

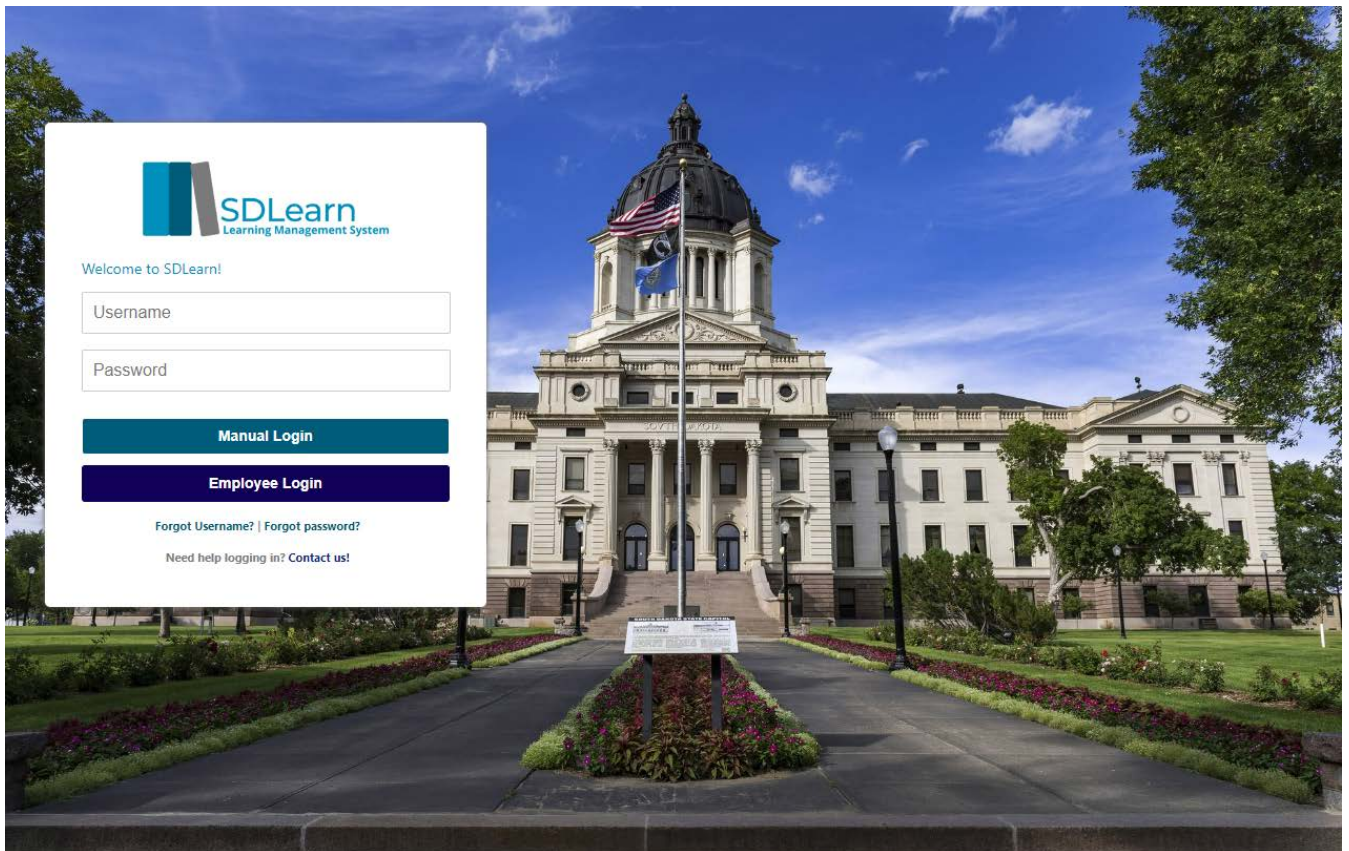
How To Log Into SDLearn

STEP 1

Go to SDLearn

STEP 2

Click State of South Dakota Single Sign-On

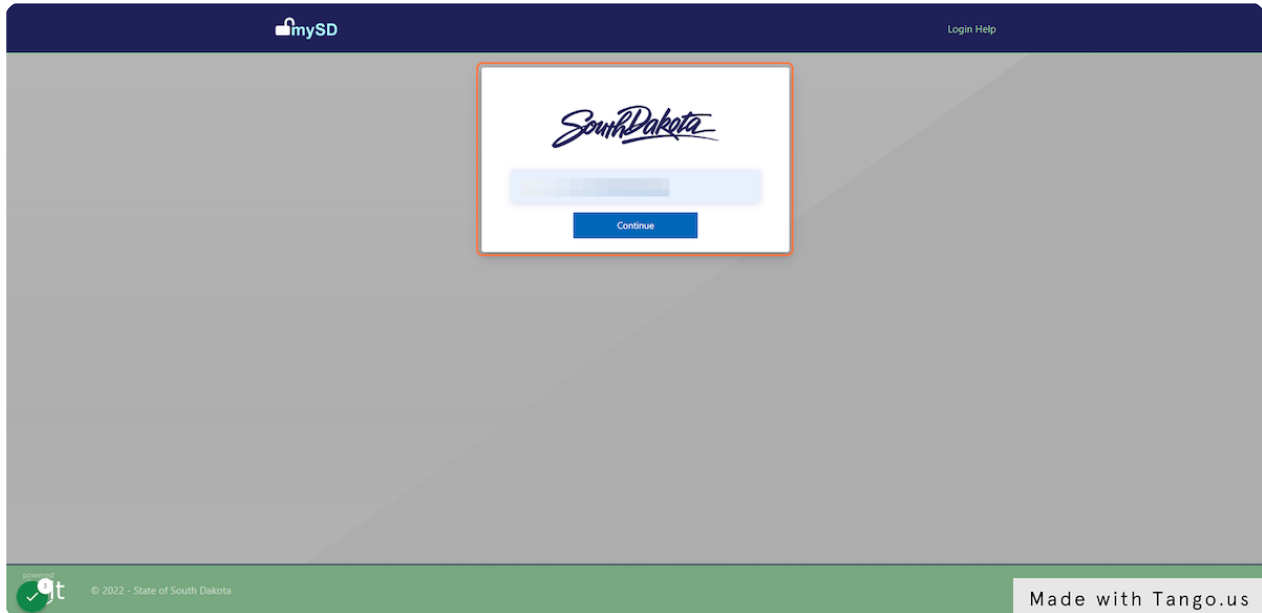


STEP 3

Type in Email Address

You **MUST** use your @state.sd.us email address to log in. No vanity address or personal address will be recognizable in the system.

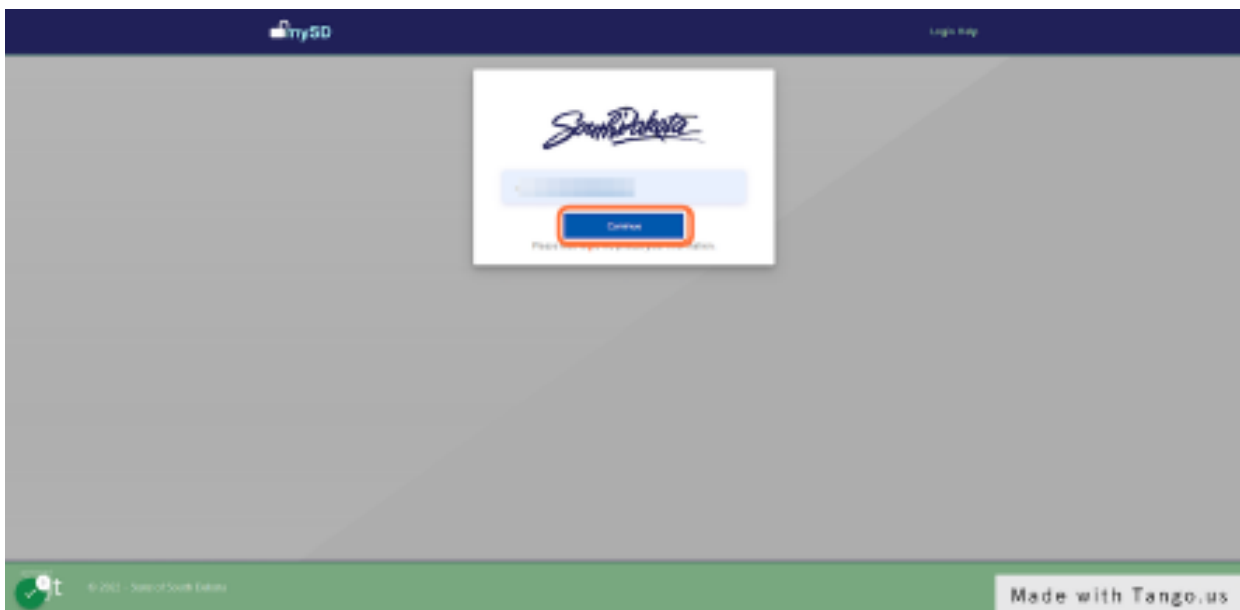
If you do not have a state issued email address, we will be notifying you at a later date with instructions on how to log in.



STEP 4

Click Continue

You may be asked to give your address following this step. This is only to finalize your set-up into the state's single sign on process. Please submit an address and you will be brought to the SDLearn welcome page.



