

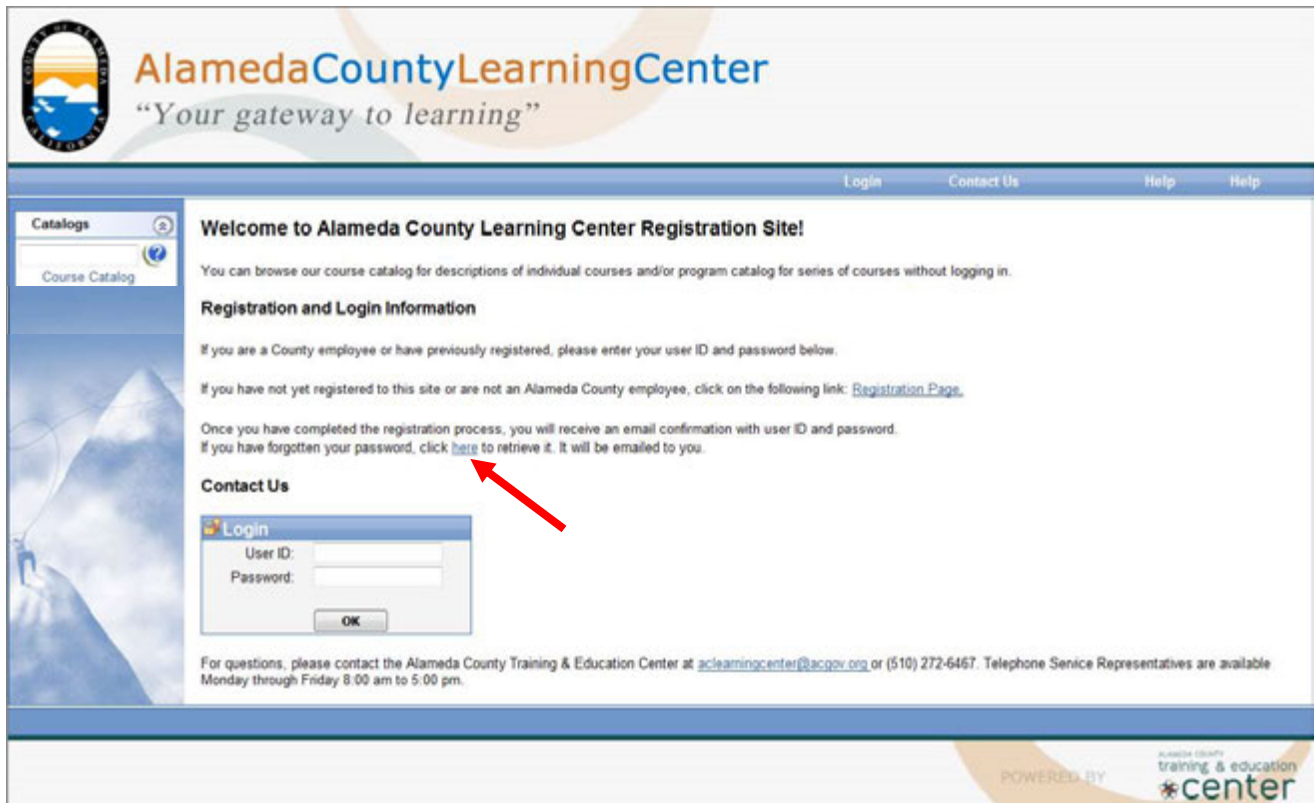


Alameda County Learning Center

Training Registration Instructions for County Employees

Logging in and Navigation

To access the Alameda County Learning Registration system, click the link below or type the following into a web browser: <http://alameda.netkeepers.com>. The following screen below will appear.



To register for training, begin by entering in your user ID and password. For the first login, your username is your county employee ID number and the password is the first letter of your first name (capitalized), first four letters of your last name (lowercase) and your employee ID. Example: User ID: 012345 Password: Msmit012345. After logging in, you will have the ability to change your password by clicking the "Update Your Info" link. If you have forgotten our password, you can select the "Here" link on the homepage and have it emailed to you (indicated by red arrow in above screenshot).

