



Managers Learning and Development Self Service

Overview

This user guide shows how to search for a Fresno State training course session and how to enroll in a training session, There are four ways to search for a training course and session, by:

- Course Name
- Course Number
- Category
- Date

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LOGGING IN

This section shows how to log into your MyFresnoState portal.

The myFRESNOSTATE homepage displays.

1. Go to MyFRESNOSTATE (<http://my.fresnostate.edu/>).
2. Click the MyFRESNO STATE SIGN IN button.

https://my.fresnostate.edu/psp/mfs/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

MY FRESNO STATE

Favorites Main Menu

Signon

[Sign In](#)

New User? [Get an account now!](#)

Need Help? [Click here for My Help](#)

My Menu

- ▷ Future Students & Alumni
- ▷ Apply for Admission
- ▷ Class Schedule
- [Continuing & Global Ed Courses](#)
- [View University Catalog](#)

Campus Links

- [Campus Directory](#)
- [Campus Calendars](#)
- [Campus Maps](#)

The Oracle PeopleSoft Enterprise Sign In page displays.

3. Enter your Fresno State ID and Password.
4. Click the “Sign In” button.

Note: If you have difficulty logging in, contact the Help Desk at 278-5000

FRESNO STATE

Discovery. Diversity. Distinction.

Go QUICK LINKS ▾

Campus Login Services

IMPORTANT SECURITY NOTIFICATION

Fresno State will never ask you to confirm or verify your email account by providing your password via email. Do Not Respond To Requests that ask you to reply to an email or to click on a link to non-campus affiliated Web sites to confirm or verify your account by providing your password. These requests are called phishing scams. Do Not Respond To Requests even if they appear to come from an email address ending with "csufresno.edu" or fresnostate.edu. If you think you have provided your password or other personal information in response to a phishing scam, contact the Help Desk immediately at 278-7000 for staff/faculty and 278-5000 for students.

Username:	<input type="text"/>
Password:	<input type="password"/> (! forgot my password)
<input type="button" value="Login"/>	

Need an Account?

Faculty and Staff: Request your Fresno State email account now to gain access to email, calendaring, My Fresno State, Blackboard, free campus Wi-Fi access, and services only available to employees. Once you have your employee account, you can optionally sign up for a Google Apps account [here](#).

Students: Create your Fresno State student account now to gain access to Google Apps, email, your My Fresno State class schedule and registration site, BlackBoard online classes, free campus Wi-Fi access, and other services available to Fresno State students. Once you create your account, you'll login to your email at <http://googleapps.fresnostate.edu>.

You can also set up mobile access to your Google Apps at Fresno State account.

Having Trouble?

