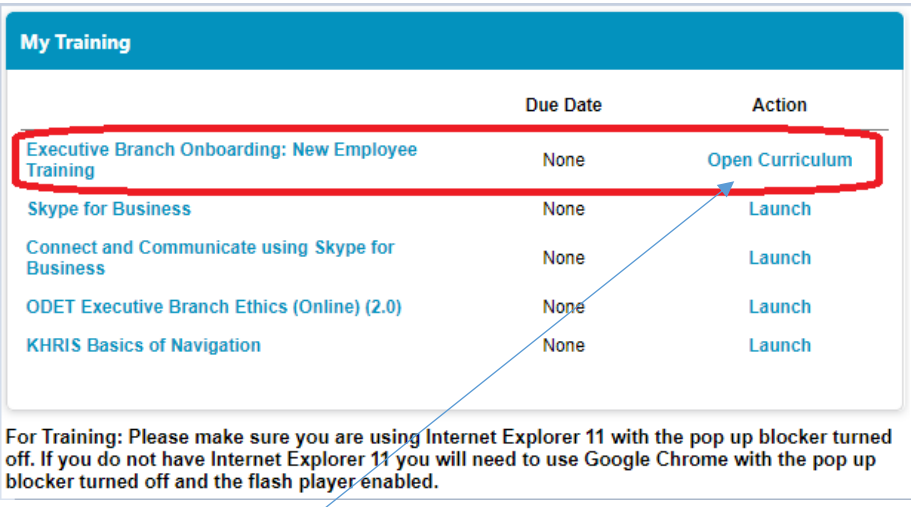
How to Complete a Training Curriculum (Employee Instructions)

This document explains how to complete an assigned training curriculum. For any training, please make sure you are using Internet Explorer 11 with the pop up blocker turned off. If you do not have Internet Explorer 11 you will need to use Google Chrome with the pop up blocker turned off and the flash played enabled.

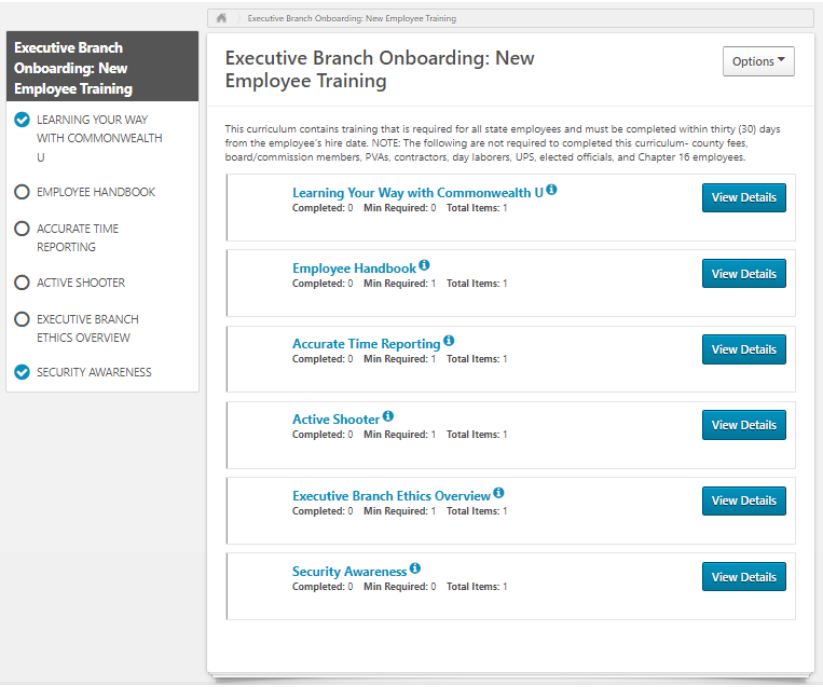
Accessing your training curriculum

When you log into MyPURPOSE, training you have registered for or have been assigned, is listed under **My Training**.

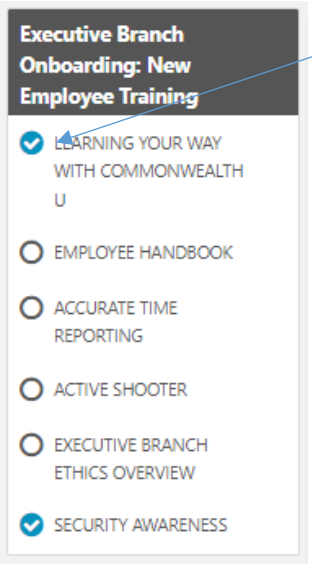
For this example, the *Executive Branch Onboarding: New Employee Training* is shown below.



