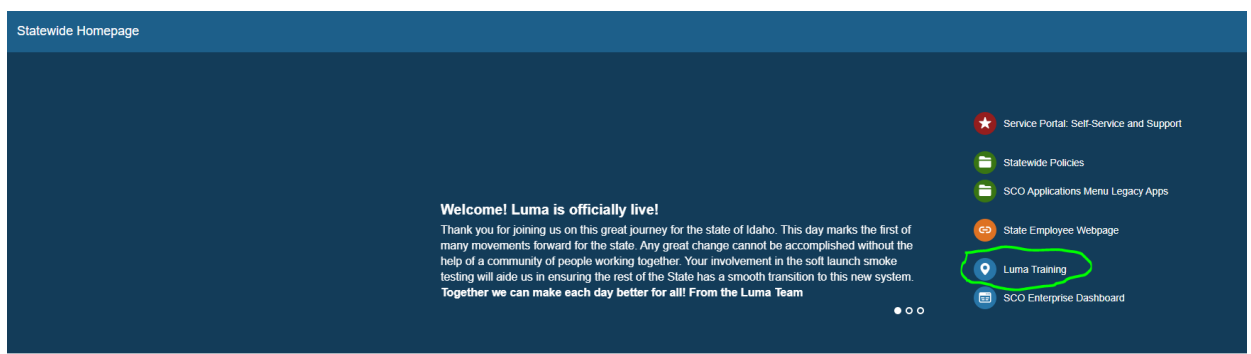


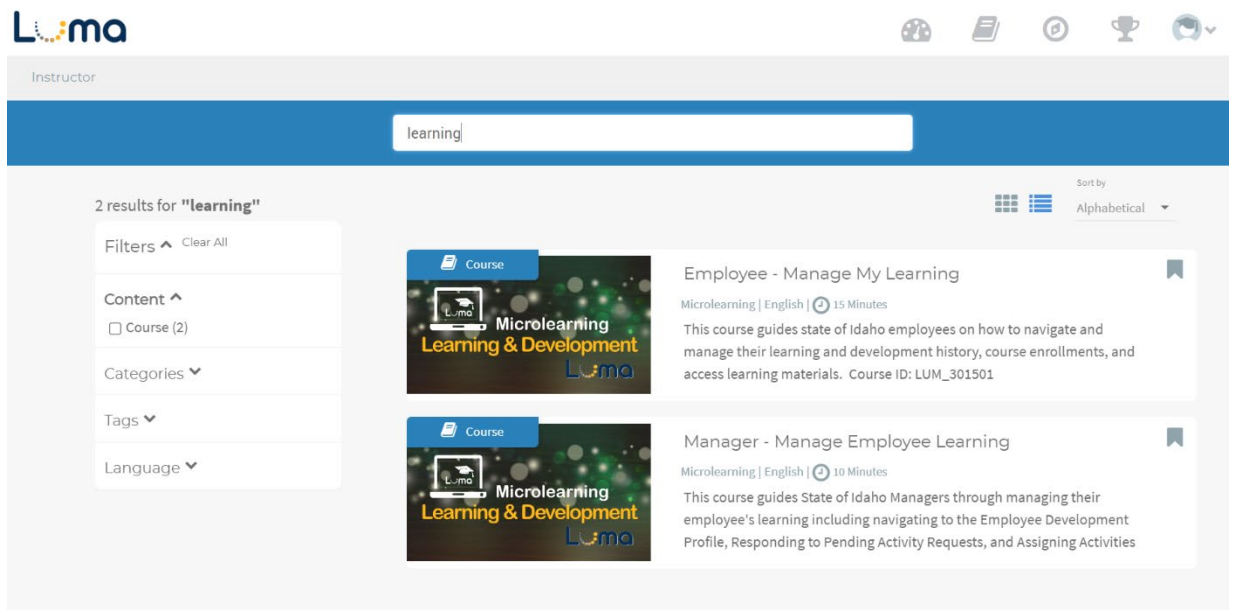
Learning and Development (L&D) Training Module for Employees

Please find the instructions below for accessing the Manage My Learning training module in Luma.

1. Log into Luma
2. From Statewide Homepage, click Luma Training



3. From My Dashboard, type “learning” into the search bar



4. Select Employee – Manage My Learning module

Important Notes:

- Employees will only be able to view activities in their history (aka previously completed activities) and activities they have been enrolled in. Employees will need to be enrolled into the activity before they are able to register for a session. If an activity cannot be found in the catalog, it is likely because the employee is not enrolled. The manager will need to enroll the employee so they can view and register for activity sessions.
- To view DHR's statewide training options, type "DHR" into the Activity ID search bar. This will bring up a list of all DHR activities.

If you need assistance registering for a DHR training activity or have any questions, please contact Claire Russell at claire.russell@dhr.idaho.gov.