Indiana Office of Technology

Information Resource Use Agreement Training User Guide

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Overview

This guide will show you how to access the Information Resource Use Agreement Training (IRUAT) online. Step-by-step directions are found in this guide, to assist you in accessing the training and completing it successfully.

The Indiana Office of Technology is providing this training so that you as the employee can complete an overview of the IRUA, be sure you understand its requirements, and complete your agreement form in one easy and convenient place. You will even be able to access the training course content after you have completed the course, and review it if you ever have a question about the use of State resources and want to be sure you are in compliance with the policy.

If you need help during the completion of your online training, you may contact the IOT helpdesk at 317-234-4357. Thanks for your participation in the training.

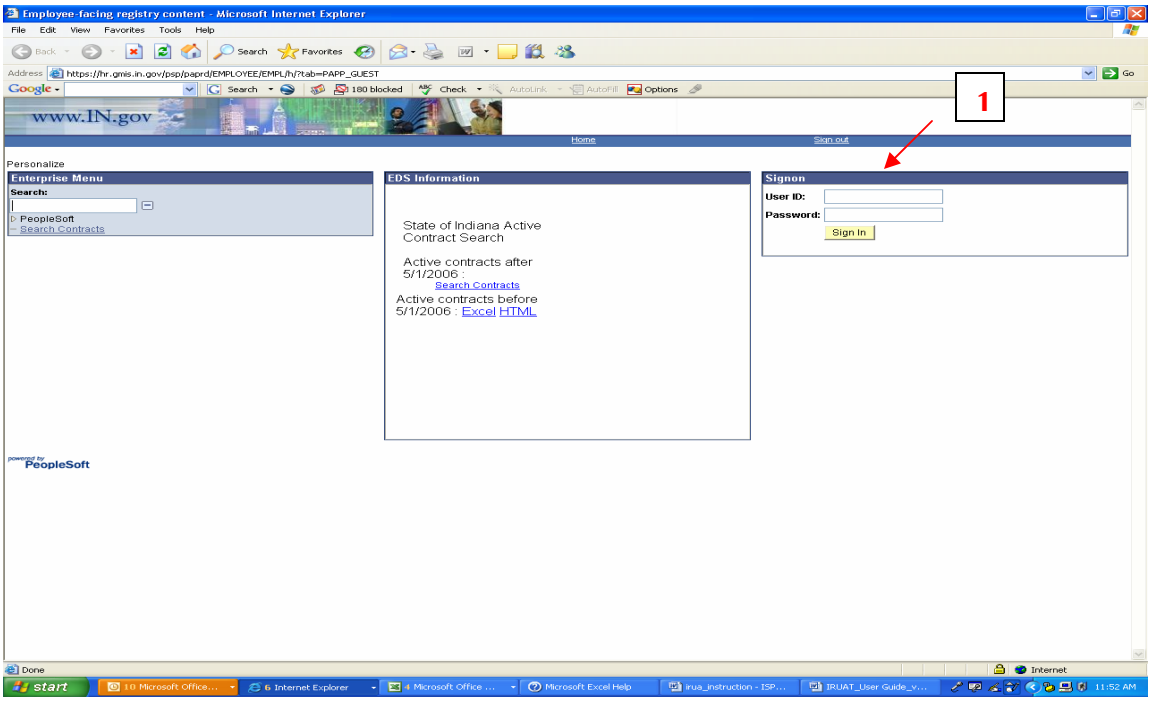
Navigation to PeopleSoft ELM

To begin, open internet explorer, and enter the following address in the address bar: http://www.in.gov/iot/63.htm

You should then select the link at the 3rd bullet: IRUA Training Course

Getting Started

You then arrive at to the page shown below.