STEP 5

Click Search for Learning Opportunities

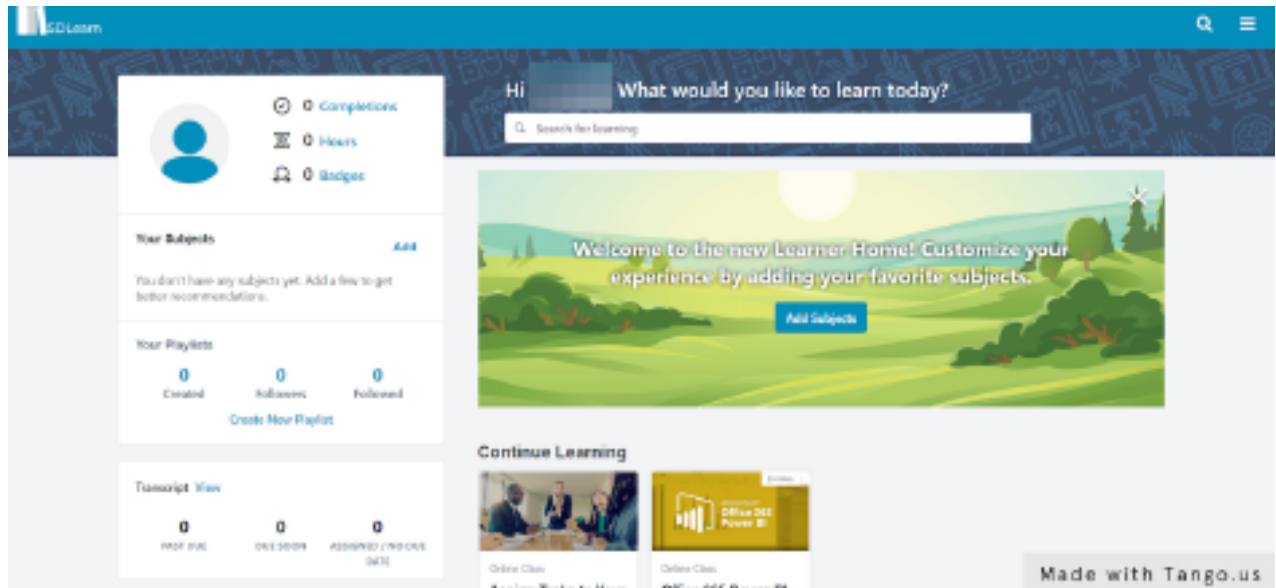
This button will bring you to the Learner Home Page.



STEP 6

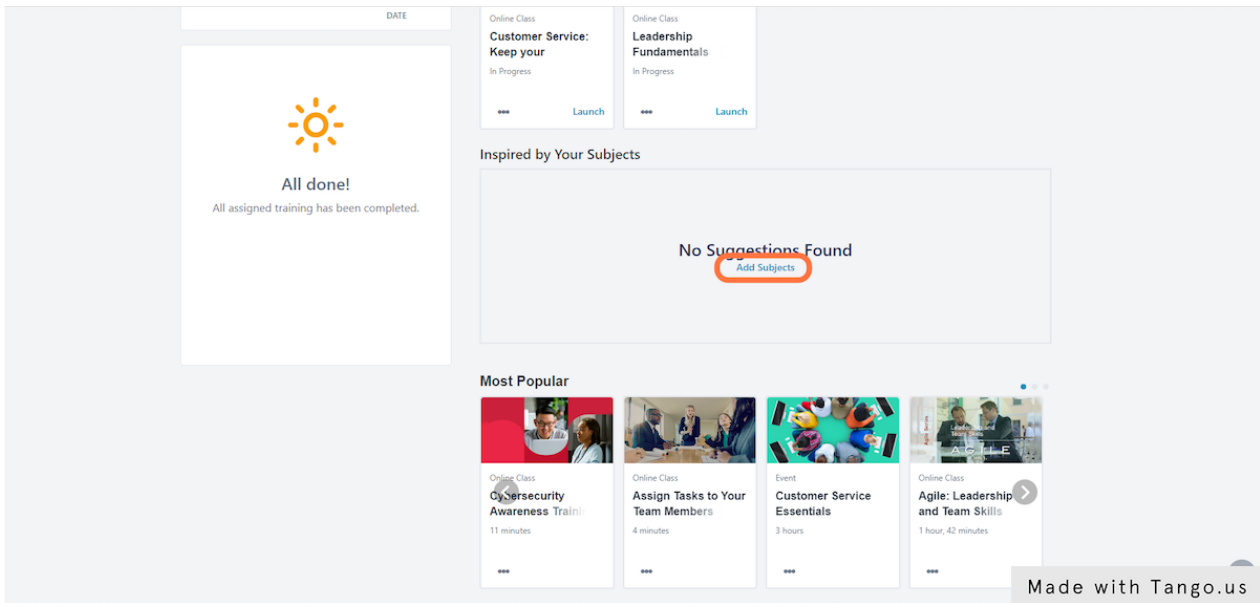
Search around Learner Home

Learner Home is where you can search for online training courses available to employees. Subjects vary so please spend some time looking around at the available titles in the catalog.



