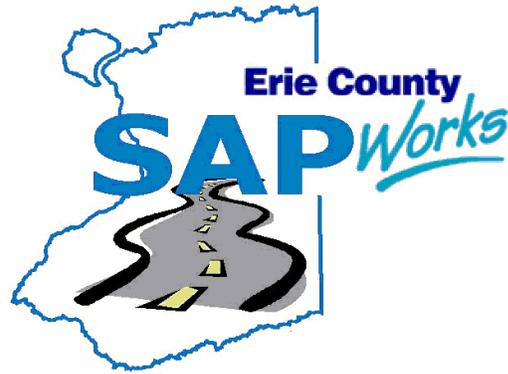




County of Erie



County of Erie

Enroll in SAP Training Classes

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1. Overview

1.1. Purpose

The purpose of this document is to provide instructions to Erie County Employees on how to enroll in SAP training events using the Learning portal (LSO) of Employee Self Service (ESS).

1.2. Scope

This document applies to Learning portal in ESS and scheduling of training for DISS classes for Erie County employees.

1.3. Maintenance

The County of Erie Department of Information & Support Services is the custodian of this document and responsible for its maintenance.

1.4. Revision History

Revision	Date	Comments
1.0	11/19/2010	Initial Publication
2.0	5/17/2011	Revision after initial release

2. Background

The County of Erie DISS moved toward the implementation of SAP's Learning portal (LSO). This system allows trainers to set up training class schedules and have employees enroll in these classes on-line. This replaces current system of emails for notification of new classes, emails for enrolling, and Excel spreadsheets for maintaining class lists, attendance information.

3. Role Definitions

Role	Description
ESS Users	Employees in Erie County who have ESS permissions.



4. Ensuring Data Consistency

The previous system for training classes was handled manually. New system will allow classes to be tracked, retrieved, and posted in the ESS LSO system for a more accurate, up-to-date tracking of employee training.



5. Enrolling in Training

5.1. Sign on to ESS/LSO.

Enter your User ID and password, then hit Enter, or Click on Log On.

Welcome

User ID *

Password *

Log on

Erie County Employee Self-Service

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Then Click on Learning Portal tab at top left of the screen.



Employee Self-Service **Learning**

Working Time | Overview

Working Time

Working Time



Working Time

[Record Working Time](#)
You can record your working time here.
You have recorded adequate working times for all workdays up to 00/00/0000.
Your recorded times have been approved up to 00/00/0000.

[Release Working Time Data](#)
You have released all your recorded times.

Leave Request

[Leave Request](#)
Employee Leave Requests

NOTE: All requests are to be submitted in accordance with applicable collective bargaining agreements and/or personnel rules for Erie County Employees. If you are taking sick leave for personal illness, you must fill in the type or nature of illness. If you are taking sick leave for a family member you must provide the name of the family member, relationship and nature of illness.

[Quota Overview](#)
Overview of your time accounts.

Time Statement

[Time Statement](#)

