Fact Sheet  
Employee LMS Instructions

View your LMS profile to ensure that it is correct.

When you have logged in to the LMS, check the following things are correct:

- Learning history for mandatory training
- Your manager/s and direct reports
- Personal details including job/position

Using Internet Explorer click on the Log into LMS button

Your profile will be automatically displayed, you will see your name on the top right side of the screen (1). The navigation options that you should have are the Home page and the ME tab (2). If you have been assigned data entry access, you will also have the Admin tab (3) displayed.
Select the **ME** (2) tab, the page will display as below, then click to on Completed Learning to check that your profile has been extracted from MTR and uploaded into LMS correctly.

The Completed Learning page will display as below

Check that your completed learning list is correct. If you identify errors please inform your line manager of the error ASAP.
There is a very extensive range of Quick Reference Guides and Videos on the LMS page. See below.

**Pre-Recorded Self-Paced SABA Web sessions**

A series of pre-recorded self-paced web sessions to familiarize yourself with the new LMS.

Refer to the quick reference guide for further instructions on viewing the SABA Web sessions.

- **End User General Overview (6min 30sec)**
- **End User Go-Live Validation (4min 23sec)**
- **Manager General Overview (7min 59sec)**
- **Manager Team Actions (16min 54sec)**

**Quick Reference Guides and Videos**

1. Log-on to the LMS  
   - Quick Reference Guide  
   - Video demonstration (41sec)
2. View incomplete and completed learning  
   - Quick Reference Guide  
   - Video demonstration (48sec)
3. Searching for a course  
   - Quick Reference Guide  
   - Video demonstration (34sec)
4. Registering for an instructor-led course  
   - Quick Reference Guide  
   - Video demonstration (60sec)
5. View catalogue  
   - Quick Reference Guide  
   - Video demonstration (54sec)
6. Add completed course - Learner  
   - Quick Reference Guide  
   - Video demonstration
7. Add completed PDP date - Learner  
   - Quick Reference Guide  
   - Video demonstration
8. Mobile App Download  
   - Quick Reference Guide  
   - Not applicable
9. LMS Support Details  
   - Quick Reference Guide  
   - Video demonstration
10. Act as a proxy  
    - Quick Reference Guide  
    - Video demonstration (27sec)
11. Review my team - Manager  
    - Quick Reference Guide  
    - Video demonstration (75sec)
12. Assign learning - Manager  
    - Quick Reference Guide  
    - Video demonstration (60sec)
13. Add completed learning - Manager  
    - Quick Reference Guide  
    - Not applicable
14. Add new proxy - Manager  
    - Quick Reference Guide  
    - Video demonstration
15. Saving documents to your Files link  
    - Quick Reference Guide  
    - Video demonstration
16. Add to Completed Course - Non-Instructor, Manager  
    - Quick Reference Guide  
    - Not applicable
17. SABA Webmeeting Logon  
    - Quick Reference Guide  
    - Not applicable
18. Glossary of LMS terms  
    - Quick Reference Guide  
    - Not applicable
19. Watching a Pre-Recorded SABA Web Session  
    - Quick Reference Guide  
    - Not applicable
20. Approving Completed Learning - Manager  
    - Quick Reference Guide  
    - Not applicable
21. Certifications Assign and Cancel from Learner - Manager  
    - Quick Reference Guide  
    - Not applicable
22. Revoking certifications from a Learner (to reassign) - Manager  
    - Quick Reference Guide  
    - Not applicable