STEP 7

Scroll Down and click on the Add Subjects Button

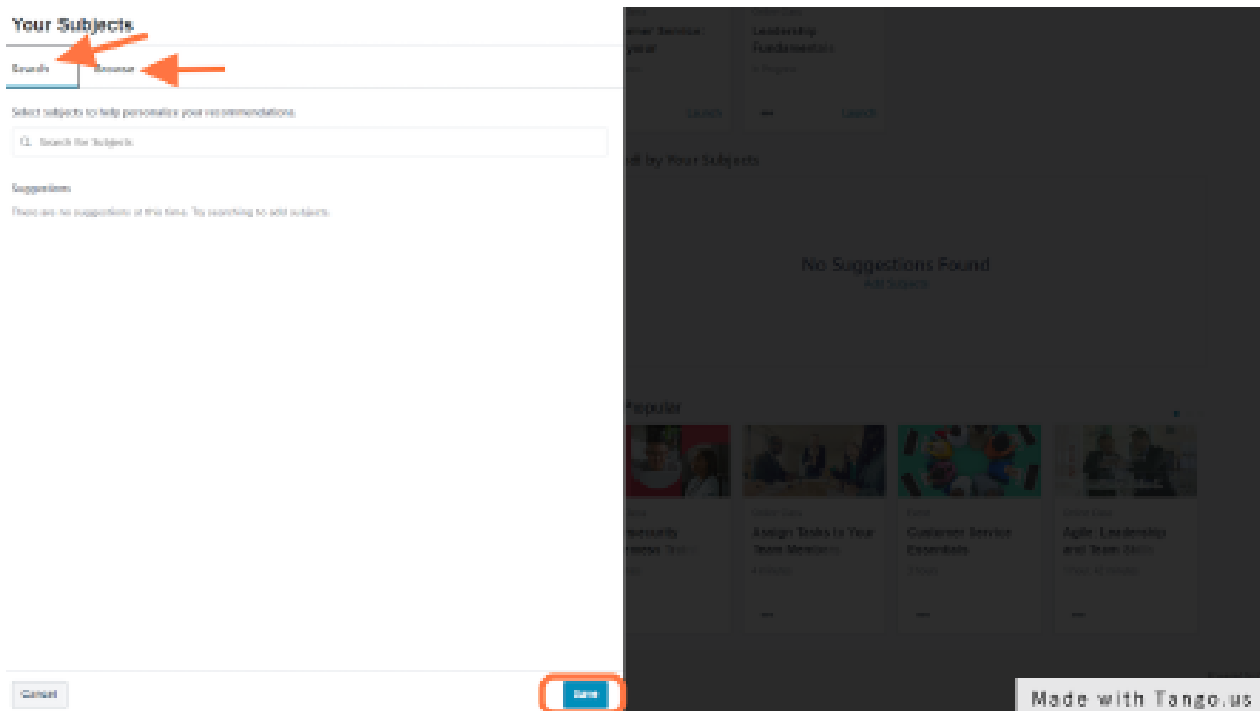


STEP 8

Select Your Subjects

You can select your subjects in two ways: by searching and typing in the subjects you are interested in or by browsing a list of subjects and selecting the ones.

When you are finished click Save



STEP 9

Your Subjects now show up on the Learner Home Page

You can go back and update your subjects at any time by clicking the edit button in the Your Subjects box.

The screenshot shows the SDLearn Learner Home Page. The top navigation bar is blue with the SDLearn logo on the left and search and menu icons on the right. Below the navigation bar is a header area with a greeting "Hi [Name]" and a search bar. The main content area is divided into several sections:

- Your Subjects:** A section with a profile icon, statistics (0 Completions, 0 Hours, 0 Badges), and a list of subjects. The first subject is "Customer Service, Leadership & Management, Personal Development". An orange arrow points to the "Edit" button next to this subject.
- Your Playlists:** A section with statistics (0 Created, 0 Followers, 0 Followed) and a "Create New Playlist" button.
- Transcript View:** A section with statistics (0 PAST DUE, 0 DUE SOON, 0 ASSIGNED / NO DUE DATE).
- Continue Learning:** A section with two online class cards: "Customer Service: Keep your" and "Leadership Fundamentals".
- Inspired by Your Subjects:** A section with one online class card: "Make Mentoring Count".
- Most Popular:** A section with four cards: "CPC: Taking the Coach Approach", "Training Tuesday", "UAT: User Acceptance Test", and "Performance Management: A".

The bottom right corner of the page has a watermark that says "Made with Tango.us".

STEP 10

Click Logo to head back to the welcome page

The screenshot shows the SDLearn Learner Home Page. The top navigation bar is blue with the SDLearn logo on the left and search and menu icons on the right. Below the navigation bar is a header area with a greeting "Hi [Name]" and a search bar. The main content area is divided into several sections:

- Your Subjects:** A section with a profile icon, statistics (2 Completions, 3 Hours, 0 Badges), and a list of subjects. The first subject is "Business Skills, Compliance, Leadership & Management, Personal Development".
- Your Playlists:** A section with statistics (0 Created, 0 Followers, 0 Followed) and a "Create New Playlist" button.
- Transcript View:** A section with statistics (0 PAST DUE, 0 DUE SOON, 0 ASSIGNED / NO DUE DATE).
- Continue Learning:** A section with one online class card: "Better Business Communication".
- Most Popular:** A section with four cards: "CPC: Taking the Coach Approach", "Training Tuesday", "UAT: User Acceptance Test", and "Performance Management: A".

The bottom right corner of the page has a watermark that says "Made with Tango.us".

