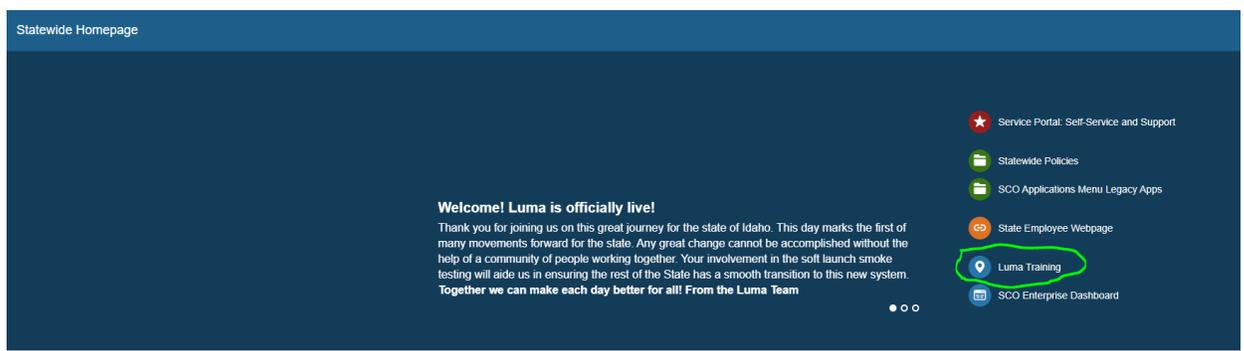


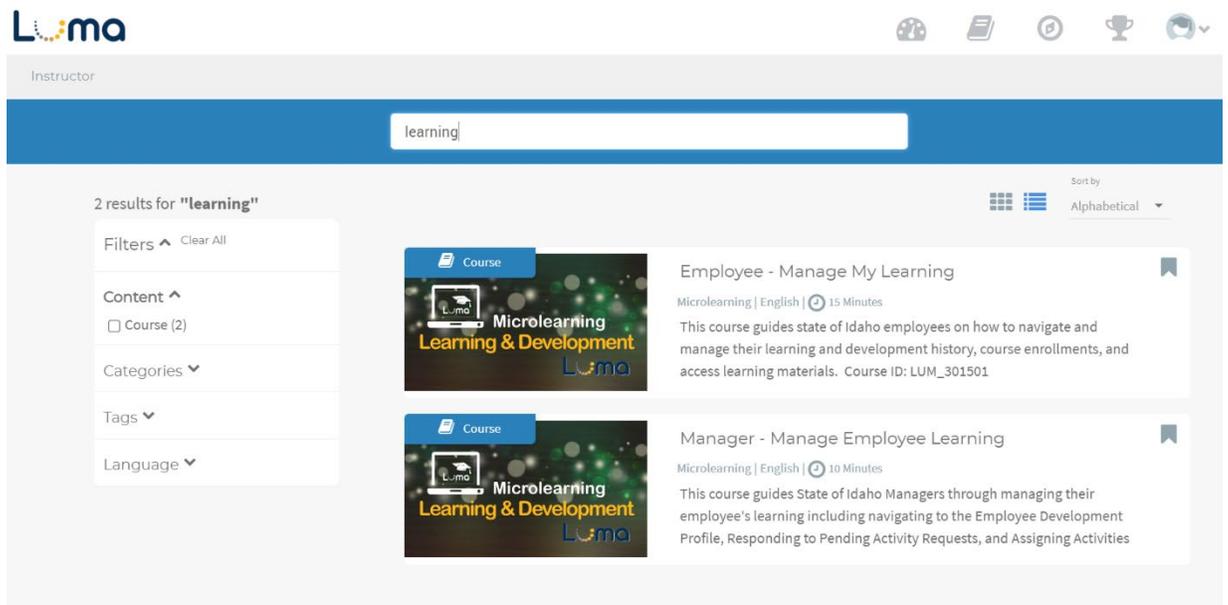
Learning and Development (L&D) Training Module for Managers

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



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 claire.russell@dhr.idaho.gov.