Alameda County Learning Center
"Your gateway to learning"

Smith, Mary A. Logout Contact Us Help

Catalogs
Course Catalog

My Learning
Calendar
Learning Events
Learning Plan
Training Record
General Info
Update Your Info

Learning Events

Enrolled

Date	Class	Location
2/9/2012	ALCO Project Management - A Proven Approach	Alameda County Training & Education Center, Oakland
2/15/2012	ALCO Political Astuteness/Savvy v2	Alameda County Training & Education Center, Oakland
3/22/2012	ALCO Facilitating Effective Meetings	Alameda County Training & Education Center, Oakland

Unfinished

Date	Event	Units

Pending

Date	Event	Status
3/27/2012	ALCO Resolving Conflicts With Your Peers	Pending Payment
2/28/2012	ALCO The 7 Habits of Highly Effective People	Pending Payment
2/27/2012	ALCO Adobe Acrobat Professional 9.0 Fundamentals	Pending Approval
2/2/2012	ALCO Social Media: Developing Your Digital Marketing Strategy	Pending Approval

Actions
[Apply for a Learning Event](#)
[Contact My Supervisor](#)

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Upon logging in, your personal training page will appear highlighting your enrolled, unfinished, and pending learning events. Learning events include instructor led and web based training. The "Enrolled" section includes training that has been approved by your supervisor; the "Unfinished sections" lists learning events that you are in progress to complete; and the "Pending" section includes training that either has not yet been approved by your supervisor, pending payment for fee classes, or classes in which you are waitlisted.

If your toolbar in the left column is not expanded, click on the arrows in the "Catalogs" tab and "My Learning" tab to unhide your toolbar options.