STEP 11

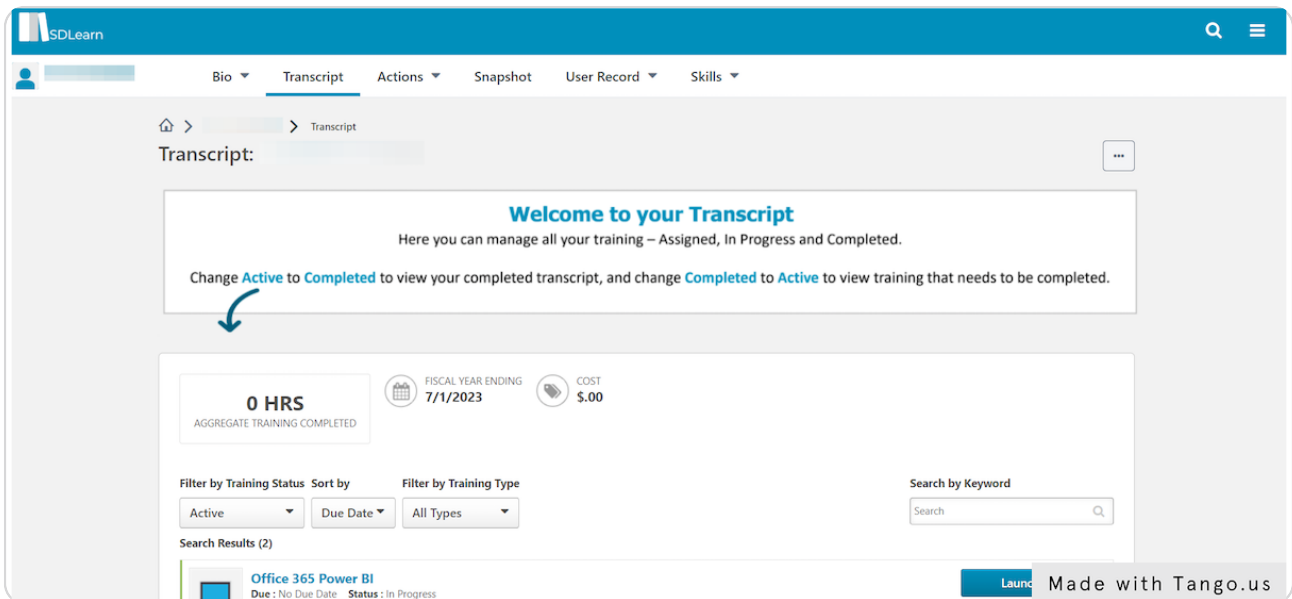
Click View Transcript

This section will bring you to your preferences and past training history. This section will be empty until you spend some time on the system.



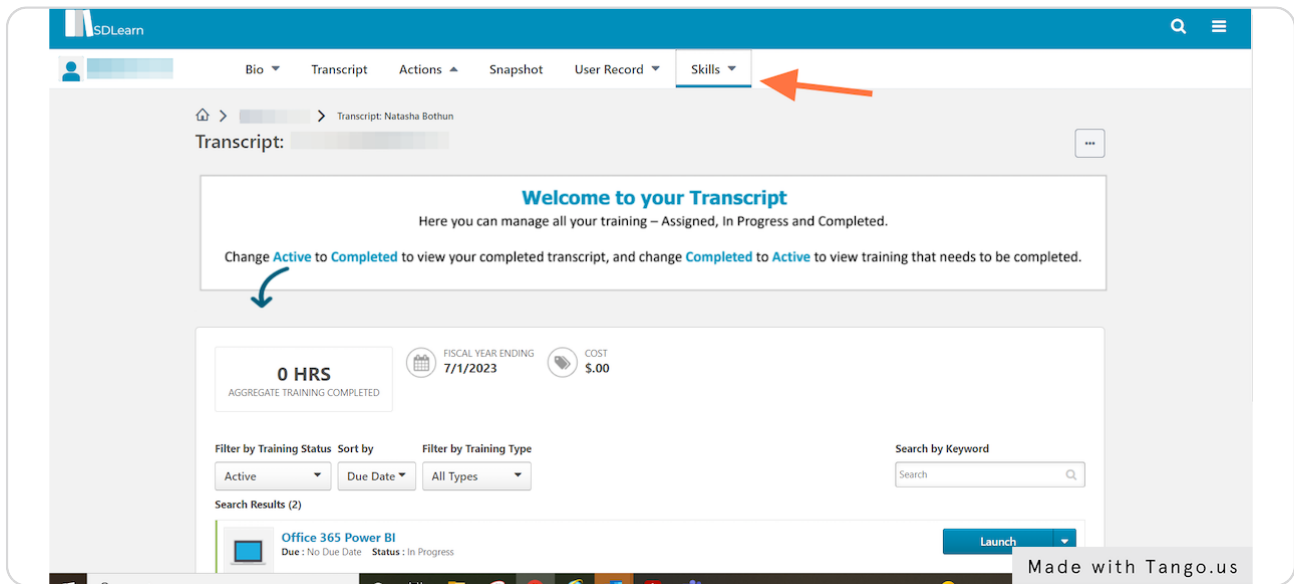
STEP 12

Search the Transcript Page.



STEP 13

Click the Skills drop down.

