



Job Aid: Personal Menu Changes

Purpose

The purpose of this job aid is to guide you through the step-by-step process of changes made to your personal menu options and the relocation of some attributes. This job aid is intended for existing users.

In this job aid, you will learn how to:

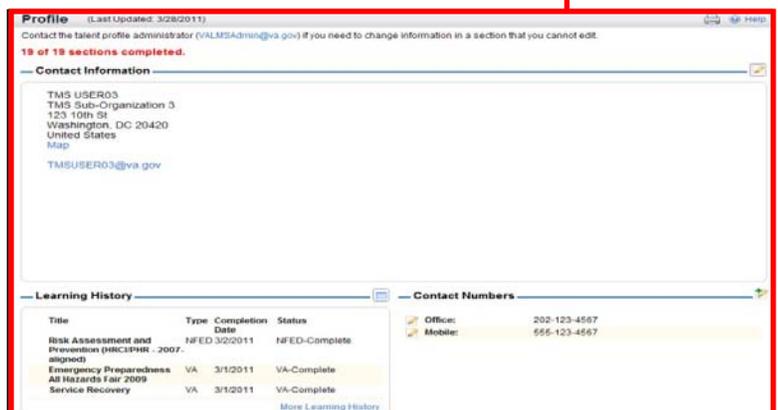
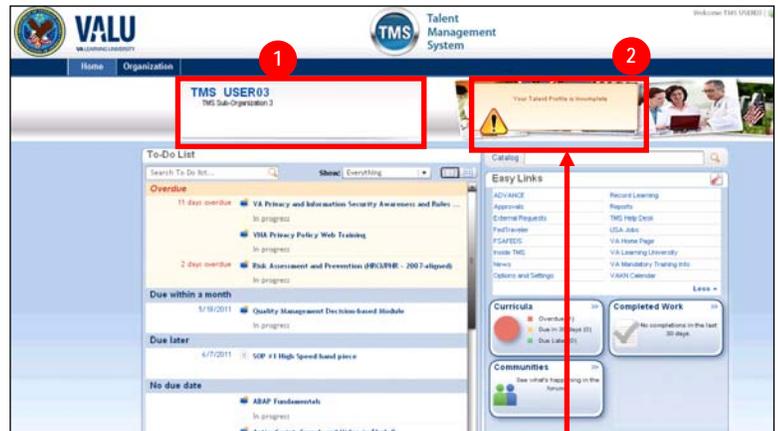
- A. Access and view the new Talent Profile
- B. Access user settings, previously called Regional Settings
- C. Register for a course needing supervisor approval
- D. Access and use links within the approval process



Task A. Accessing the New Talent Profile

Your Talent Profile shows your experience and qualifications. The new Talent Profile contains configurable settings designated by your administrator. To view and access more detail, refer to the *Talent Profile* Job Aid. To access the *Talent Profile* page:

1. Click on your user name within the *User Card* section of the *Home* page.
- Or
2. Click the **Your Talent Profile is incomplete** link in the *Alerts* section of your *Home* page..



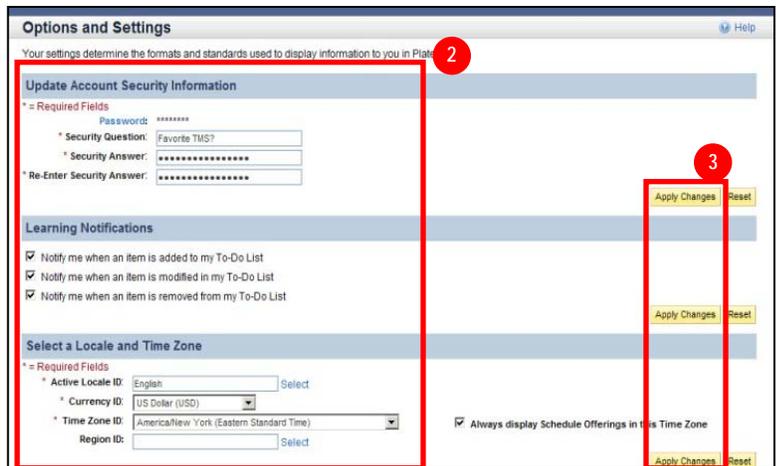


Task B. User Settings (Regional Settings)

Security settings (Password, PIN and Security Question) have been combined along with Regional Settings on a new page called User Settings. You can access and update new options. They include *Updating Account Security Information* and *Learning Notifications*.