User Swipes

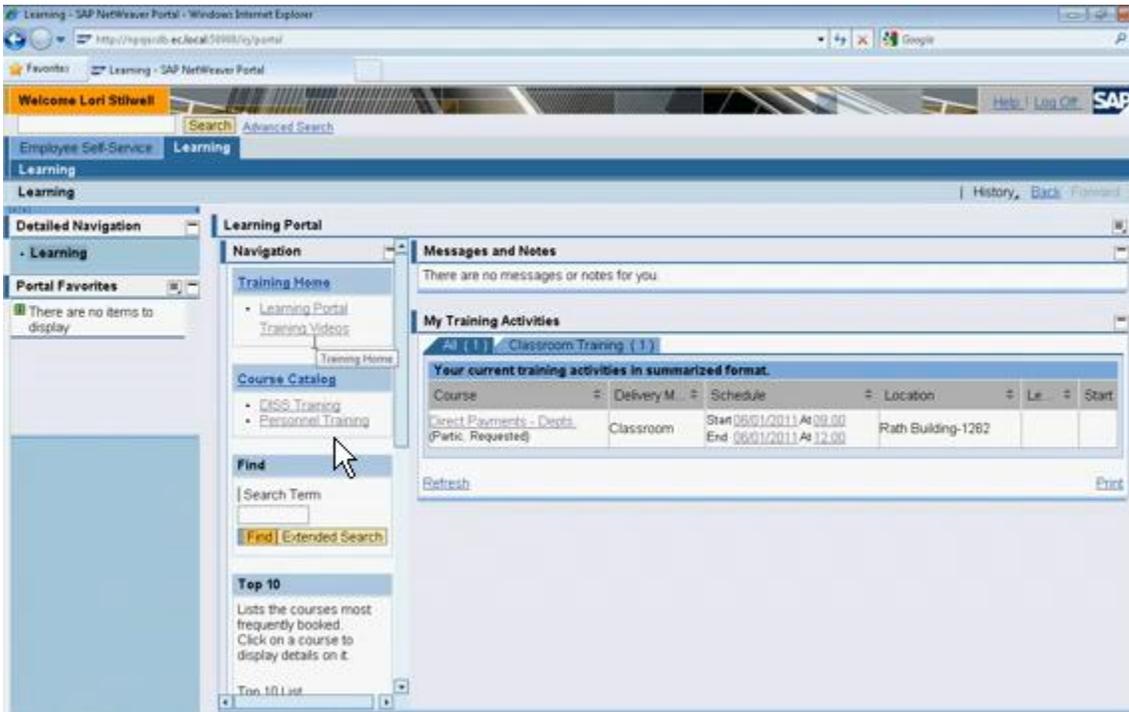
[User Swipes](#)

5.2. Select Class to enroll.

This screen will be displayed.

Minimize the Detailed Navigation window by clicking on the minimize button.

 . This allows more room on the screen.

