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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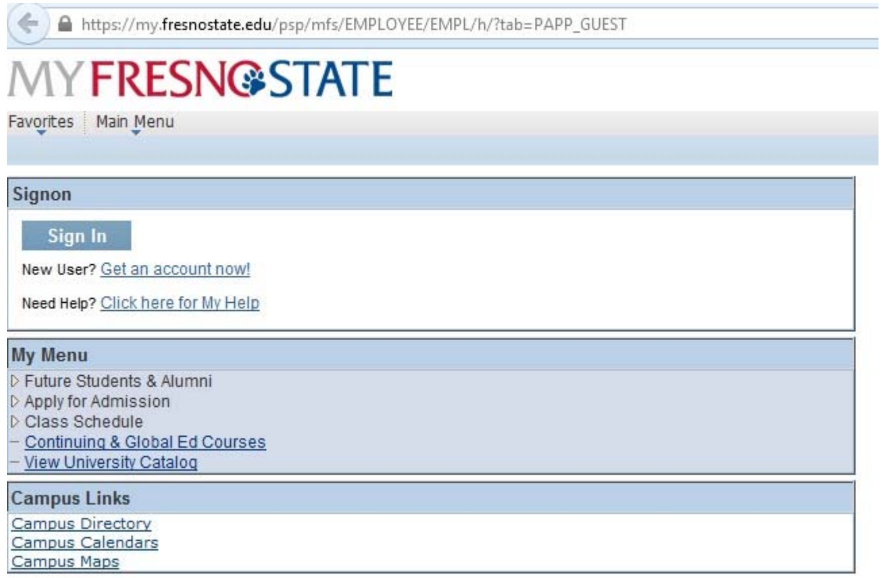
LOGGING IN

This section shows how to log into your MyFresnoState portal.

The myFRESNOSTATE homepage displays.

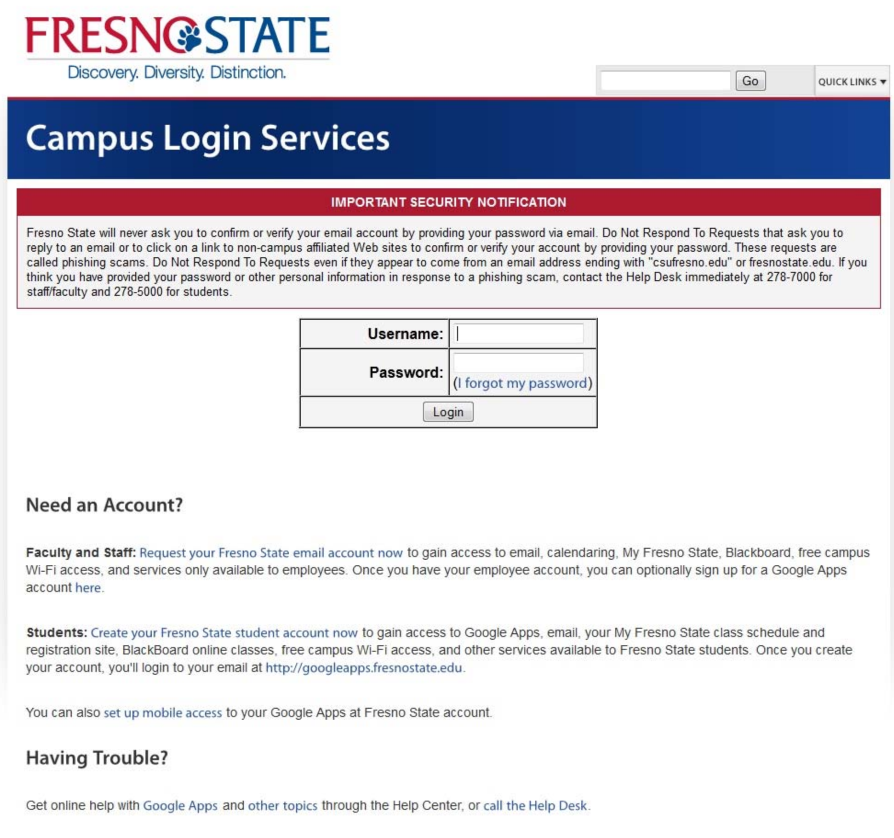
1. Go to MyFRESNOSTATE (http://my.fresnostate.edu/).
2. Click the MyFRESNO STATE SIGN IN button.