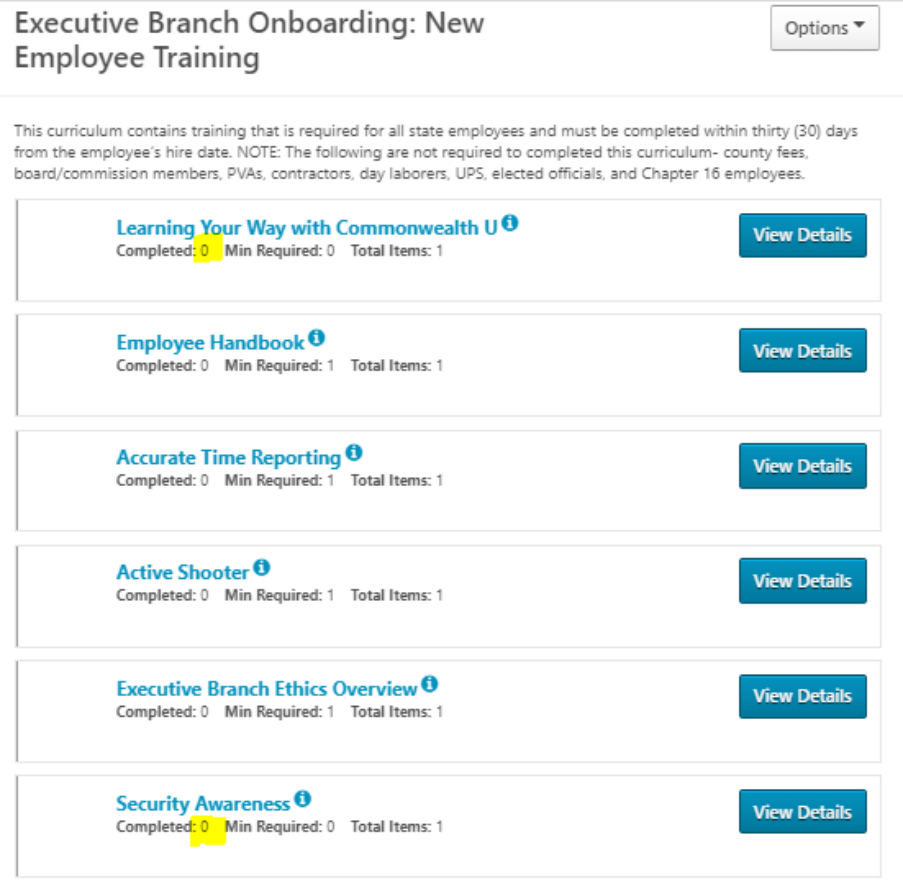
Select [Open Curriculum] to view the courses included in the curriculum.



Your progression through the curriculum is tracked in this section to the left.



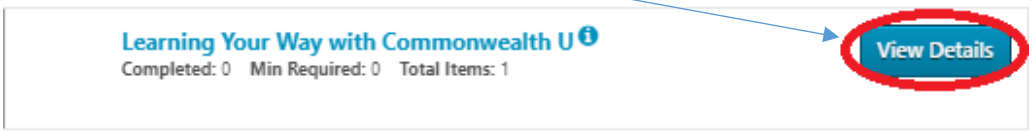
It would appear that the first and last courses have been completed, but that is not the case. Look to the right to see that completion is actually set at 0.



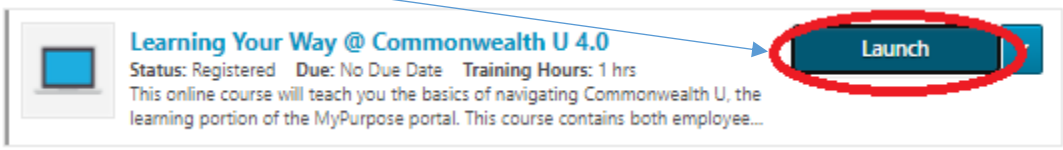
Some employees are not issued computers and therefore do not need to complete these two computer-related courses, so we've set these up in this manner to allow for the remaining curriculum to be completed. For the majority of employees who are required to complete this training, compliance reports will be generated to track actual completion.