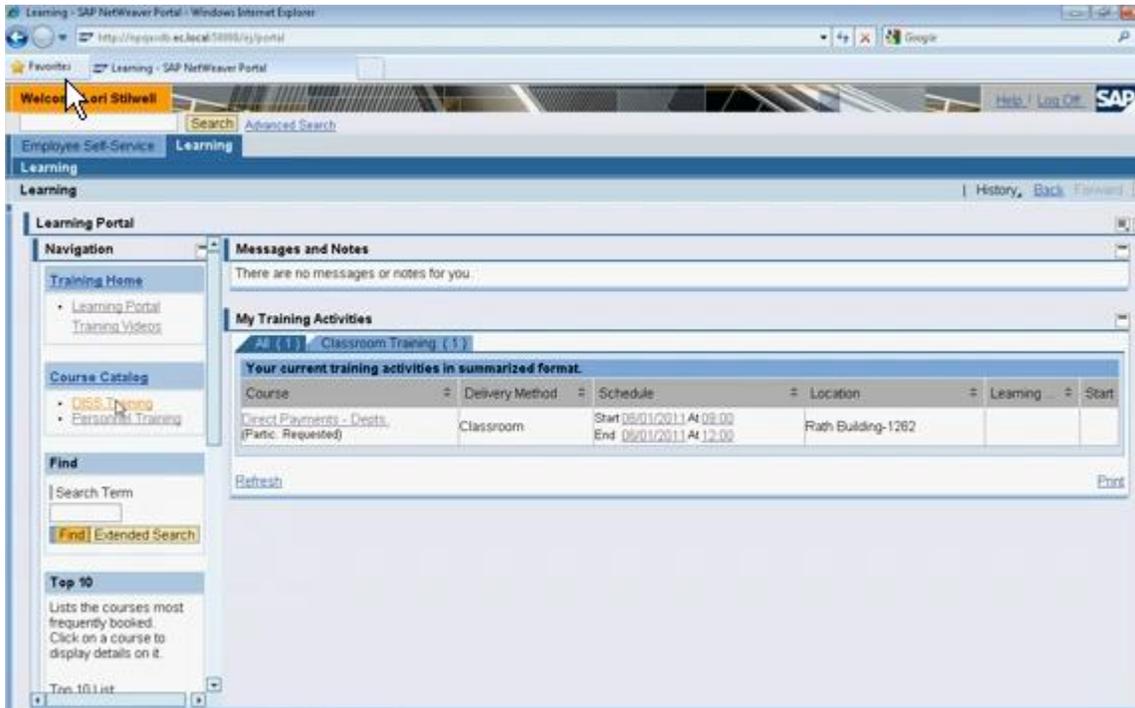


The resulting screen is shown below.

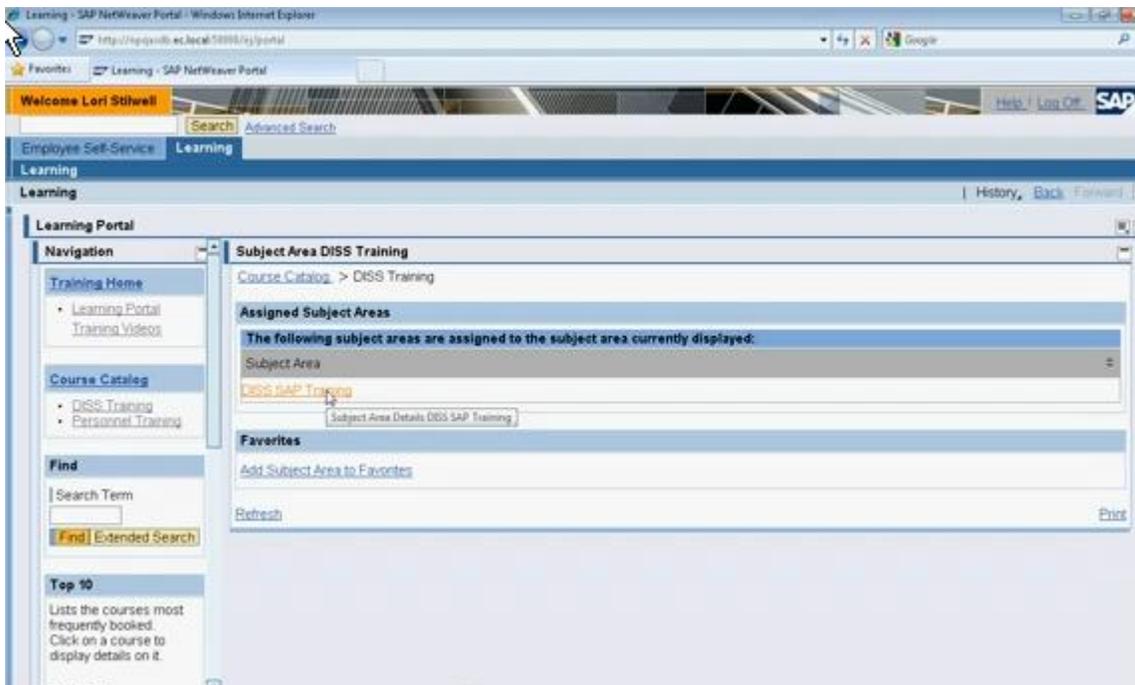
If you know the name of the course you want to select, enter in the name in the Find box and click on "Find".

Otherwise, select the catalogue you want to look in, from those listed (DISS Training and Personnel Training).