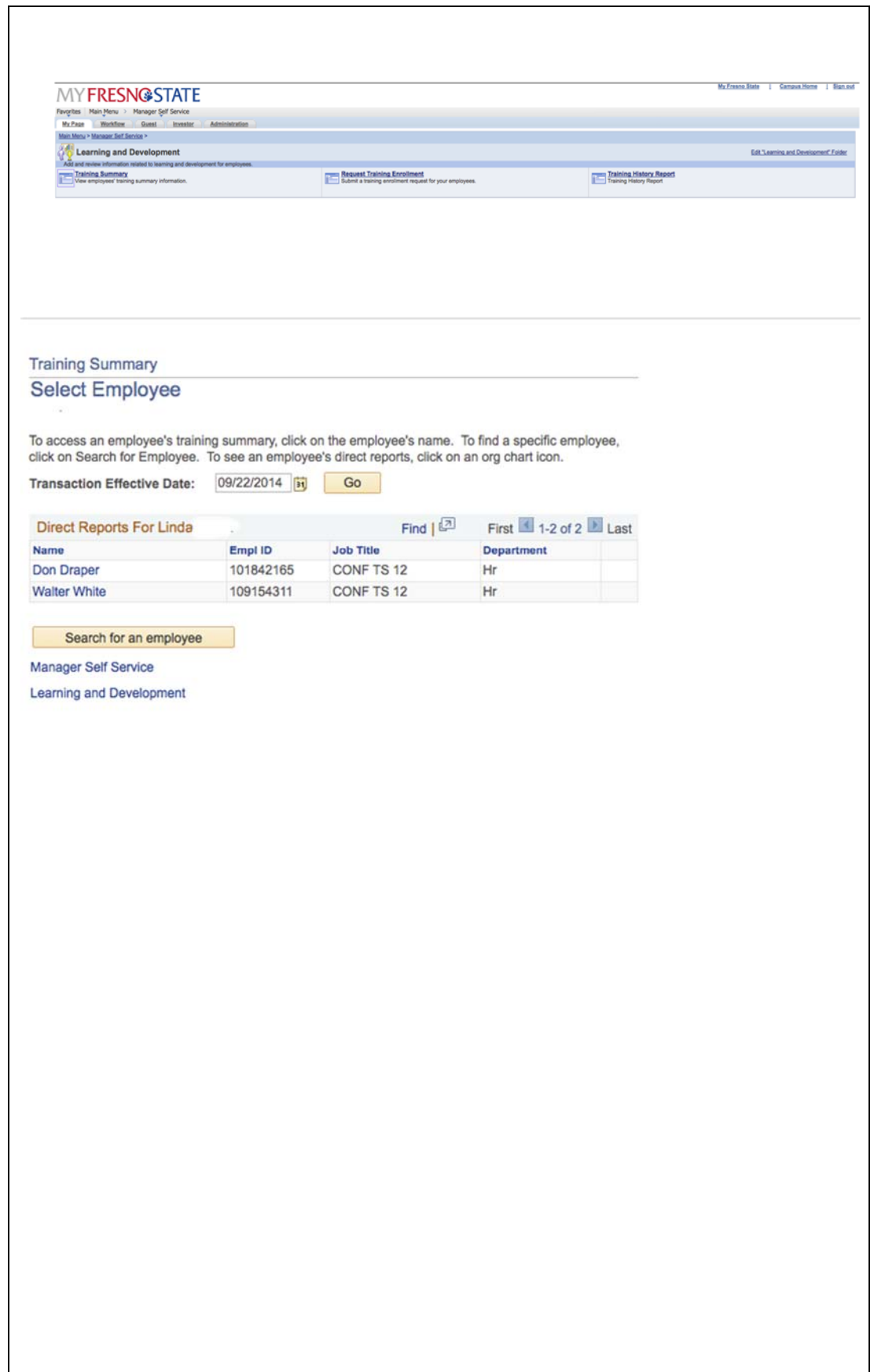
Get online help with Google Apps and other topics through the Help Center, or call the Help Desk.

View Direct Reports Training Summary

From the main menu, navigate to Main Menu > Manager Self Service > Learning and Development > Training Summary

The individuals that report directly as of the effective date will be displayed.

Select the employee that you would like to view their training history by clicking on their name.



MY FRESNO STATE My Fresno State | Get Back Home | Sign out

My Home | My Profile | My Manager | My Direct Reports | My Training | My Performance | My Documents | My Settings

Learning and Development Edit "Learning and Development" Folder

Training Summary Request Training Enrollment | Training History Report

Training Summary

Select Employee

To access an employee's training summary, click on the employee's name. To find a specific employee, click on Search for Employee. To see an employee's direct reports, click on an org chart icon.

Transaction Effective Date:

Direct Reports For Linda				Find	First	1-2 of 2	Last
Name	Empl ID	Job Title	Department				
Don Draper	101842165	CONF TS 12	Hr				
Walter White	109154311	CONF TS 12	Hr				

Manager Self Service
Learning and Development

Training History Report

To run a report of training for a specific employee and/or an entire department the Training History r

Enter your report Run Control ID.

If you have not run a report in PS, click Add a New Value and enter a name such as "report".

Training History Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Training History Report

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Training Summary Report

Complete the Run Control Parameters.

Emplid – Run for a specific employee ID

Or

Department – Run for all employees in a department

From Date – Thru Date – select the MM/DD/YYYY from and through date that you would like to view the training history.

Category Code/Subcategory Code – Select the category code to further define the courses displayed. For example, if you would like to view which Star Day training your employees participated in, you can select Star Day as the category.

Select Run.

Server Name should have PSUNX and Type = Web and Format pdf. Click OK.

Select Report Manager at the top of the page.

Run Parameters

Run Control ID: Report Report Manager Process Monitor **Run**

Report Request Parameters:

EmplID:

Department:

From Date:

Thru Date:

Category Code:

Subcategory Code:

Save Notify Add Update/Display

Process Scheduler Request

User ID: 11396 Run Control ID: hr

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Student Training History Rpt	FRHR0059	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

OK Cancel

Run Parameters

Run Control ID: hr Report Manager Process Monitor **Run**

Report Request Parameters:

EmplID:

Department:

From Date:

Thru Date:

Category Code:

Subcategory Code:

Process Instance: 2751609

Save Return to Search Previous in List Next in List Notify Add Update/Display