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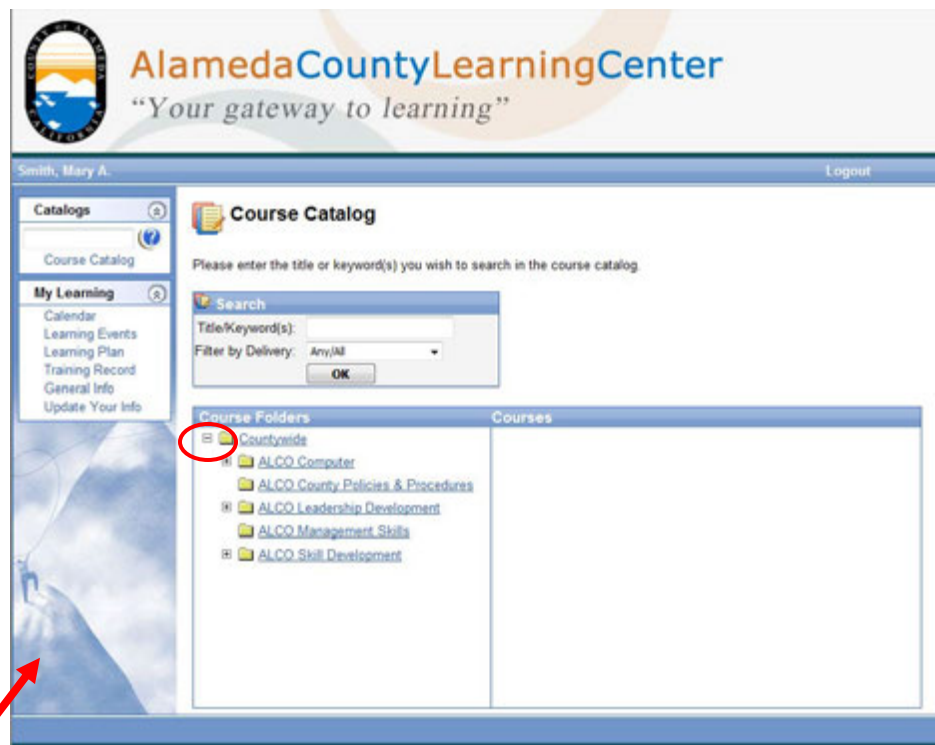
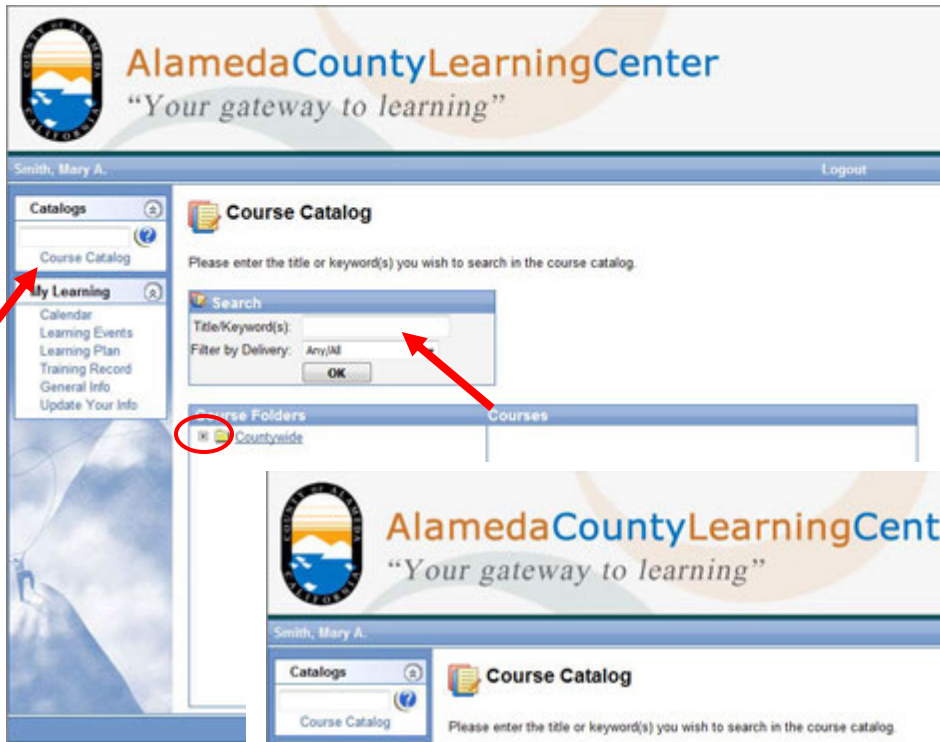
Actions
[Apply for a Learning Event](#)
[Contact My Supervisor](#)

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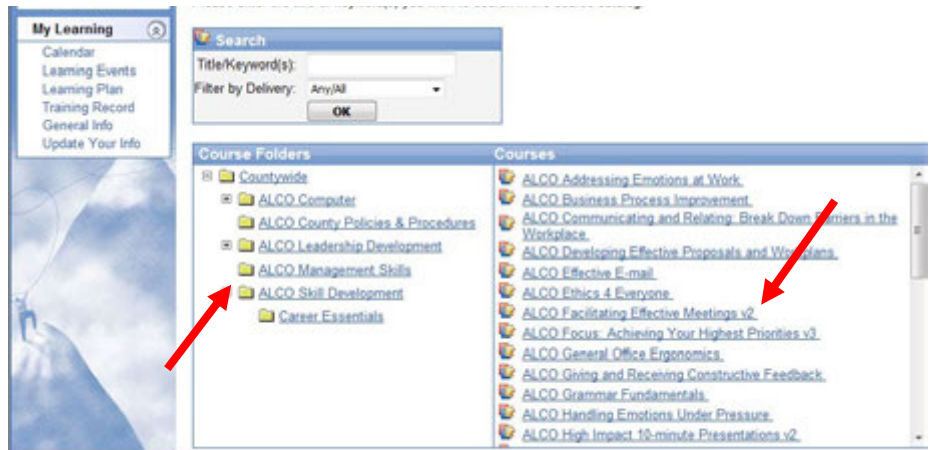
A list of links will appear. To return to your personal training page, select the "Learning Events" link. To navigate throughout the site, select either the links in your toolbar or the "Back" and "Forth" arrows in your web browser.