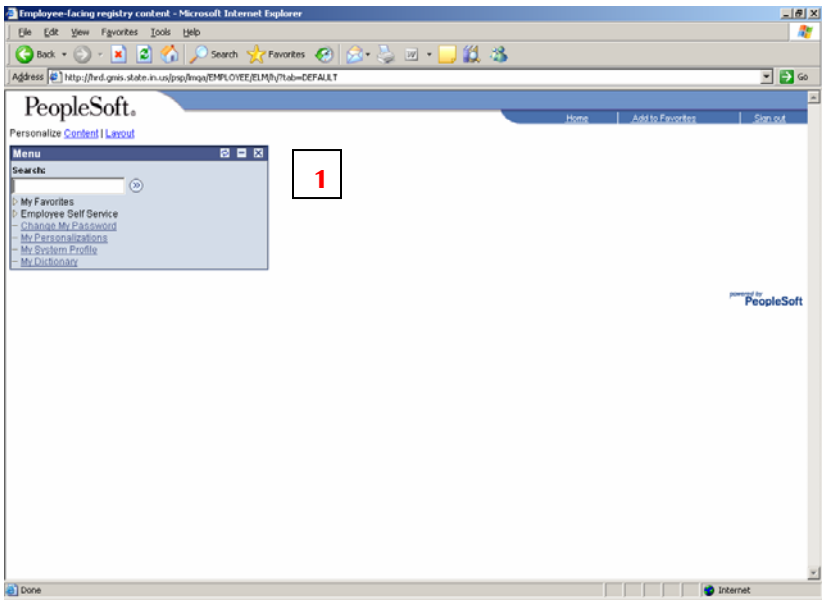
Logging In to PeopleSoft Portal

1. Enter your PeopleSoft User ID and Password in the fields shown above on the far right side of the screen, and then click on the yellow "Sign-In" button. (Make sure Caps Lock is on while entering your ID and password).
2. You should now see the page illustrated below.

NOTE:

Your page may not look exactly like the one shown at right..

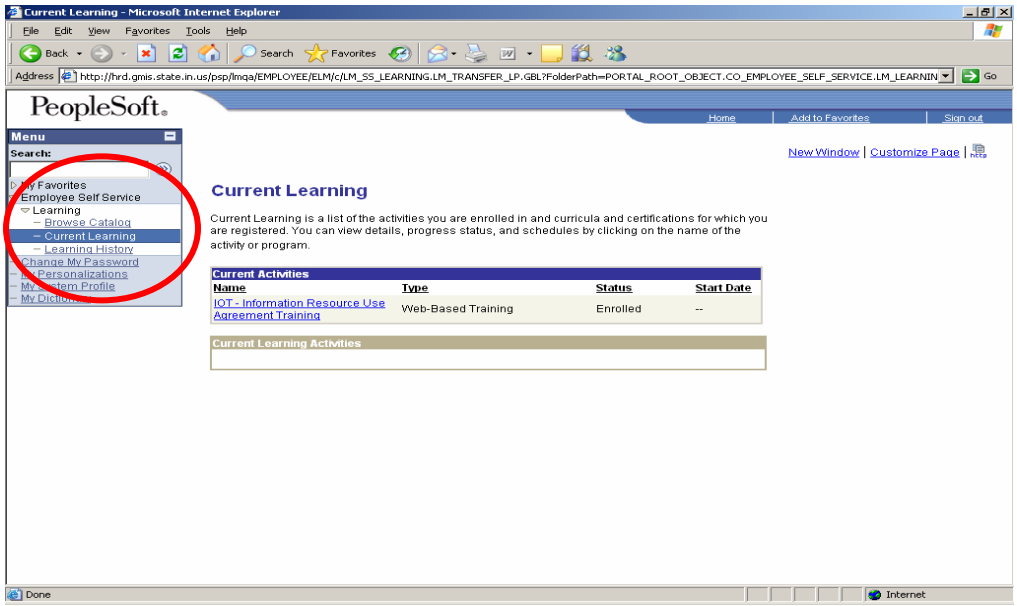
1. *Your menu may look slightly different, which is alright.*
2. *As long as you have the "Employee Self Service" menu item, you have what you need to access the training. Don't worry if your page doesn't look exactly like this one.*