Completing training

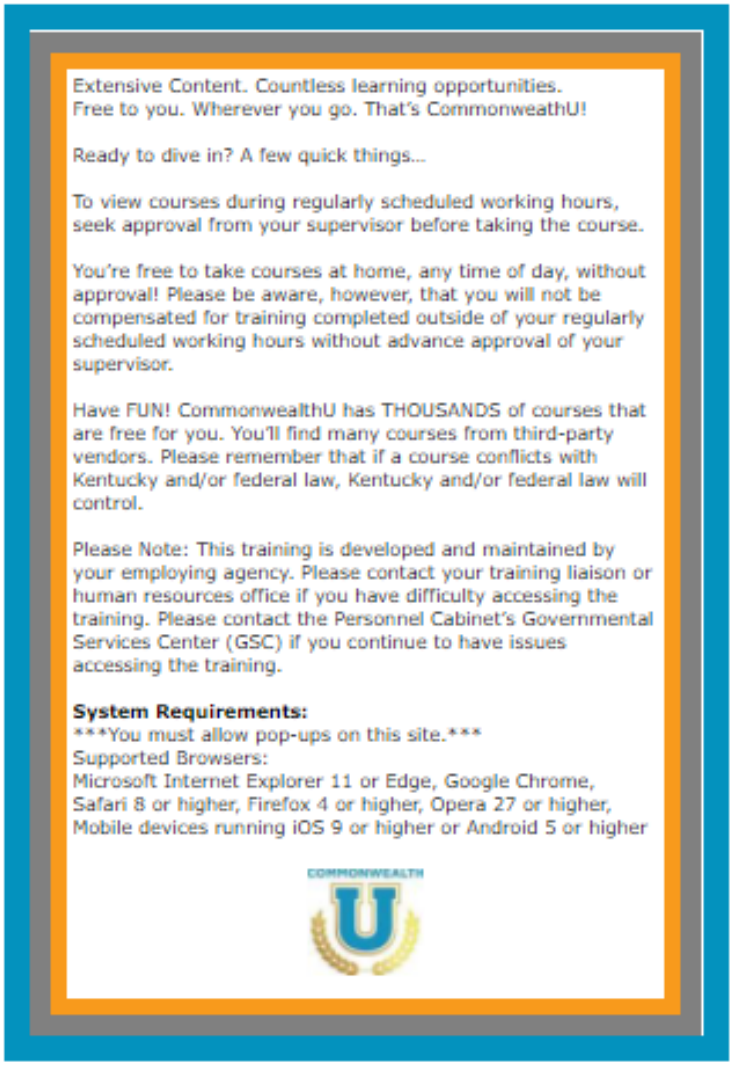
To begin training, select the [View Details] button on the first course.



Then select [Launch]



For each course you will be required to review and agree to the training disclosure in order to proceed.



Extensive Content. Countless learning opportunities.
Free to you. Wherever you go. That's CommonweathU!

Ready to dive in? A few quick things...

To view courses during regularly scheduled working hours, seek approval from your supervisor before taking the course.

You're free to take courses at home, any time of day, without approval! Please be aware, however, that you will not be compensated for training completed outside of your regularly scheduled working hours without advance approval of your supervisor.

Have FUN! CommonwealthU has THOUSANDS of courses that are free for you. You'll find many courses from third-party vendors. Please remember that if a course conflicts with Kentucky and/or federal law, Kentucky and/or federal law will control.

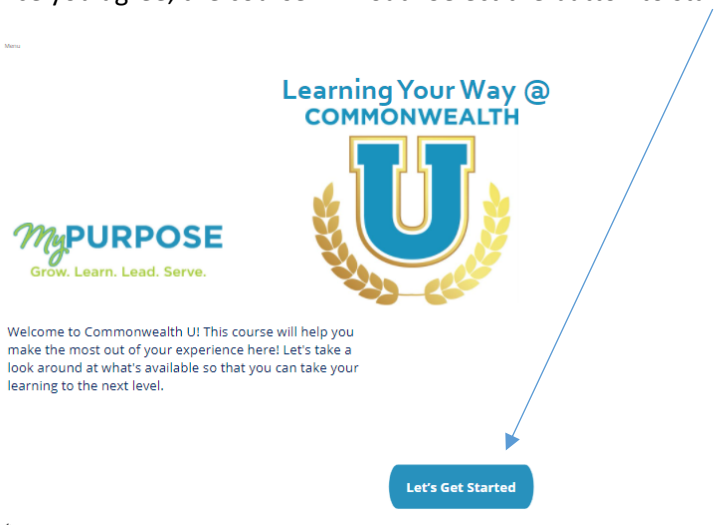
Please Note: This training is developed and maintained by your employing agency. Please contact your training liaison or human resources office if you have difficulty accessing the training. Please contact the Personnel Cabinet's Governmental Services Center (GSC) if you continue to have issues accessing the training.