Searching the Course Catalog

Select the "Course Catalog" to sign up for a class. You can search for the class by entering text into the "Title/Keyword(s)" search box and click the "Ok" button or you can select the "+" sign to preview the course catalog.



Click the subfolder of interest then select the course of interest.



Enrolling in a Class

The screenshot shows the Alameda County Learning Center website. The user is logged in as Mary A. Smith. The main content area displays the course 'ALCO Facilitating Effective Meetings v2' with tabs for General, Objectives, Agenda, Skills, Prerequisites, Notes, and Schedule. Under the 'Upcoming Schedule' section, there is a table with columns for Dates, Location, and Seats Available. The table shows a session on 3/22/2012-3/22/2012 at the Alameda County Training & Education Center, Oakland, with 25 seats available. The 'Apply' link in the 'Seats Available' column is circled in red. Below the table, there is an 'Actions' section with a 'Course Waitlist' link, which is pointed to by a red arrow.

A scheduled class may appear for enrollment which lists how many seats are available. Select the “Apply” link for the session of interest. If a session is not available and you would like to be notified by email when it is offered, you can add yourself to a waitlist by clicking the “Course Waitlist” link.

The screenshot shows the confirmation page after applying for the course. The user is logged in as Mary A. Smith. The main content area displays the course 'ALCO Facilitating Effective Meetings v2 (3/22/2012)'. Below the course title, there is a message: 'You have successfully applied for this event and received the status listed below.' An 'Information' box shows the following details: Learner: Smith, Mary A., Course: ALCO Facilitating Effective Meetings v2, Date: 3/22/2012, Status: Pending Approval, Applied: 1/31/2012 - 11:44 AM. Below the information box, there is a note: 'Note: This enrollment is not confirmed. Enrollment is pending supervisor approval, payment for fee classes, or class availability. You will receive an email notification, upon status change. Units will become visible once the enrollment is confirmed.' There is also a 'Cancel Enrollment' link.

Note: Your supervisor will be notified by email of your pending enrollment. **PLEASE NOTE: a seat is not reserved in the class until your supervisor approves your enrollment.**

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Smith, Mary A. Logout Contact Us Help

Catalogs Course Catalog

My Learning Calendar Learning Events Learning Plan Training Record General Info Update Your Info

ALCO Facilitating Effective Meetings v2

General Objectives Agenda Skills Prerequisites Notes Schedule

Details

Name: ALCO Facilitating Effective Meetings v2
Code: SKLFACEM-2
Price: \$0.00
Length: half day
Hour(s): 4
Delivery: Instructor Led Training

Description

Participants will learn how to increase their effectiveness in planning and conducting productive meetings.

Actions

Course Waitlist

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To view a course description, click the "General" link.

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Catalogs Course Catalog

My Learning Calendar Learning Events Learning Plan Training Record General Info Update Your Info

ALCO Facilitating Effective Meetings v2

General Objectives Agenda Skills Prerequisites Notes Schedule

Objectives

Learning objectives:

- Understand effective uses of meetings
- Learn how to prepare for meetings
- Understand the difference between "process" and "content"
- Learn several techniques to handle difficult meeting participants
- Learn a collaborative problem-solving process
- Learn effective techniques for following-up meeting agenda items

Actions

Course Waitlist

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To view course objectives, click the "Objectives" link. To view other details, select the link of interest (Agenda, Notes, Prerequisites, etc.). To return to the course catalog, select the "Course Catalog" link.

Enrolling in a Course Series

For enrollments in a series of courses such as the "Supervisor Development Program" or "Manager Development Program" you only have to apply to the first class and you will automatically be enrolled in the entire series. You will receive an email notification for each date.