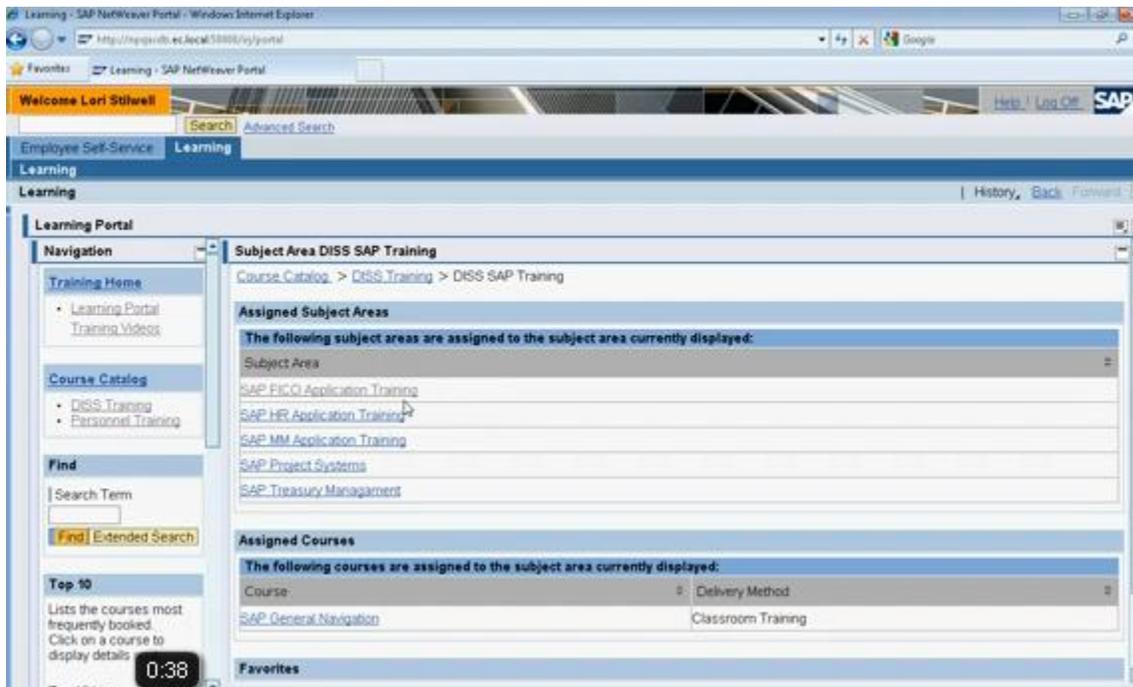
In this example we select "DISS Training" from "Course Catalogue" from list on left side of screen.



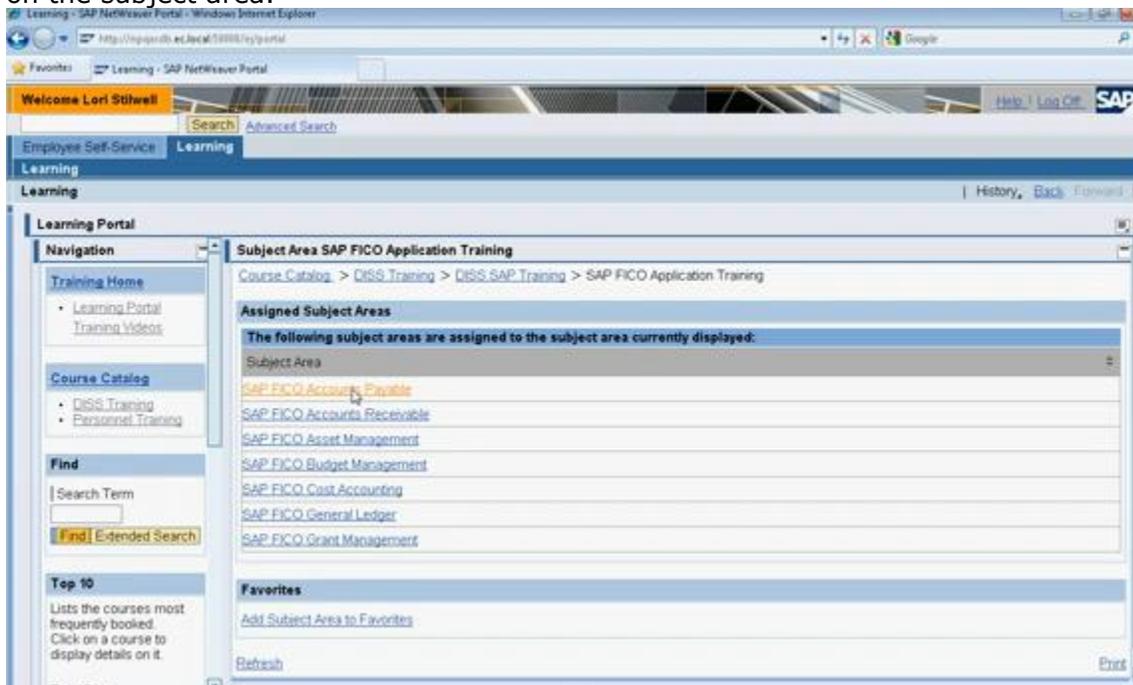
We selected "DISS SAP Training" from subject area list.