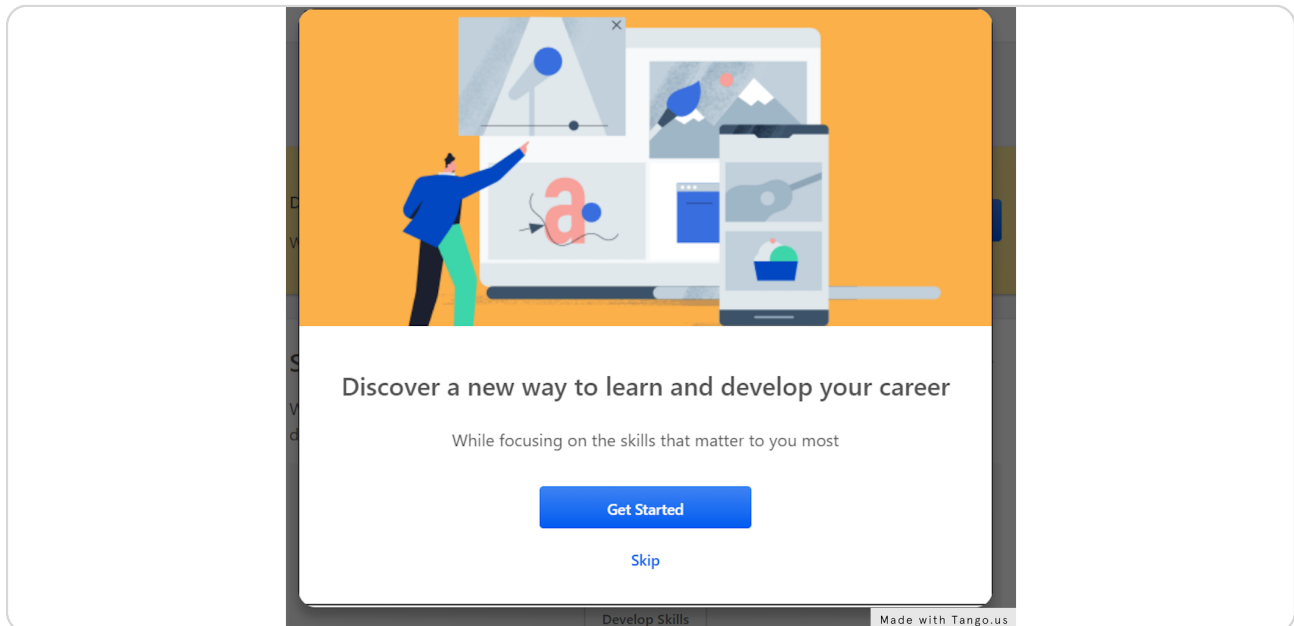


The screenshot shows the SDLearn interface. At the top, a navigation bar includes 'Bio', 'Transcript', 'Actions', 'Snapshot', 'User Record', and 'Skills'. An orange arrow points to the 'Skills' dropdown menu. Below the navigation bar, the page title is 'Transcript: Natasha Bothun'. A welcome message reads: 'Welcome to your Transcript. Here you can manage all your training – Assigned, In Progress and Completed. Change Active to Completed to view your completed transcript, and change Completed to Active to view training that needs to be completed.' A blue arrow points to the 'Active' link in this message. Below the message, there are statistics: '0 HRS AGGREGATE TRAINING COMPLETED', 'FISCAL YEAR ENDING 7/1/2023', and 'COST \$0.00'. There are also filters for 'Filter by Training Status' (Active), 'Sort by Due Date', and 'Filter by Training Type' (All Types). A search bar is labeled 'Search by Keyword'. Below the filters, it says 'Search Results (2)' and shows a result for 'Office 365 Power BI' with a 'Launch' button. A watermark 'Made with Tango.us' is visible in the bottom right corner.

STEP 14

Follow the steps to select your preferences.

The system will recommend courses to you from your job title but development interests go beyond your title. Please take a few minutes to help the system identify other courses that may interest you.