Viewing Calendar, Training Record, and Learning Plan

The screenshot shows the Alameda County Learning Center website. The user is logged in as Smith, Mary A. The 'My Learning' menu is open, and the 'Calendar' link is highlighted with a red arrow. The main content area displays a calendar for January 2012. A tooltip is visible over the course code 'ALCO Advanced Driving Skills' on January 19, 2012, showing details: Date: 1/19/2012, Times: 8:30 AM-12:30 PM, Instructor: Redic, Uls.

To view your scheduled training by month, select the “Calendar” link. To view date, times, and instructor details, scroll your mouse pointer over the course code of interest.

The screenshot shows the Alameda County Learning Center website. The user is logged in as Smith, Mary A. The 'Training Record' page is displayed. A red oval highlights the filter options: 'Filter by year and/or status: 2012 Completed'. A red arrow points to the 'Print Internal Transcript Report' link in the 'Actions' section.

To view your transcript, click on the “Training Record” link. Your training record is filtered by year and/or status which defaults to a “Completed” status, but can be changed to view all statuses. To view or print a complete transcript, click on the “Print Internal Transcript Report” which will open a training transcript in PDF format.

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Learning Plan

Personal Development Plan

Personal Development Plans content is added by the employee or their manager based on searching the course catalog or finding other development activities of interest via other methods - such as recommendations based on skill and competency development. Learning Plan items may be edited or deleted if they have not been approved by a supervisor. To enroll on any activity, click on the Activity name.

Development Activity	Reason	Plan Status	Target Date	Enrollment	Status
ALCO Developing Effective Proposals and Workplans	Personal Development	On Wishlist	12/31/2012		Edit Remove
ALCO High Impact 10-minute Presentations v2	Personal Development	On Wishlist	6/30/2012		Edit Remove
ALCO Adobe Acrobat Professional 9.0 - Creating PDF Forms	Personal Development	On Wishlist	12/31/2012		Edit Remove
ALCO Project 2010 Fundamentals	Personal Development	On Wishlist	6/30/2012		Edit Remove
ALCO Training & Facilitation Skills for Leaders	Personal Development	On Wishlist	12/31/2012		Edit Remove
ALCO Adobe Acrobat Professional 9.0 - Creating PDF Forms	Personal Development	On Wishlist	6/30/2012		Edit Remove

Actions

[Add to Learning Plan](#) [Contact My Supervisor](#)

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The AC Learning Center now has the ability for employees to create their own personal development plan by adding courses to a learning plan. To develop a plan, select the "Add to Learning Plan" link.

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Development Plan Activity for Smith, Mary A.

To select a Development Activity to add to the Personal Development Plan, select the associated inventory icon below and then select the desired item from the catalog.

Development Plan Entry

Activity Name:

Target Date:

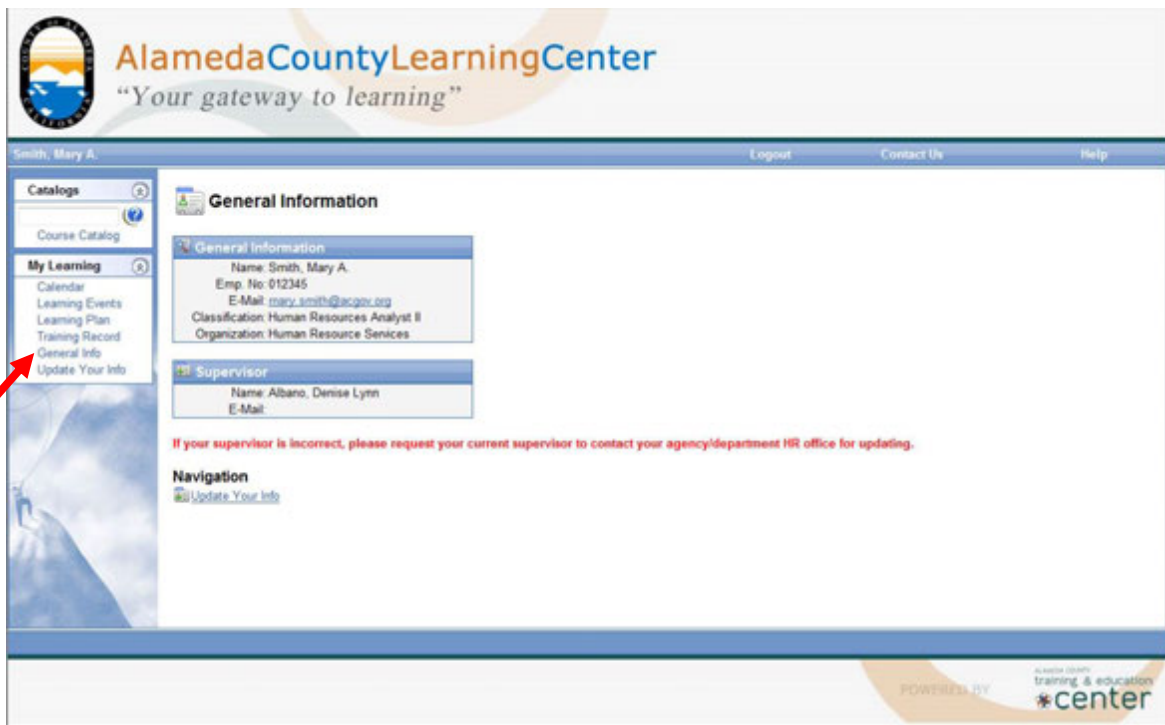
Plan Status:

Actions

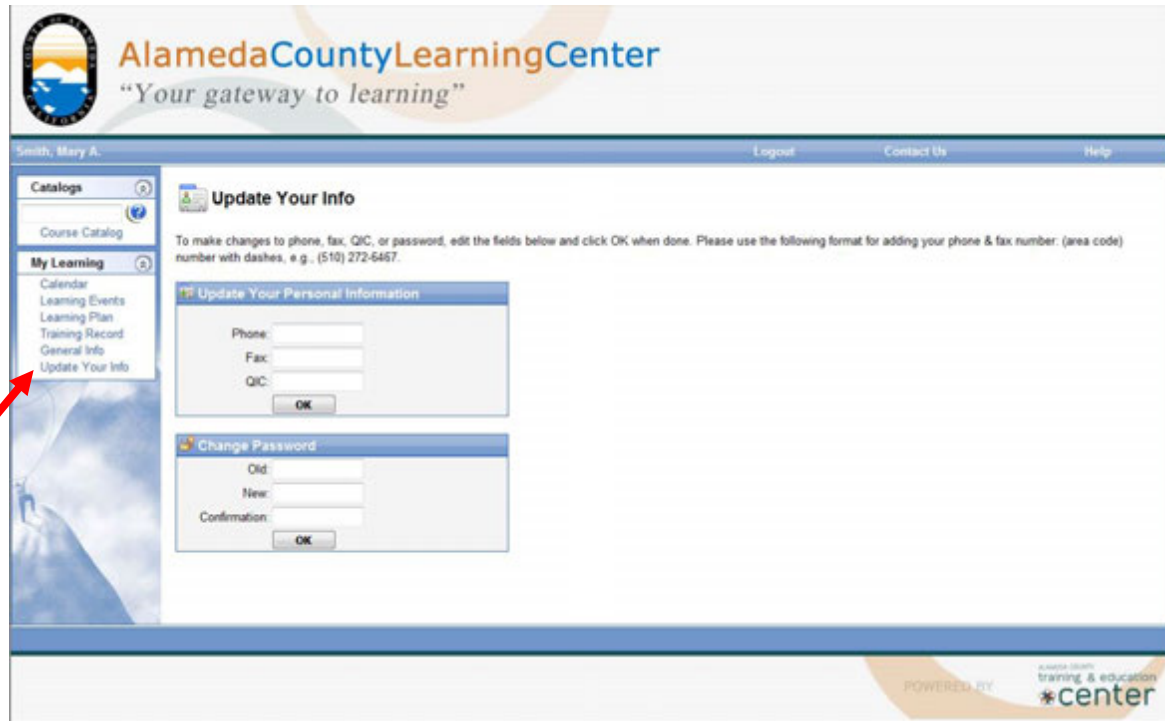
[Return to Development Plan](#)

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7 Select the course or program of interest by clicking on the certificate or book icon above. Enter a targeted completion date, by clicking on the calendar icon. Click the "Update" button to add the course or program.



