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

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

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

Statewide Homepage		
	e	Service Portal: Self-Service and Support
	e	Statewide Policies
	C	SCO Applications Menu Legacy Apps
Welcome! Luma is officially live!		
Thank you for joining us on this great journey for the state of Idaho. This day marks the firs	of 🔤	State Employee Webpage
many movements forward for the state. Any great change cannot be accompaisned without help of a community of people working together. Your involvement in the soft launch smoke testing will aid us uin ensuring the rest of the State has a smooth transition to this new syst	em.	Luma Training
Together we can make each day better for all! From the Luma Team		SCO Enterprise Dashboard
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3. From My Dashboard, type "learning" into the search bar



4. Select Manager – Manage Employee Learning module

Important Notes:

- This module refers to an approval process that is not yet live in Luma L&D. DHR will notify agencies when the workflow for the manager approval for training activities is available.
- 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.
- 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 enrolling employees into a DHR training activity or have any questions, please contact Claire Russell at <u>claire.russell@dhr.idaho.gov</u>.