

## **TC Webinar Notes**

February 7, 2023

### **ILT Updates:**

1. Schedules for February and March are in the system
2. WBT courses will reset after 30 days if not completed
3. Each agency will have to subscribe their own people to ADA, PSH for Supervisors and Cybersecurity based on agency policy

### **MTR Updates:**

**MTR due dates were reset in the transition to the new system**

#### **Course Due Dates:**

1. Group 1 consists of Core and Group 1 courses  
**2 years total to complete (6 months for Core)**
2. Group 2 consists of Core, Group 1, and Group 2 courses  
**4 years total to complete**
3. Group 3 - same 5 WBT's with a 1 year deadline

**New System does not allow for alternate courses so we had to remove them in the transition**

#### **What this means:**

1. Some supervisors who were complete in the old system are now showing as incomplete in the new system
2. Their due dates have been reset
3. They will need to complete the missing course or courses within that time frame to get credit reinstated
4. You can identify those who are incomplete by running the Program Status CSV report

#### **General Reminders:**

H-IDs do not have access to the system

Helpdesk tickets should be submitted for all **system related issues**

Step-by-Step Guides for Success Factors are available in LEO online help

#### **TC Mailbag:**

Employees have been automatically assigned to PSH and Ethics. The trainings are required annually and will remain in your learning assignments. Once completed, a new due date will be assigned to the trainings.

#### **Announcements:**

Trainings for Coordinators have been scheduled!

For those with the **LaGov Learning Coordinator role**, you can choose from Thursday, February 23<sup>rd</sup> or Tuesday, March 7<sup>th</sup> from 8:30 -12:00 noon in the Claiborne Building located in Baton Rouge.

For those with the **LaGov Learning Administrator role** they will be holding a class on March 21<sup>st</sup> from 8:30 to 4:30 in the Claiborne Building located in Baton Rouge.

To register, log into Success Factors My Learning and browse for **Coordinator** or **Administrator** in the **Find Learning** tile.