To view your listed supervisor, select the “General Information” link. If your supervisor information is incorrect, ask your current supervisor to contact your agency/department HR office for updating. Please contact your agency/department IT office if your email address is incorrect.



To view or update your password, phone, fax, or QIC information, click on the “Update Your Info” link. Please use the following format for fax and phone numbers (510) 555-1234. Passwords are required to be at least eight characters and include at least 3 out of 4 of the following: lower case, uppercase, number, or symbol. Select the “Ok” button to update changes.

Supervisors Only: Approving Enrollments

Review My Learners Enrollments

Start Date: 01/1/2012
 End Date: 1/1/2013
 Learner: [All My Learners]
 Status: All statuses

To confirm enrollment applications:
 1. Use the status combo box next to each enrollment.
 2. Press the OK button.

Date	Learner	Course	Status
1/15/2012	Smith, Mary A.	ALCO Advanced Drivers Skills	Completed
1/24/2012	Smith, Mary A.	ALCO Word 2007 Fundamentals	Class Cancelled
1/28/2012	Smith, Mary A.	ALCO Outlook 2007 Fundamentals v2	Class Cancelled
2/1/2012	Smith, Mary A.	ALCO Business Process Improvement	Class Cancelled
2/2/2012	Smith, Mary A.	ALCO Social Media: Developing Your Digital Marketing Strategy	Pending Approval
2/5/2012	Smith, Mary A.	ALCO Project Management - A Proven Approach	Pending Approval
2/15/2012	Smith, Mary A.	ALCO Political Awareness Terms v2	Denied
2/23/2012	Smith, Mary A.	ALCO Access 2007 Fundamentals	Self-cancelled
2/27/2012	Smith, Mary A.	ALCO Adobe Acrobat Professional 9.0 Fundamentals	Pending Approval
2/28/2012	Smith, Mary A.	ALCO The 7 Habits of Highly Effective Parents	Pending Payment
3/5/2012	Smith, Mary A.	ALCO Word 2010 Fundamentals	Pending Approval
3/8/2012	Smith, Mary A.	ALCO Summer Fundamentals	Denied
3/22/2012	Smith, Mary A.	ALCO Facilitating Effective Meetings v2	Pending Approval
3/27/2012	Smith, Mary A.	ALCO Resolving Conflicts With Your Peers	Pending Payment

To approve your employees' enrollments, select the "Enrollment" link. To view class details, select the course link. To approve each enrollment, select the downward facing arrow within the status box. Select the "Approve" or "Deny" option then click the "Ok" button. Approvals will not save if you do not click the "OK" button. **NOTE: A seat is not held for the employee until the supervisor approves the enrollment. Therefore, it is essential to approve enrollments in a timely manner.**

To view your employees' transcript, within the "Find Learner Enrollments" box, select the learner and start and end date then click the "ok" button.

Butter, Steven

Learners Managed

Name	Emp. No.	Phone	Email
Smith, Mary A.	912345	(510) 271-6181	msmith@seaworld.com

Actions
 [View All Learners]

To view a list of your employee(s), select the "Learners" link. If your list of employees is incorrect, contact your agency/department HR office for updating.

Supervisors Only: Enrolling Employees into a Course

The screenshot shows the Alameda County Learning Center interface. The user is logged in as Steven Butler. The main content area displays the course 'ALCO Facilitating Effective Meetings v2' with tabs for General, Objectives, Agenda, Skills, Prerequisites, Notes, and Schedule. Below the tabs is an 'Upcoming Schedule' section with 'List View' and 'Calendar View' options. A table shows the course dates as 3/22/2012-3/22/2012, the location as Alameda County Training & Education Center, Oakland, and 25 seats available. The 'Enroll My Learners' link is circled in red. There is also an 'Apply' link and an 'Actions' section with a 'Course Waitlist' link.