Accessing the IRUA Training

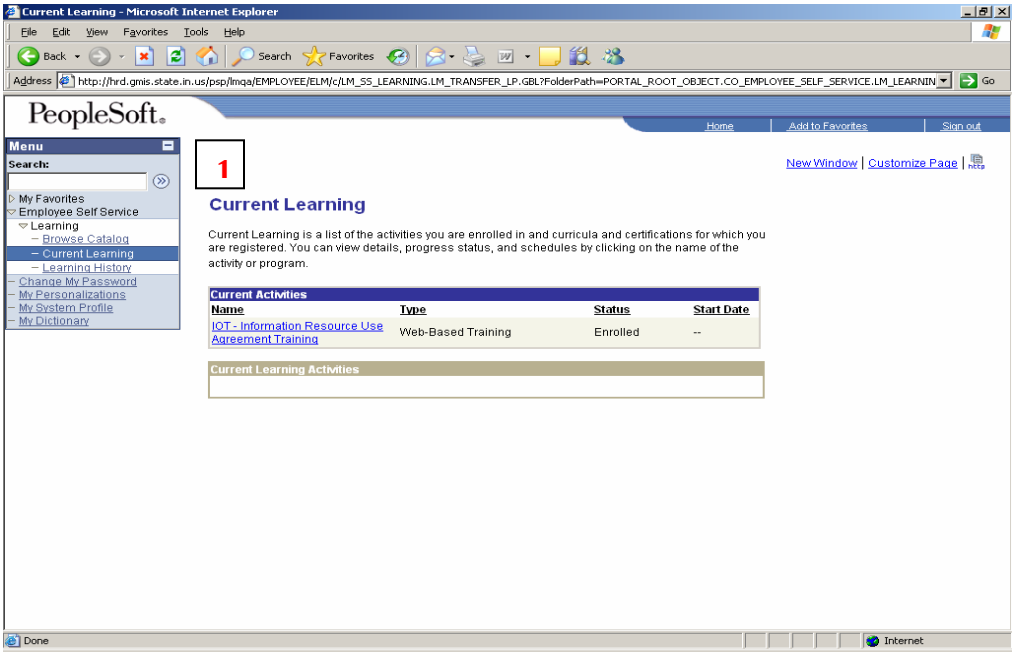
You have already been enrolled in the training course. You must complete this training no later than May 19, 2006. To access the IRUA training course:

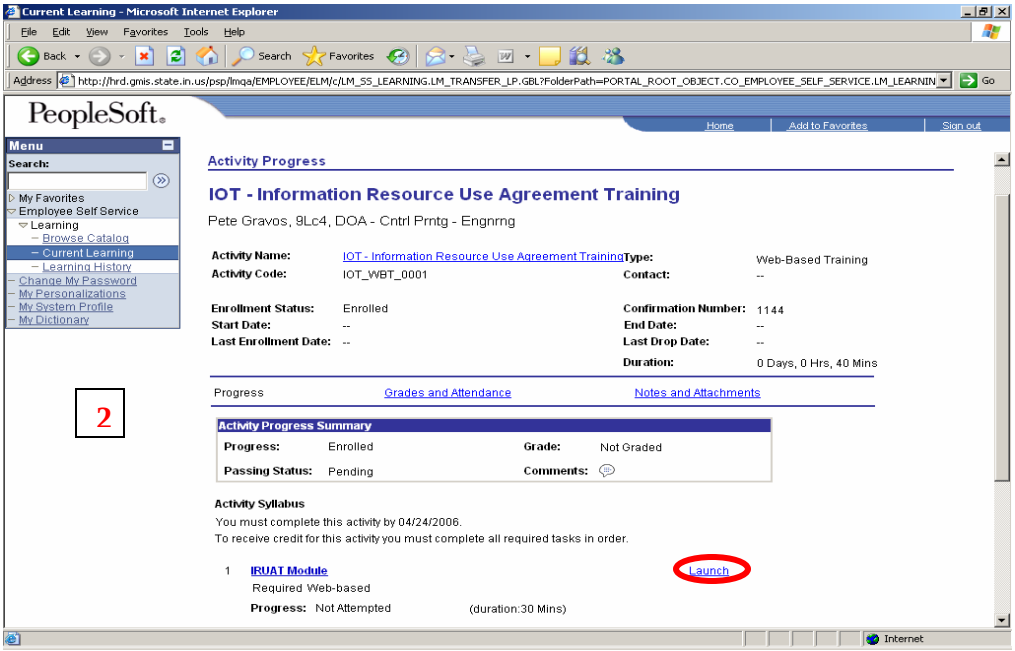
1. From the menu on the left side of the page, click on “Employee Self Service”
2. Underneath “Employee Self Service”, click on “Learning”
3. Underneath “Learning”, click on Current Learning. You will see the page shown below.



Starting the Course

1. From the Current Learning page, click on the IOT-Information Resource Use Agreement Training link shown below. This will take you to the Activity Progress page, where you can start the course.