Select desired application training area from list, for example "SAP FICO Application Training", by clicking on the subject area.



Select desired subject area from list, for example "SAP FICO Accounts Payable", by clicking on the subject area.



All areas of courses are listed for this subject.
Select desired course, for example "Direct Payment- Depts", by clicking on the course.



The screenshot shows the SAP Learning Portal interface. The breadcrumb trail is: Course Catalog > DISS Training > DISS SAP Training > SAP FICO Application Training > SAP FICO Accounts Payable. The main content area is titled "Assigned Courses" and lists several courses, all with a "Classroom Training" delivery method. The course "Direct Payments - Depts." is highlighted with a mouse cursor. The table below shows the details of the assigned courses.

Course	Delivery Method
Accounts Payable	Classroom Training
Accounts Payable - Control	Classroom Training
Accounts Payable Processing	Classroom Training
Direct Payments - Depts.	Classroom Training
Direct Pays - Depts	Classroom Training
Executive Reporting - FICO Component	Classroom Training
Financials Overview	Classroom Training

All occurrences of this course will be listed.

Select desired course time and date, for example "5/31/2011", by clicking on the date.

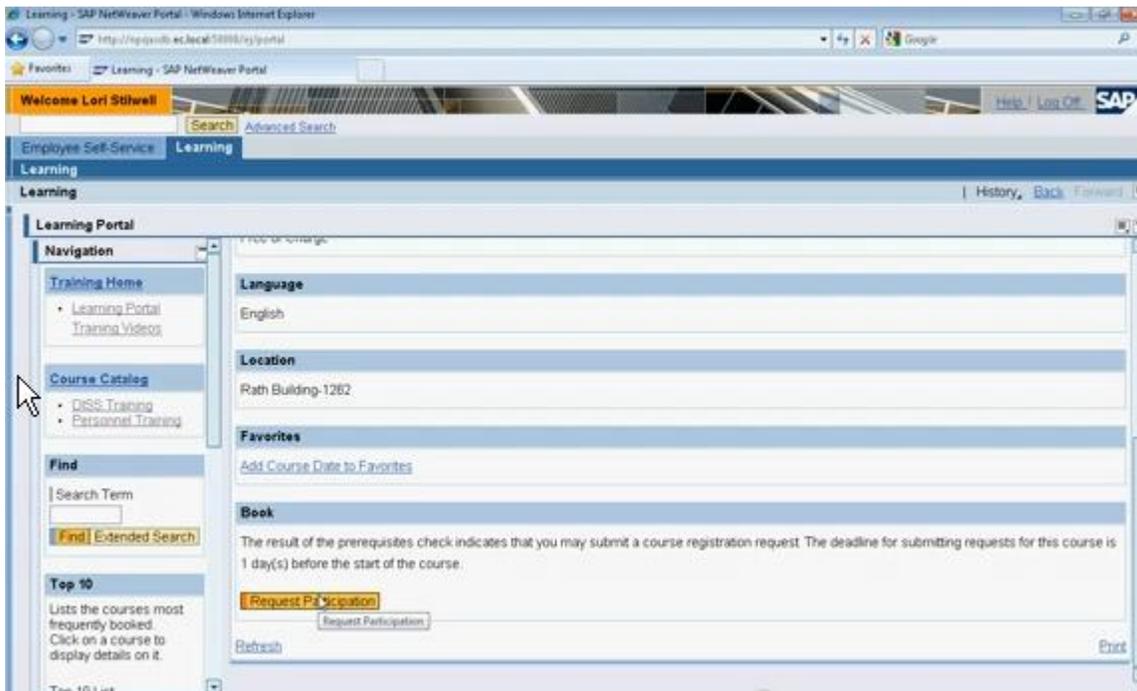
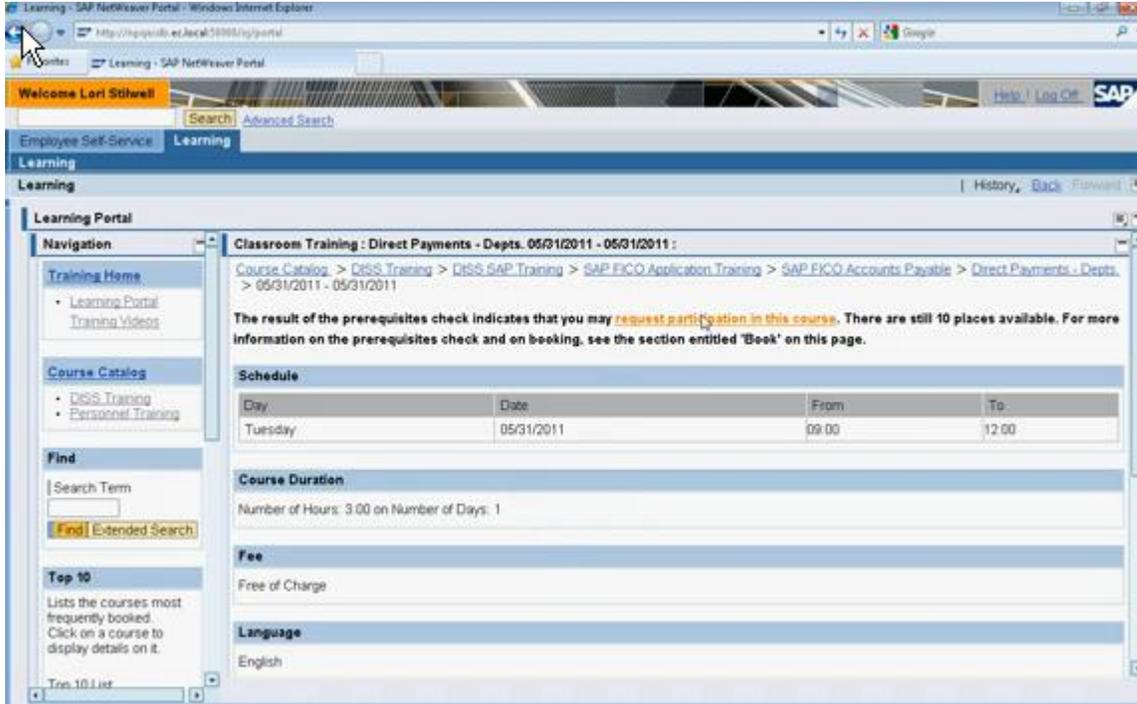
The screenshot shows the SAP Learning Portal interface for the course "Direct Payments - Depts.". The breadcrumb trail is: Course Catalog > DISS Training > DISS SAP Training > SAP FICO Application Training > SAP FICO Accounts Payable > Direct Payments - Depts. The "Course Dates" section shows a table of scheduled dates for the next 90 days. The course is free of charge and has 10 free places available. The table below shows the details of the course dates.