The Oracle PeopleSoft Enterprise Sign In page displays.

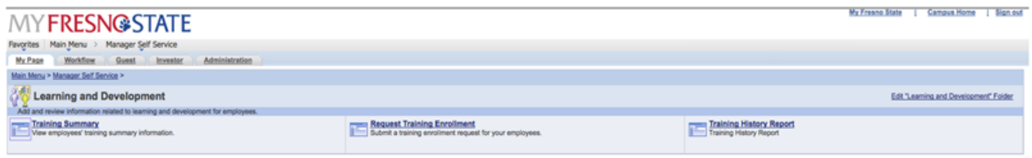
3. Enter your Fresno State ID and Password.
4. Click the “Sign In” button.

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



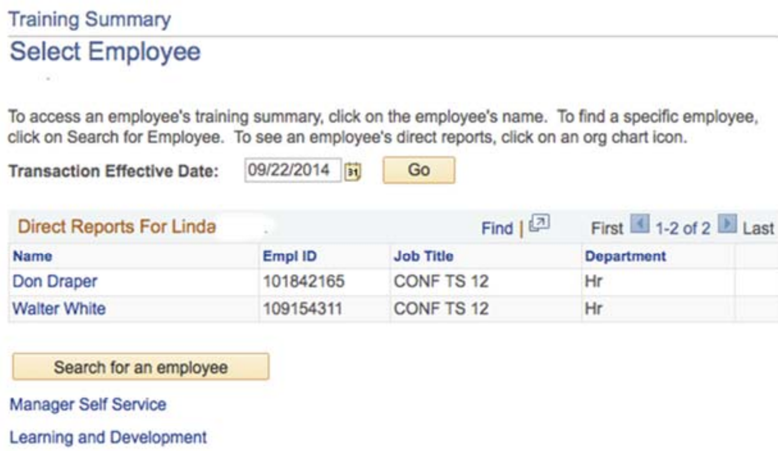
View Direct Reports Training Summary

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.



Training History Report

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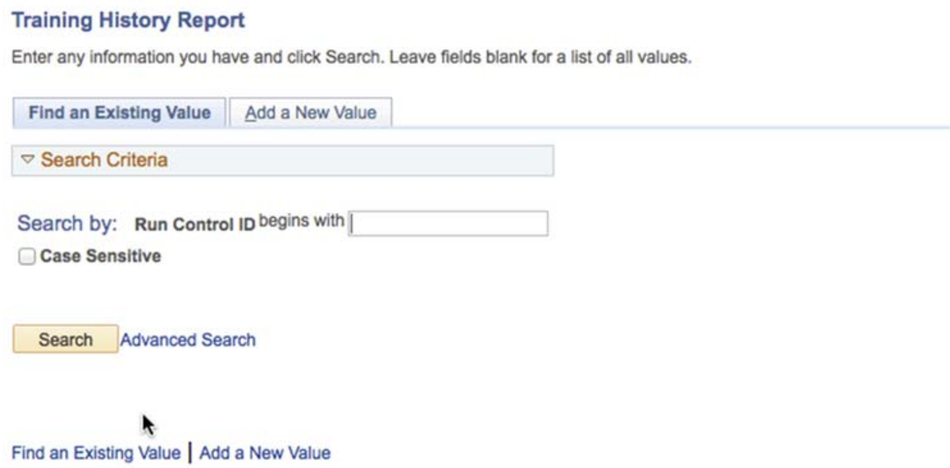
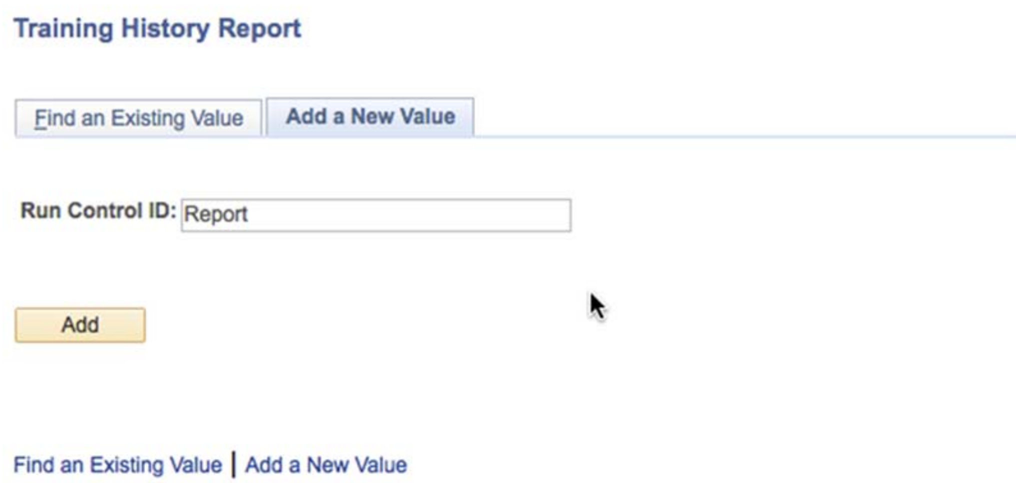
To run a report of training for a specific employee and/or an entire department the Training History r