System Requirements:
You must allow pop-ups on this site.
Supported Browsers:
Microsoft Internet Explorer 11 or Edge, Google Chrome, Safari 8 or higher, Firefox 4 or higher, Opera 27 or higher, Mobile devices running iOS 9 or higher or Android 5 or higher

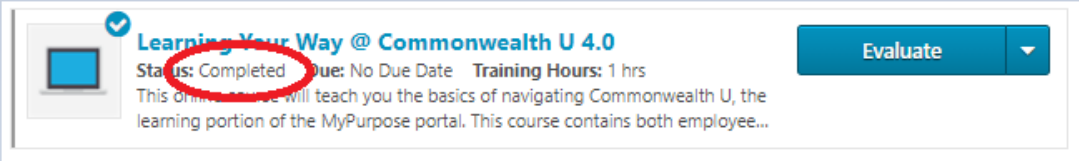
COMMONWEALTH

Disagree Agree

Once you agree, the course will load. Select the button to start the course.

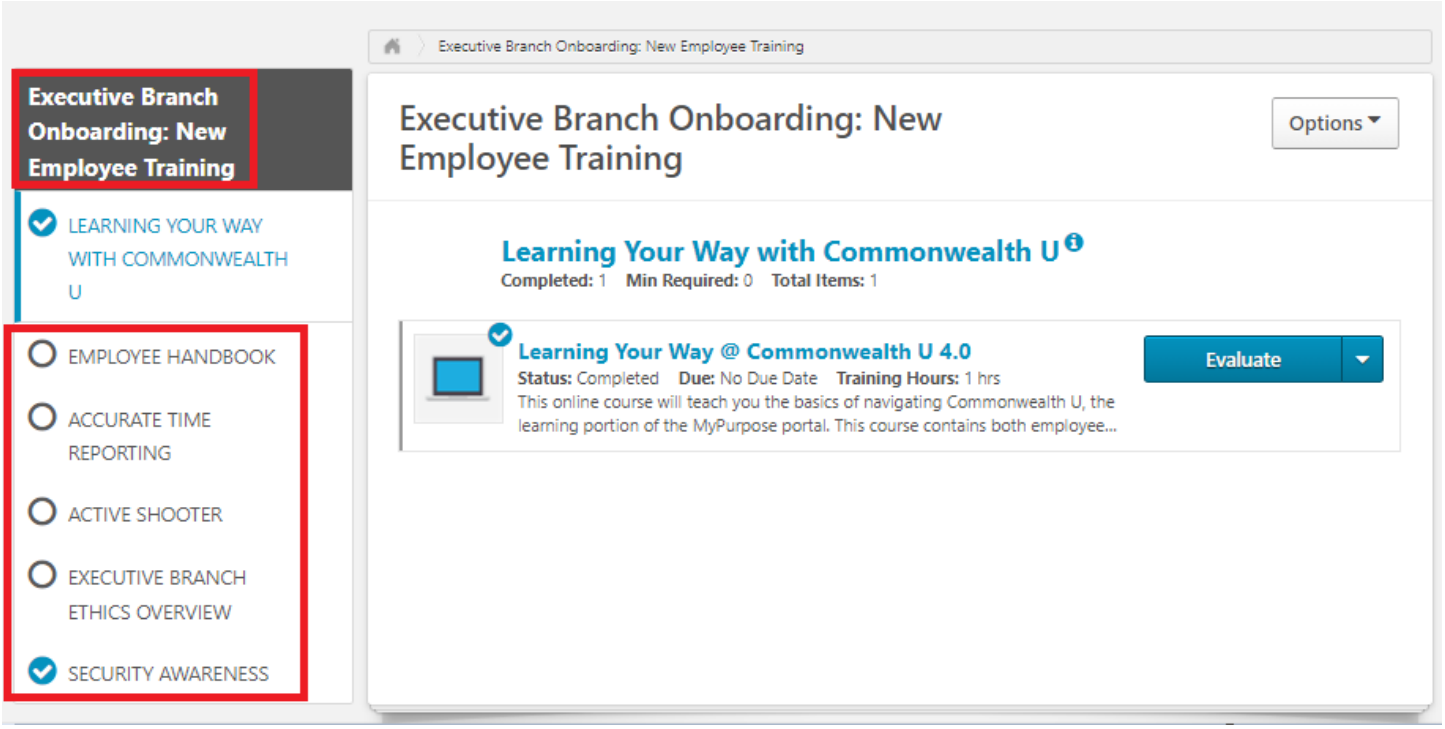