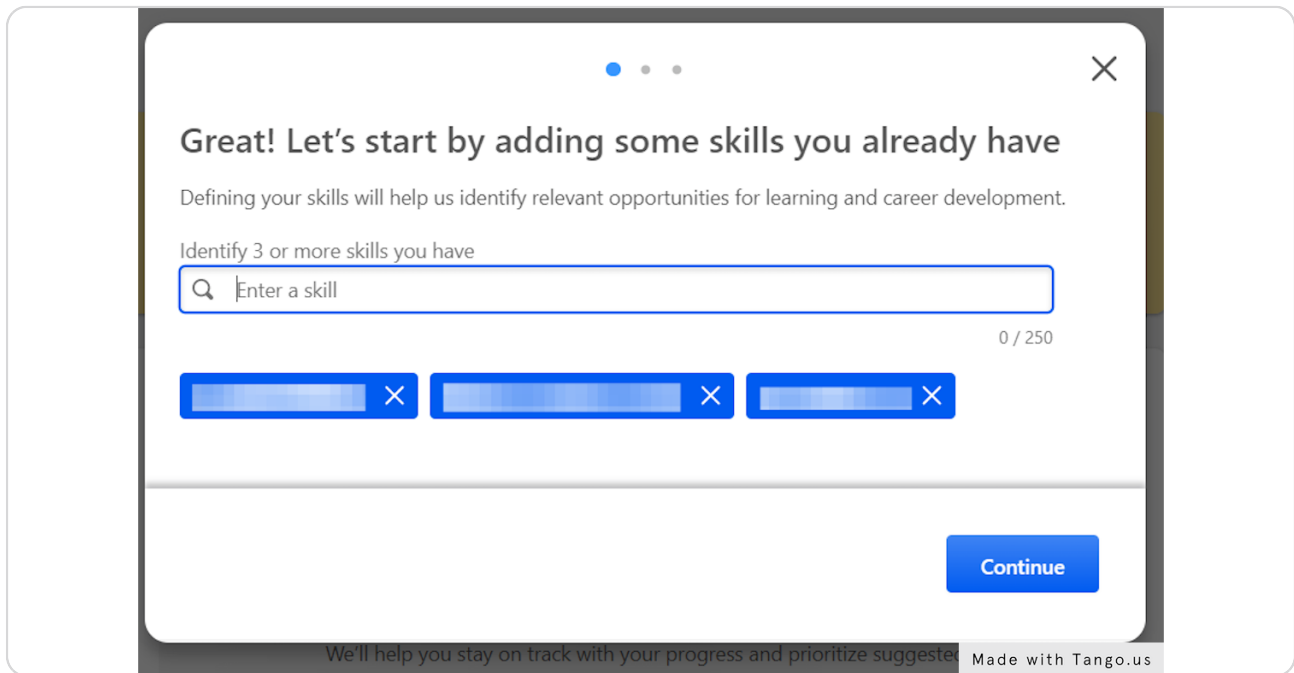


The banner features an illustration of a person in a blue jacket pointing at a large screen displaying various icons like a lightbulb, a gear, and a document. Below the illustration, the text reads: 'Discover a new way to learn and develop your career. While focusing on the skills that matter to you most'. There are two buttons: a blue 'Get Started' button and a blue 'Skip' link. At the bottom, there is a 'Develop Skills' button and a watermark 'Made with Tango.us'.

STEP 15

Type in your current skills.

As you type, skills will populate below for you to select. Once you have selected your skills, hit Continue.

A screenshot of a web interface for adding skills. At the top, it says "Great! Let's start by adding some skills you already have" and "Defining your skills will help us identify relevant opportunities for learning and career development." Below this is a search bar with the placeholder text "Enter a skill" and a character count "0 / 250". Underneath the search bar are three blue pill-shaped buttons, each with a white 'x' icon, representing selected skills. At the bottom right of the interface is a blue "Continue" button. At the very bottom of the screenshot, there is a footer that reads "We'll help you stay on track with your progress and prioritize suggested" and "Made with Tango.us".

STEP 16

Next, type in a skill or skills you would like to develop.

STEP 17

Finally list any skills you do not want to develop.

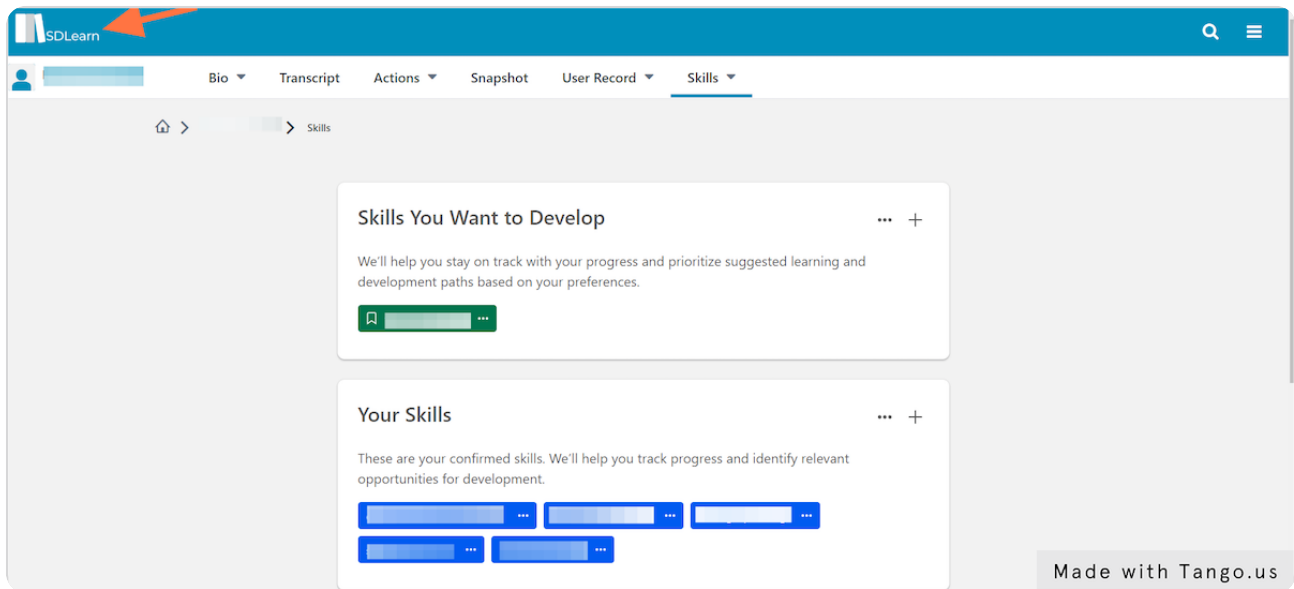
STEP 18

Push Finish

Do not worry, you can go back to this page at anytime and update your preferences.