Dates	Location	Seats Available
3/22/2012-3/22/2012	Alameda County Training & Education Center, Oakland	25

To enroll your employee(s) in a class, select course from course catalog and select the “Enroll My Learners” link.

The screenshot shows the 'Review My Learners' Learning Plans' page. The user is logged in as Steven Butler. The main content area displays a 'Find Learner Learning Plans' form with fields for Start Date (01/1/2012), End Date (01/31/2012), and Learner (All My Learners). Below the form is a table of applied learning plans. A red arrow points to the 'Learning Plans' link in the Supervisor sidebar.

Applied	Learner	Goal	Complete By	Status
1030012	Smith, Mary A.	ALCO Developing Effective Proposals and Workplans	12/01/2012	On Waitlist
1030012	Smith, Mary A.	ALCO High Impact 10-minute Presentations v2	6/30/2012	On Waitlist
1040012	Smith, Mary A.	ALCO Adobe Acrobat Professional 9.0 - Creating PDF Forms	12/31/2012	On Waitlist
1040012	Smith, Mary A.	ALCO Project 2012 Fundamentals	6/30/2012	On Waitlist
1040012	Smith, Mary A.	ALCO Training & Facilitation Skills for Leaders	12/31/2012	On Waitlist
1040012	Smith, Mary A.	ALCO Adobe Acrobat Professional 9.0 - Creating PDF Forms	6/30/2012	On Waitlist
10310012	Smith, Mary A.	ALCO Training & Facilitation Skills for Leaders	12/31/2012	On Waitlist

To view your employee(s) learning plan, select the “Learning Plan” link.

Adding a Course to Employee's Learning Plan

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Butler, Steven Logout Contact Us Help

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Enrollments
Learners
Learning Plans

Review My Learners' Learning Plans

Find Learner Learning Plans

Start Date: 01/1/2012
End Date: 01/31/2012
Learner: [All My Learners]
 Display non-applications also

OK

Set the status of the applications, then select OK to submit. Selecting "Delete" will delete the application.

Applied	Learner	Goal	Complete By	Status
103/2012	Smith, Mary A.	ALCO Developing Effective Proposals and Workplans	12/31/2012	On Hold
103/2012	Smith, Mary A.	ALCO High Impact 10-minute Presentations v2	6/30/2012	On Hold
104/2012	Smith, Mary A.	ALCO Adobe Acrobat Professional 9.0 - Creating PDF Forms	12/31/2012	On Hold
104/2012	Smith, Mary A.	ALCO Project 2010 Fundamentals	6/30/2012	On Hold
103/2012	Smith, Mary A.	ALCO Training & Facilitation Skills for Leaders	12/31/2012	On Hold
104/2012	Smith, Mary A.	ALCO Adobe Acrobat Professional 9.0 - Creating PDF Forms	6/30/2012	On Hold
103/2012	Smith, Mary A.	ALCO Training & Facilitation Skills for Leaders	12/31/2012	On Hold

OK

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To add a course to an employee's "Learning Plan", select the learner's name link.

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Supervisor
Enrollments
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Learning Plans

Smith, Mary A. - General Information

Change Info | Job Roles | Programs | **Plan** | Training | Transcript

General Information
Name: Smith, Mary A.
Emp. No: 012345
E-Mail: mary.smith@acgov.org
Classification: Human Resources Analyst II
Organization: Human Resource Services

Supervisor
Name: Butler, Steven
E-Mail: steven.butler@acgov.org

If your supervisor is incorrect, please request your current supervisor to contact your agency/department HR office for updating.

Navigation
[Update Your Info](#)

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Click the "Plan" link. This will bring you to your employee's "Learning Plan" page. To add a course to your employee's learning plan, select the "Add to Learning Plan" link and follow the same instructions on page 7.