Once you complete the entire course, select the final button within the course to exit the training, your status for the course is updated. If you do not select the [Complete] button at the end of the course it will not track it as completed.

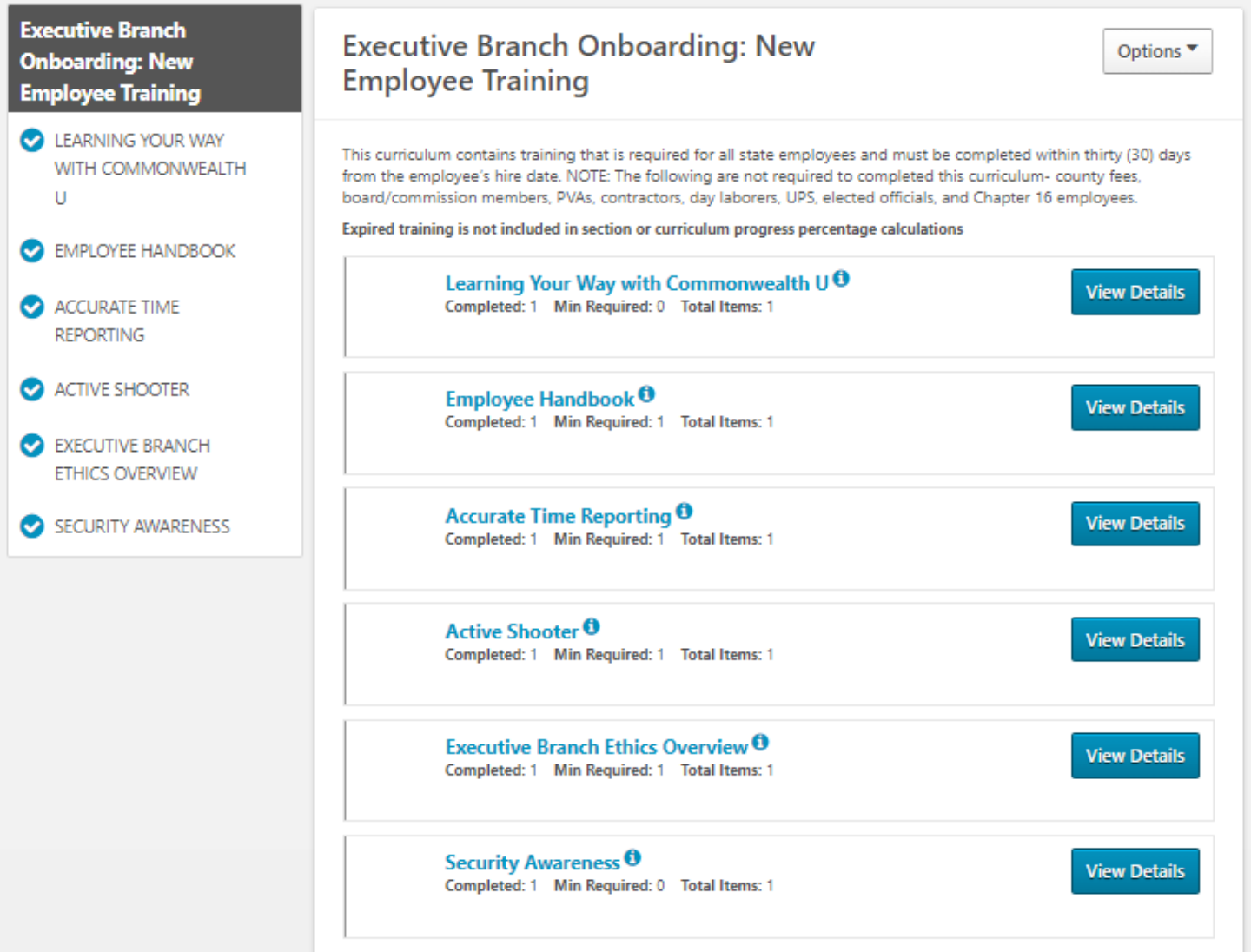


NOTE: Some curriculums contain training materials, like the Employee Handbook. For these, you will view the materials and then select the [Mark Complete] button.