Access, View and Edit User Settings

1. Click on the **Options and Settings** link located under *Easy Links* from the *Home* page.
2. View or edit your settings by updating the text fields for which you would like to modify from the *Options and Settings* page.
3. Click **Apply Changes** when complete.

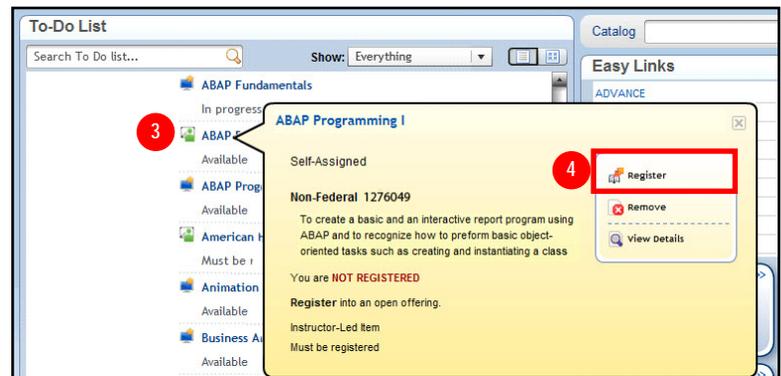
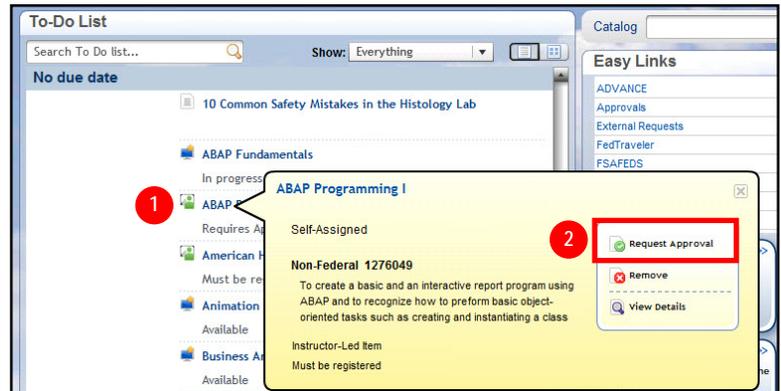




Task C. Register in Course Requiring Approval

Some items found within the *Catalog* may require supervisor approval. If you come across such items on your *To-Do List*, follow the steps below.

1. Hover over an **Instructor-Led Item** on your *To-Do List*.
2. Click the **Request Approval** button when the item pop-up menu appears.
 - Your supervisor will receive a notification to approve this course
 - Once this item has been approved by your supervisor, the item will be marked as *Available*
3. Hover over the newly available item.
4. Click the **Register** button when the item pop-up menu appears.





Task D. Approvals Process Link

If you are part of an approval process, you can now link directly to view details of the request. You can then return to the approval process after learning more about the request before approving or denying it.

1. Click the **You Have Pending Approval Request** link in the *Alerts* section of the *Home* page
Or
2. Click the **Approvals** link under the *Easy Links* section of the *Home* page. The *Pending Reviews and Approvals* page displays the pending approval.
3. Click the (▶) **Expand** icon next to the user name and click the **Title** link for additional information
Or
4. Select the **Approve, Deny or Skip** radio button.
5. Click **Confirm**.