STEP 19

Click on Logo



The screenshot shows the SDLearn user interface. At the top left, the 'SDLearn' logo is highlighted with an orange arrow. The navigation bar includes a search icon and a menu icon. Below the navigation bar, there are tabs for 'Bio', 'Transcript', 'Actions', 'Snapshot', 'User Record', and 'Skills'. The 'Skills' tab is selected. The main content area features two sections: 'Skills You Want to Develop' and 'Your Skills'. The 'Skills You Want to Develop' section includes a sub-header, a descriptive paragraph, and a green progress bar. The 'Your Skills' section includes a sub-header, a descriptive paragraph, and several blue progress bars. A 'Made with Tango.us' watermark is visible in the bottom right corner.

STEP 20

Click View Upcoming Classes



The screenshot shows the SDLearn homepage. At the top left, the 'SDLearn' logo is visible. Below the logo, there is a 'Welcome,' message followed by a user profile icon. The main content area features a large image of the South Dakota State Capitol building. Below the image, there are three circular icons with text: 'Search for learning opportunities', 'View transcript', and 'View upcoming classes'. The 'View upcoming classes' icon is highlighted with a red border. At the bottom left, there is a 'cornerstone' logo. At the bottom right, there is a 'Made with Tango.us' watermark. A small copyright notice is visible at the bottom right: 'Powered by Cornerstone OnDemand, Inc. ©2000-2022 All Rights Reserved. Terms - Privacy - Cookies - Feedback'.

STEP 21

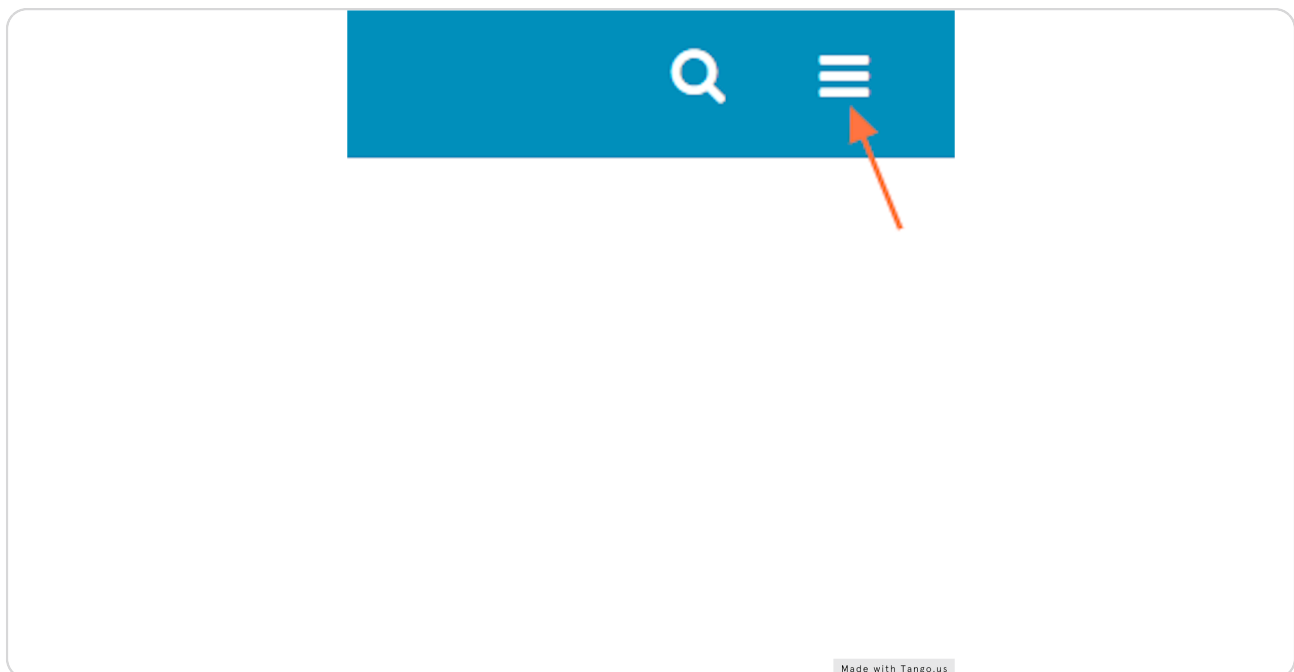
Search around the calendar for all In-person or Virtually In-Person Courses coming up. Register for these course by double clicking on the course.

Please Note *Any course with a fee will need approval by your supervisor before you are registered. When you select register, an email will automatically be sent to your manager for their approval. If it is approved, you will received a notification that you have been enrolled.

STEP 22

Click the three lines

These three lines are your navigation bar. Instead of going back to the welcome page, you can also use this button to navigate around the system.



STEP 23

FYI - If you are a supervisor, your welcome page will have a fourth button.

The Approve Training Request Button for managers.



STEP 24

Enjoy Your New LMS!