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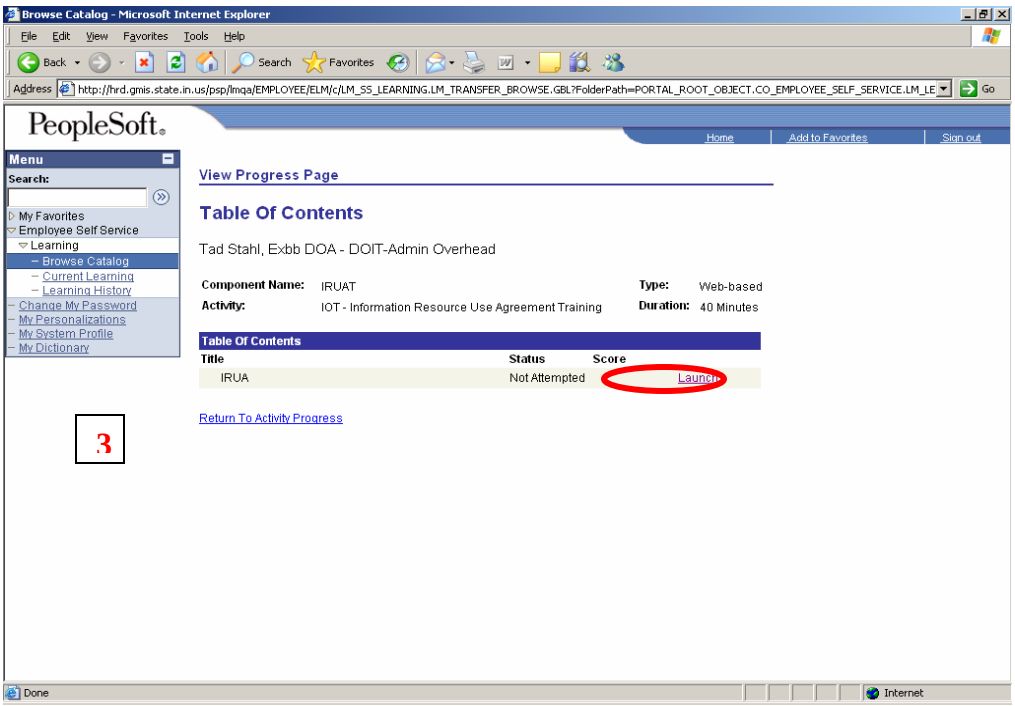
2. From the Activity Progress page, click on the "Launch" link. This will take you to the Table of Contents page.

3. From the Table of Contents page, you will again click the "Launch" link. This will open a new window in your browser, and the IRUA Training Course will begin.



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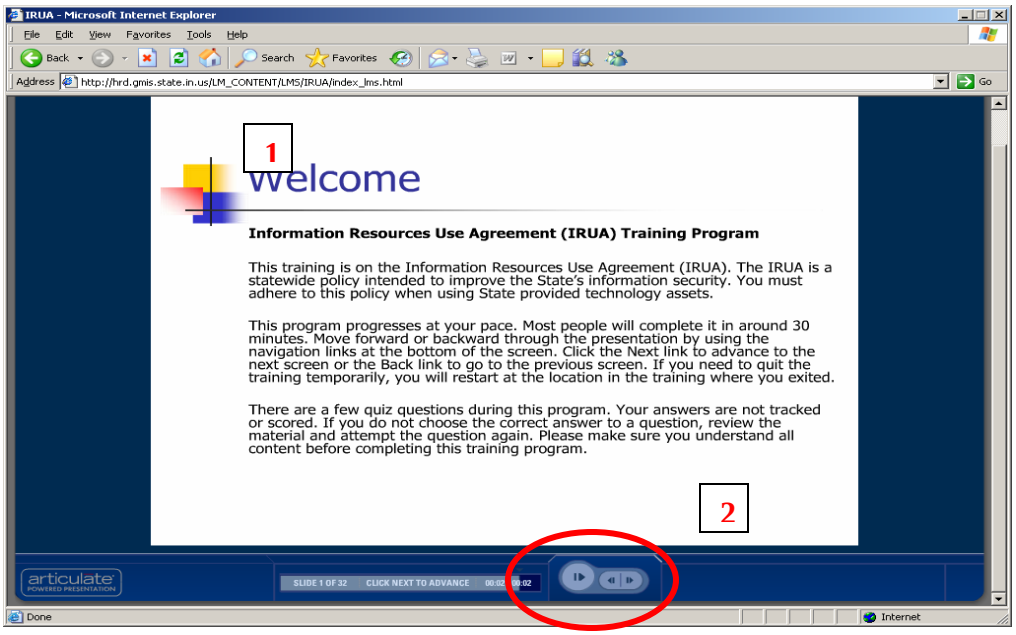
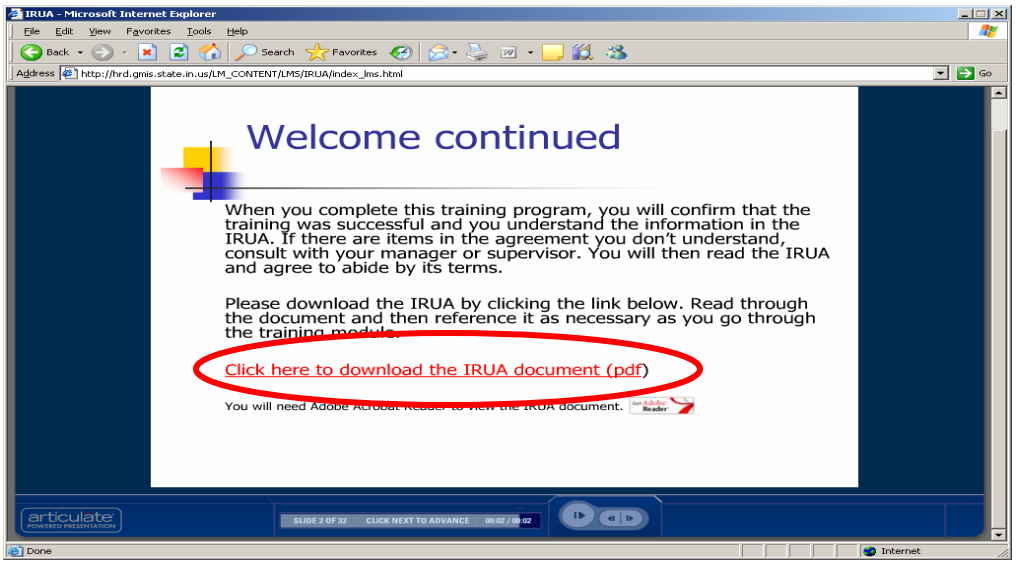
Completing the Online IRUAT

