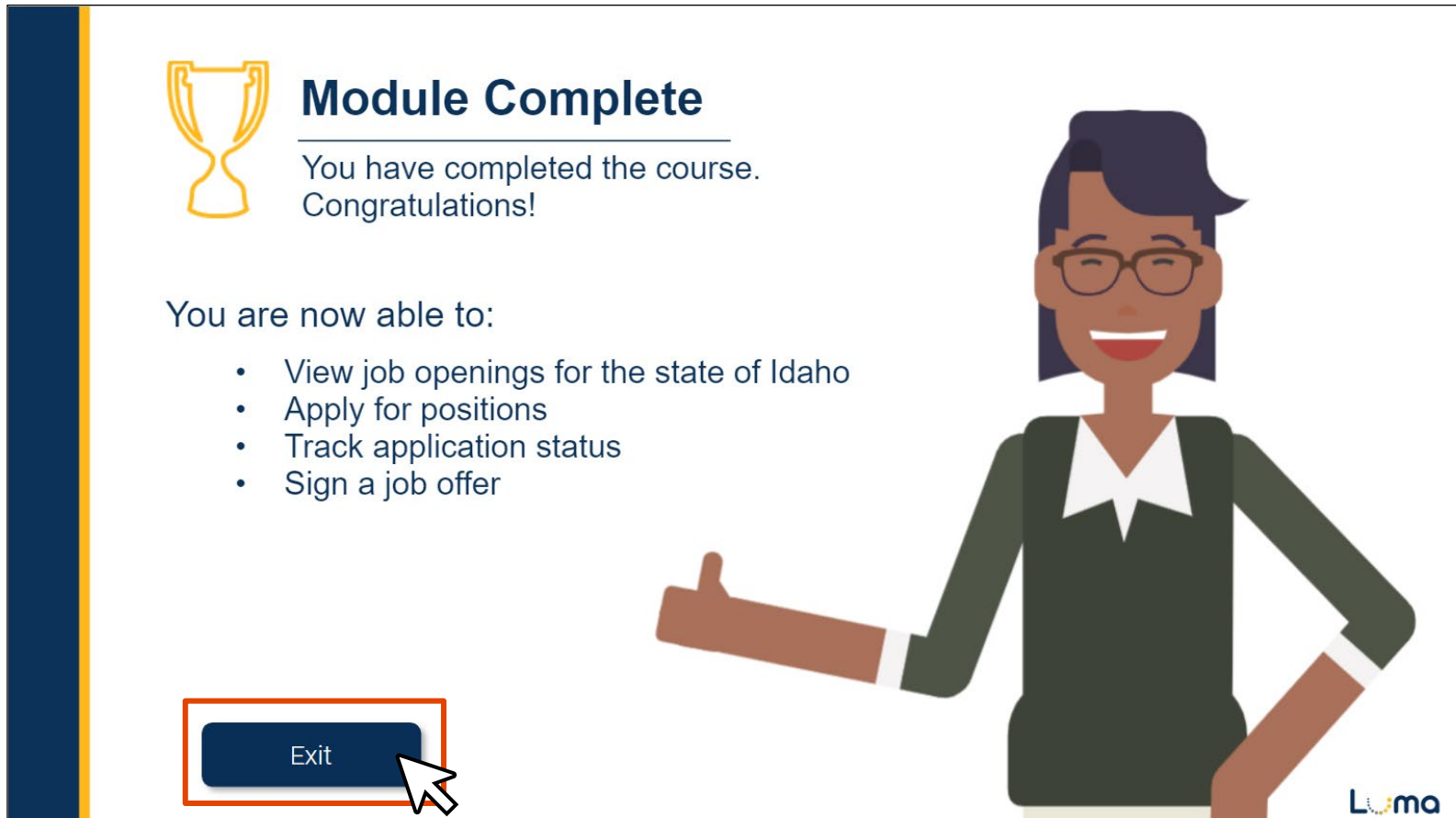
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- **Step 8: Click “Let’s get started” and complete the course.**



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- **Step 9: After you “Exit” Close the browser tab.**





 **Module Complete**

You have completed the course.
Congratulations!