Schedule	Location	Language	Free Places	Action/Status
05/31/2011 - 05/31/2011	Rath Building-1262	English	10	To Registration
06/01/2011 - 06/01/2011	Rath Building-1262	English	10	To Registration



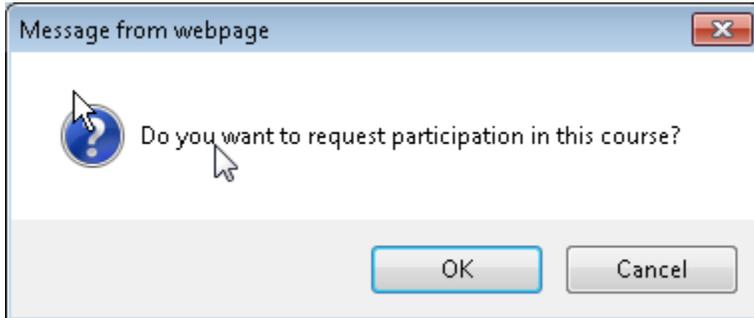
5.3. Enroll in class

Click on "Request Participation in the course" at top of page, or scroll down on screen and select **Request Participation**.

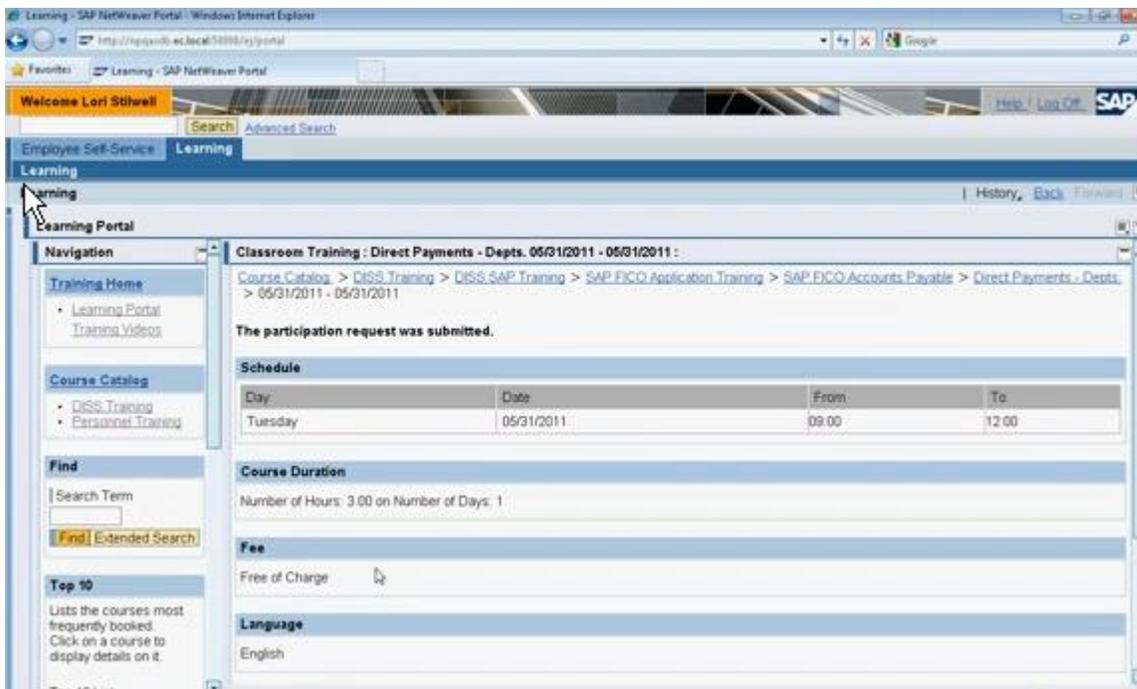




Verify that this is the class you want to enroll in with OK or Cancel.



Once, you click "OK", you will see this screen displayed with message "The participation request was submitted".



Once you have submitted your request for enrollment, you are tentatively enrolled in the class. Your supervisor will receive and email notification of the request. The supervisor has the authorization to approve, deny, or take no action on the enrollment.