1. The first screen you will see when the IRUAT course launches is the welcome screen shown below.
2. You will press the play button you see circled in red below. From here, you simply follow along with the course, reading each page and using the navigation buttons at the bottom of the screen to navigate through the course.



A note about the agreement form

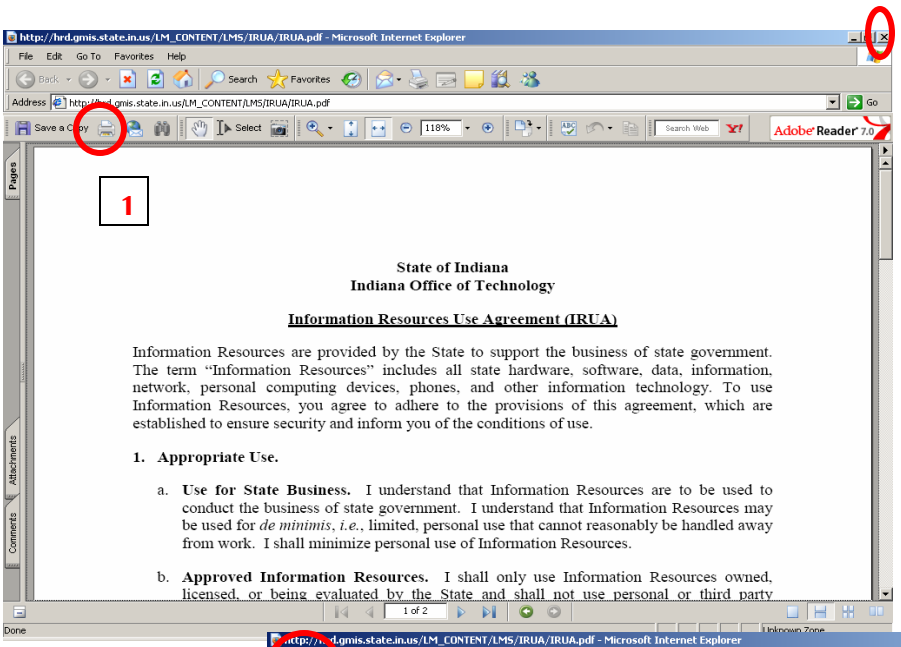
At the end of the online course, you will be electronically acknowledging your agreement to abide by the IRUA policy. If you would like a copy of the form you are agreeing to (and electronically signing), you have the option of viewing the form and printing it from your web browser. This is not required for completion of the course. However, if you want a copy for yourself, as a personal preference, you are welcome to print a copy. To do so, you will click on the PDF link, which is found on the second page of the online training module (shown below).