You are now able to:

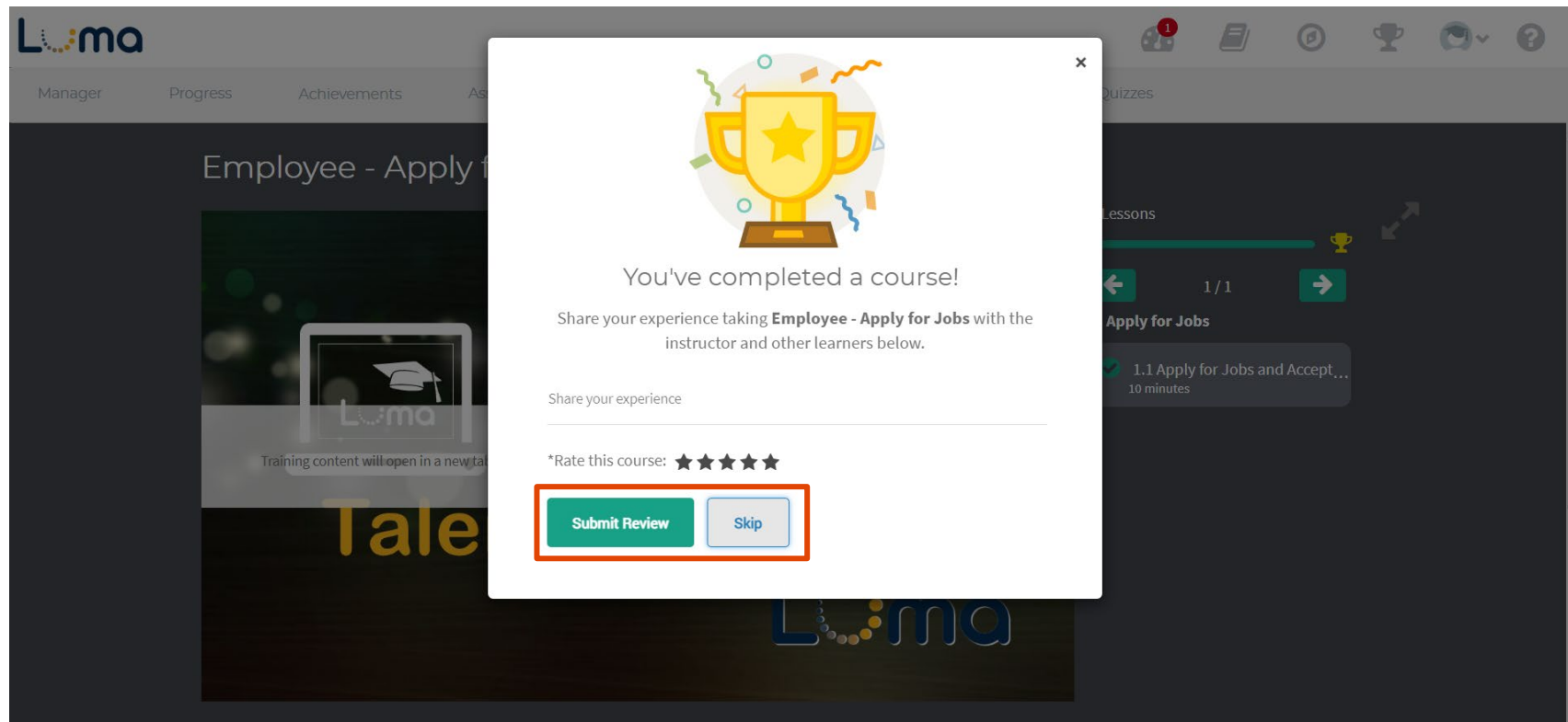
- View job openings for the state of Idaho
- Apply for positions
- Track application status
- Sign a job offer

 Exit

 Luma

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- **Step 10: Navigate back to the “LMS Player” tab, you will see the, “You’ve completed a course” window. Either rate the course and “Submit Review” or “Skip”.**



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- **Step 11: After you have complete a self-paced e-learning, you will see that is is marked “completed” in the course catalog. However, the course can be taken again, and will be available to retake as a reference after the module is live.**



Employee - Apply for Jobs

English | ⌚ 10 Minutes

This course guides state of Idaho employees on how to view open positions, save jobs, and create job alerts. This course also covers how to apply for jobs, track application statuses, and sign a job offer. Course ID:

Sort by
Alphabetical ▼