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 Summary Report

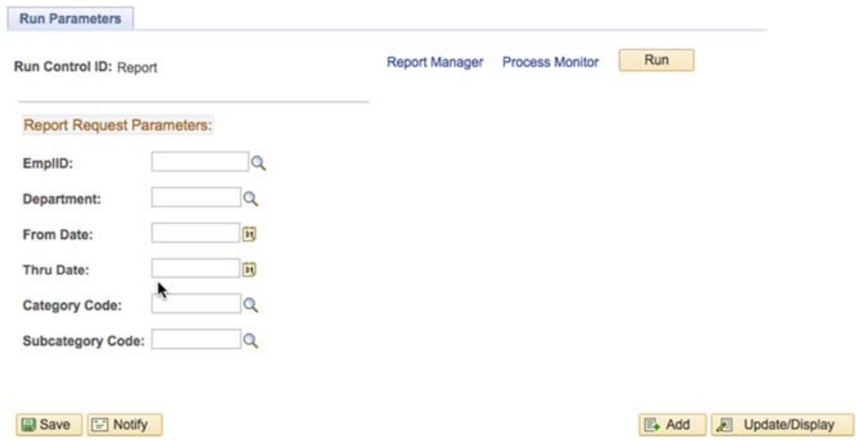
Complete the Run Control Parameters.

Emplid – Run for a specific employee ID

Or

Department – Run for all employees in a department

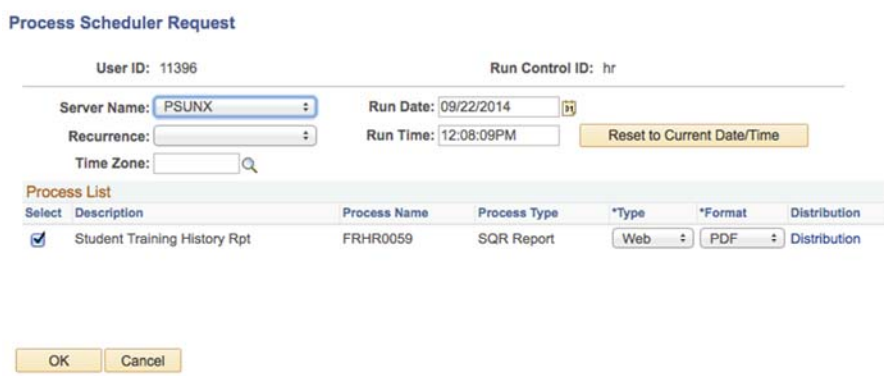
From Date – Thru Date – select the MM/DD/YYYY from and through date that you would like to view the training history.



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.