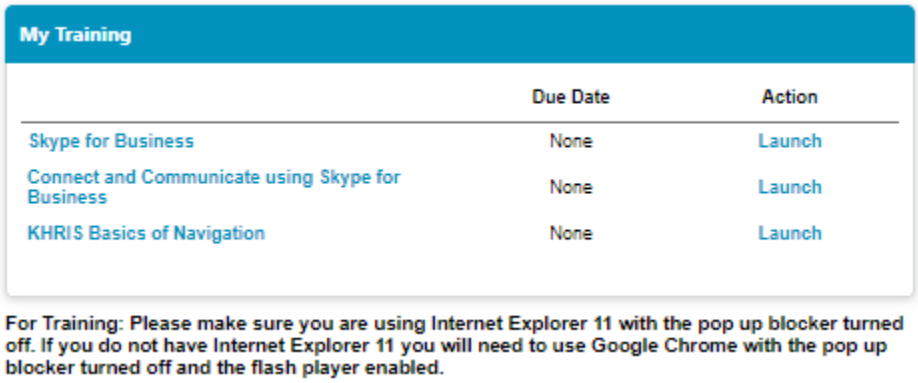
Within the progress section, select the curriculum title to return to the main curriculum screen, or select one of the other courses to proceed with training.



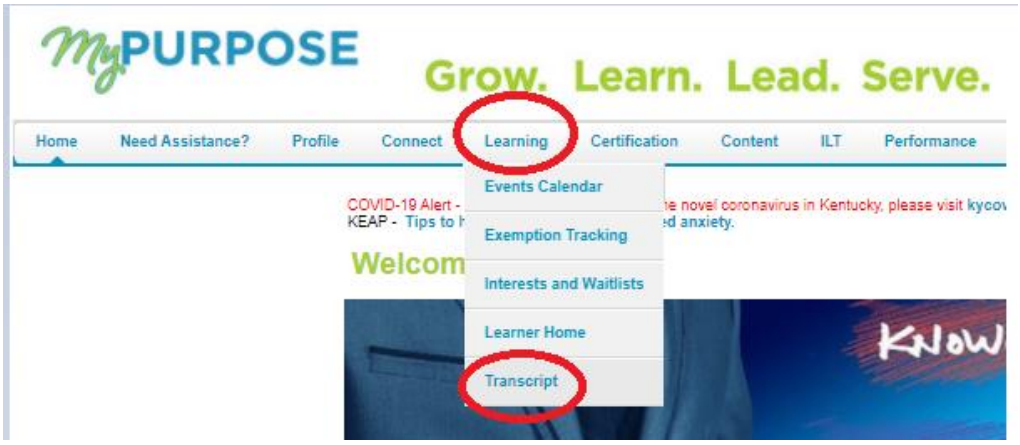
Once you have completed all courses within the curriculum, the courses will all show as complete within the progress section and in the main listing.