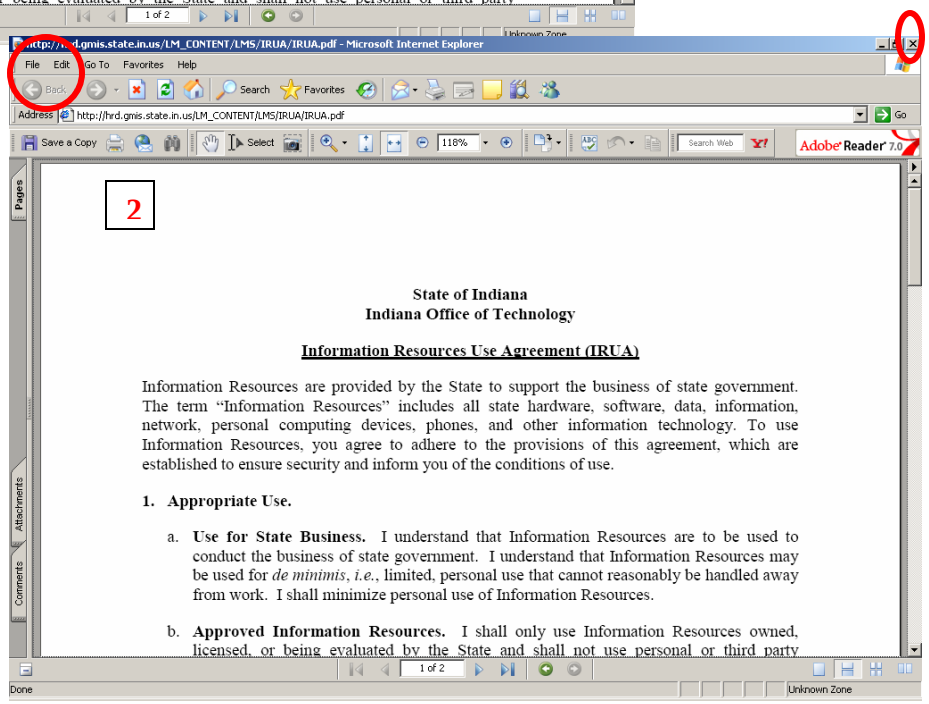


Saving or Printing a Copy of the IRUA Form

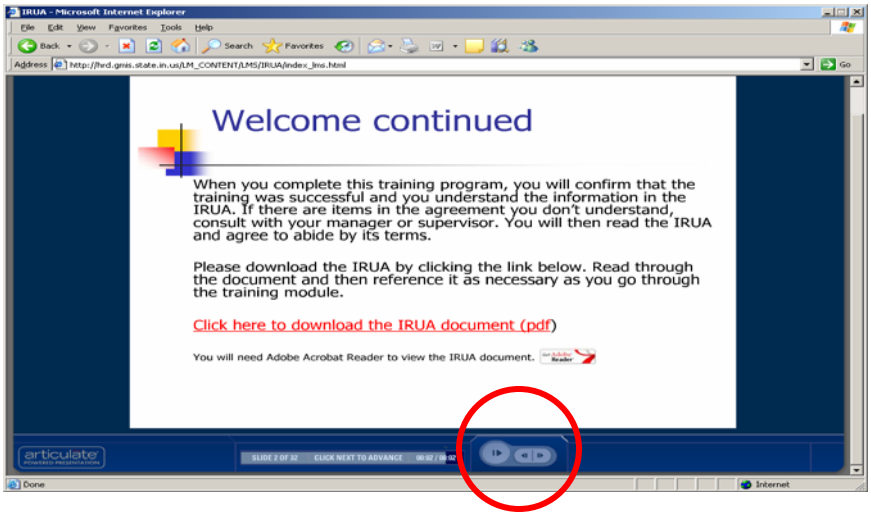
When you click on the link, a new window should open. This is the PDF document you may print. It would serve as a paper copy of what you will sign electronically at the end of the online IRUAT. The PDF window that will open in your browser is shown below.

1. To print, you simply click the icon with a picture of a printer on it (circled in red below). Once this is done and you copy prints, you can close the window by clicking the “x” at the top right hand corner of the screen (circled in red below).
2. To save to your computer and print later, you can select the File menu item on the top left of the page (circled in red below), and then select “Save a Copy” from the menu. Once you have saved the file, you can close the PDF window by clicking the “x” at the top right hand corner of the screen (circled in red below).



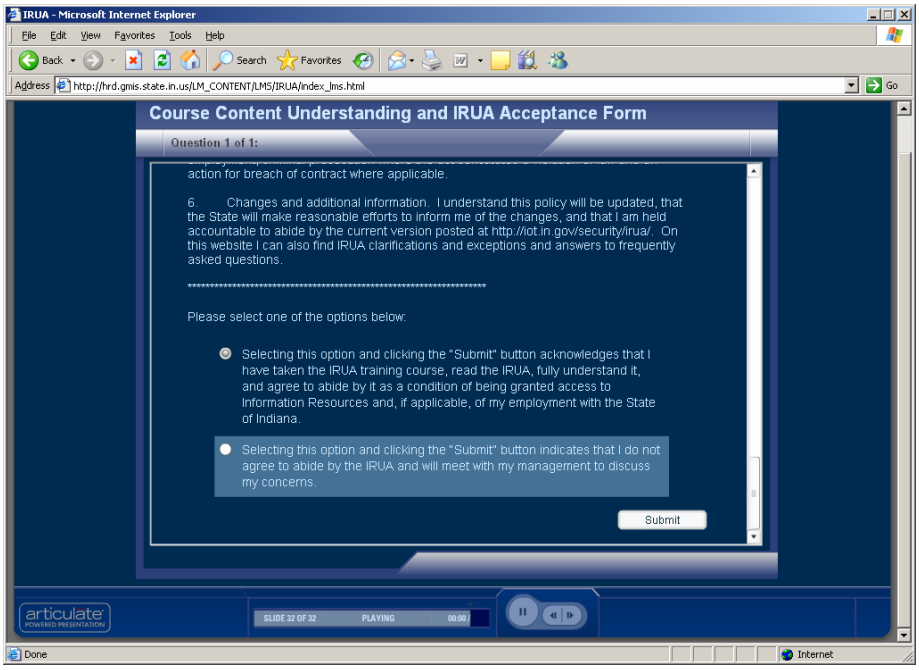


After you close the PDF window, you will still be on the second page of the IRUAT course. From here, you should proceed through the rest of the course, using the navigation buttons at the bottom of the screen, and answering the quiz questions along the way.



Course Understanding and IRUA Acceptance Form

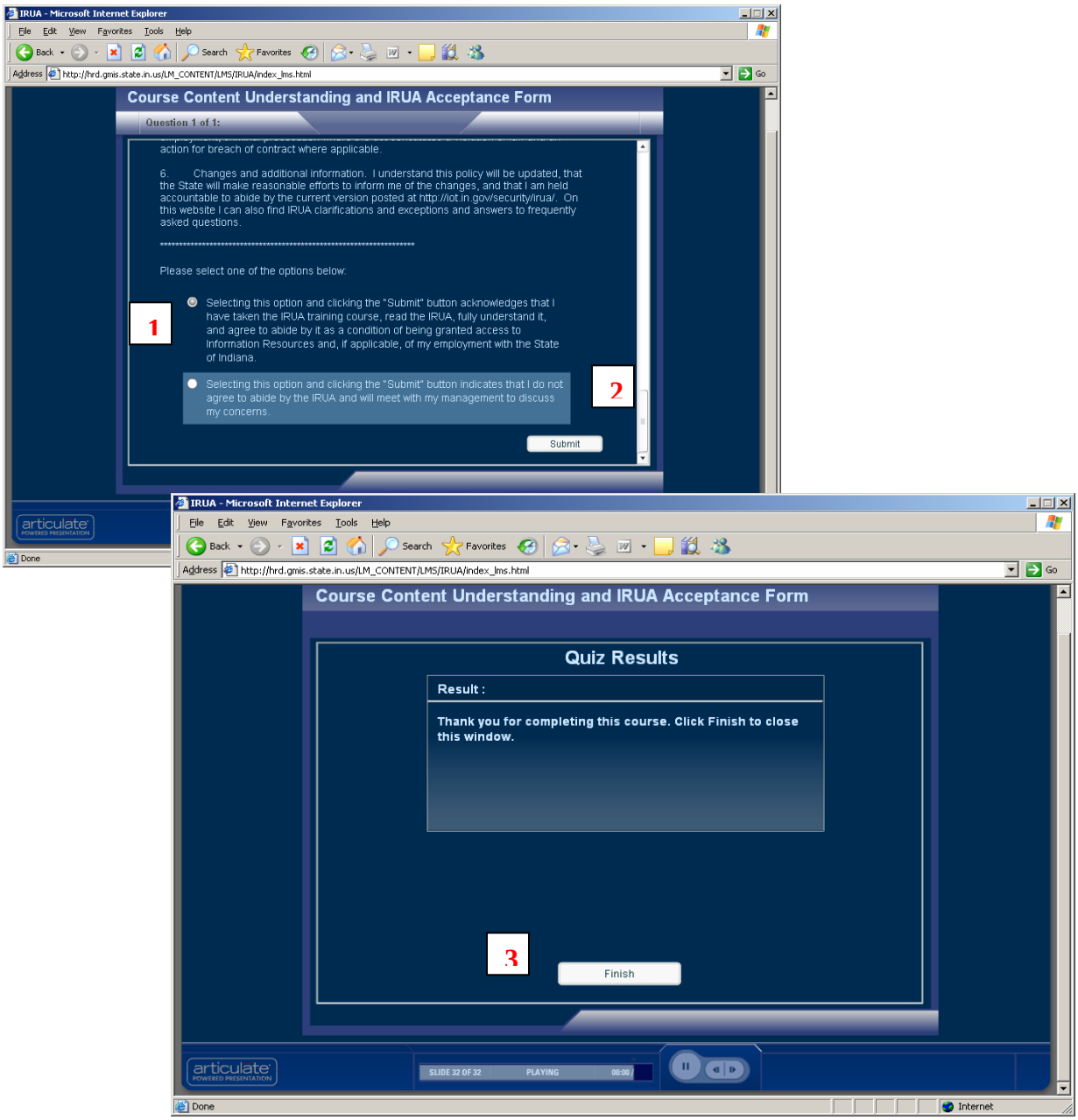
On the final pages of the online IRUAT course, you will be shown the screen below. You should read this form carefully, and then make your selection choice at the bottom of the page (also shown below).