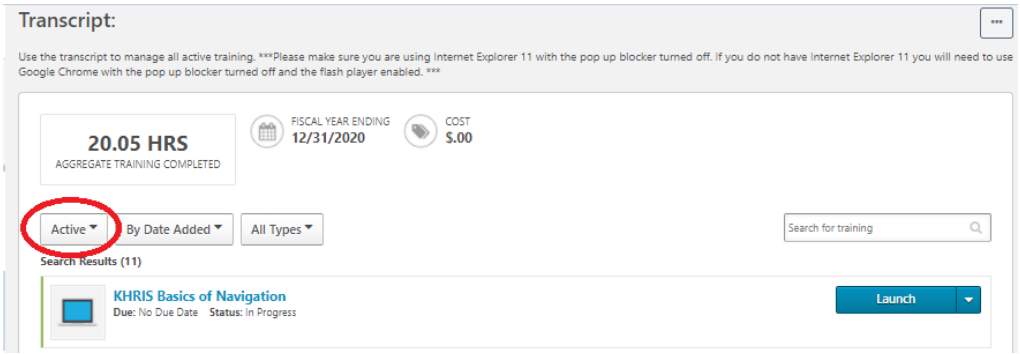
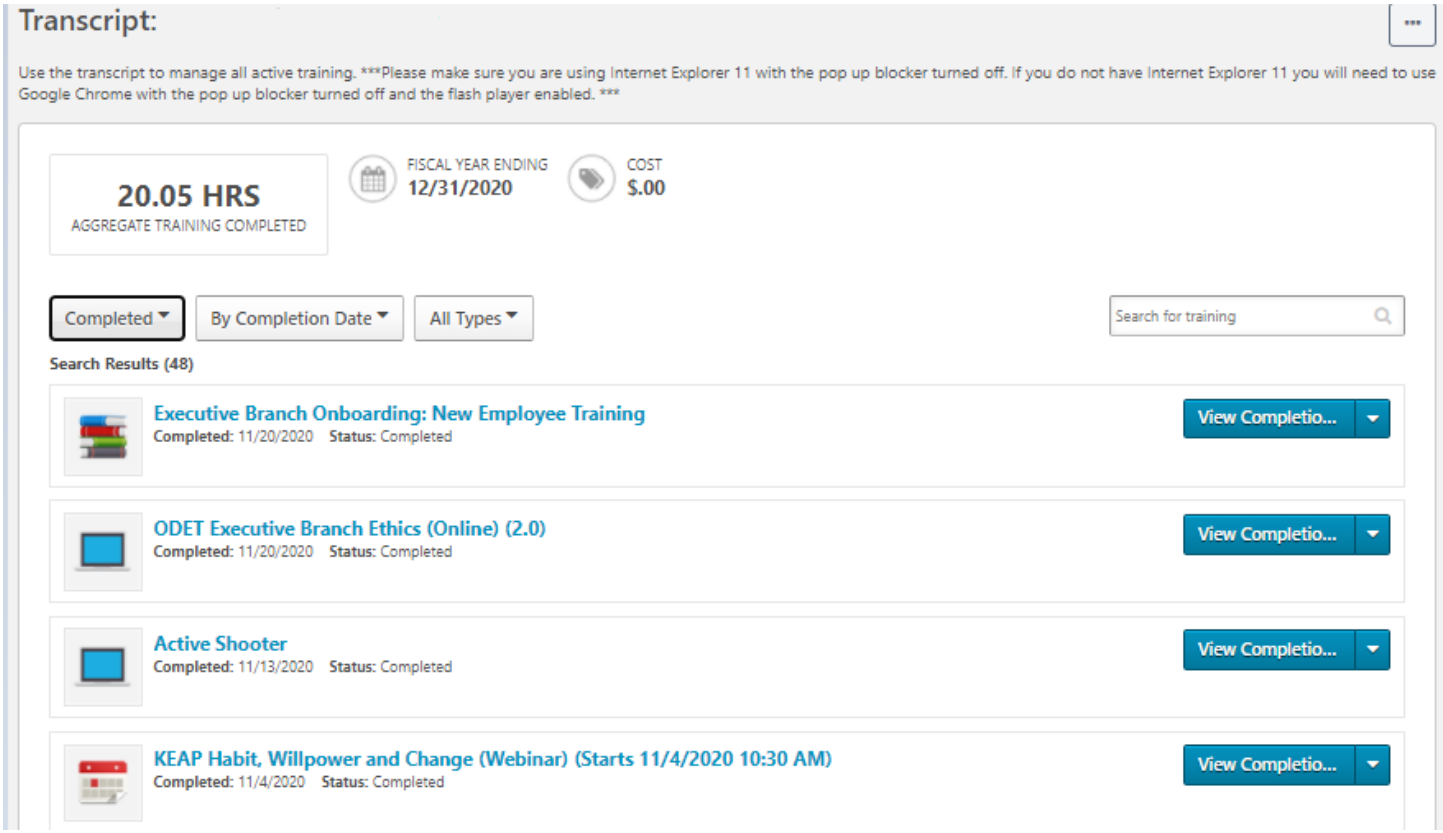


The curriculum is now removed from your current training assignments.



To view completed trainings, hover over **Learning** and select **Transcript**.



The transcript initially displays all current and active courses assigned to you.

By selecting the [Active] button, you can select and view completed courses.