Finishing the Online Course

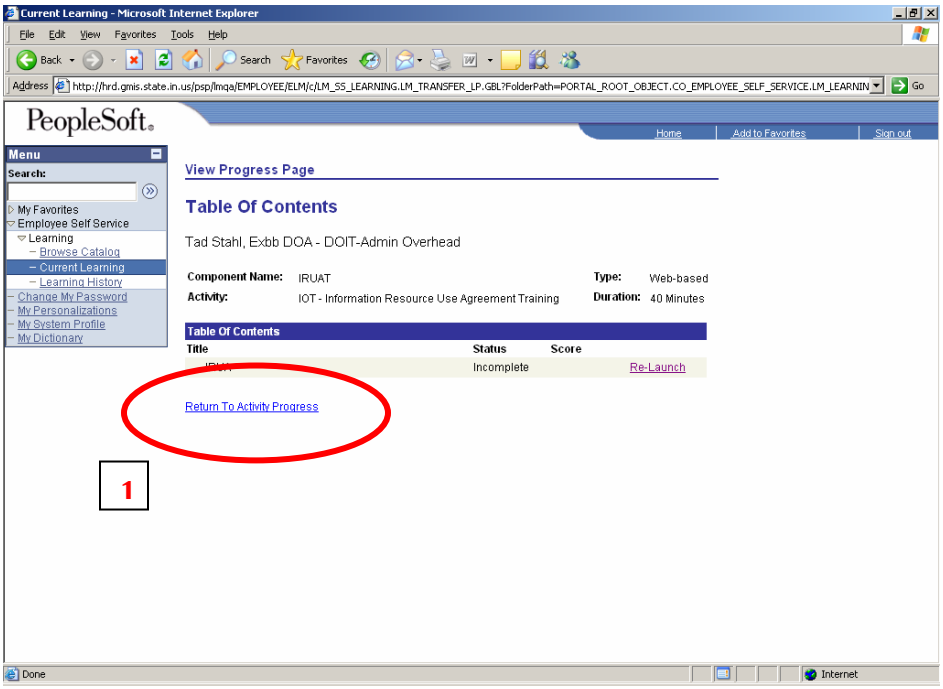
Once you have selected your option on the Course Content and Understanding Form, you will see the “Submit” button on the bottom right-hand side of your screen.

1. Select one of the two options shown below.
2. Click the “Submit” button. This will take you to the final page of the online course.
3. Click the “Finish” button, and your browser window should close automatically. You will see the Table of Contents page, where you launched the online course from.

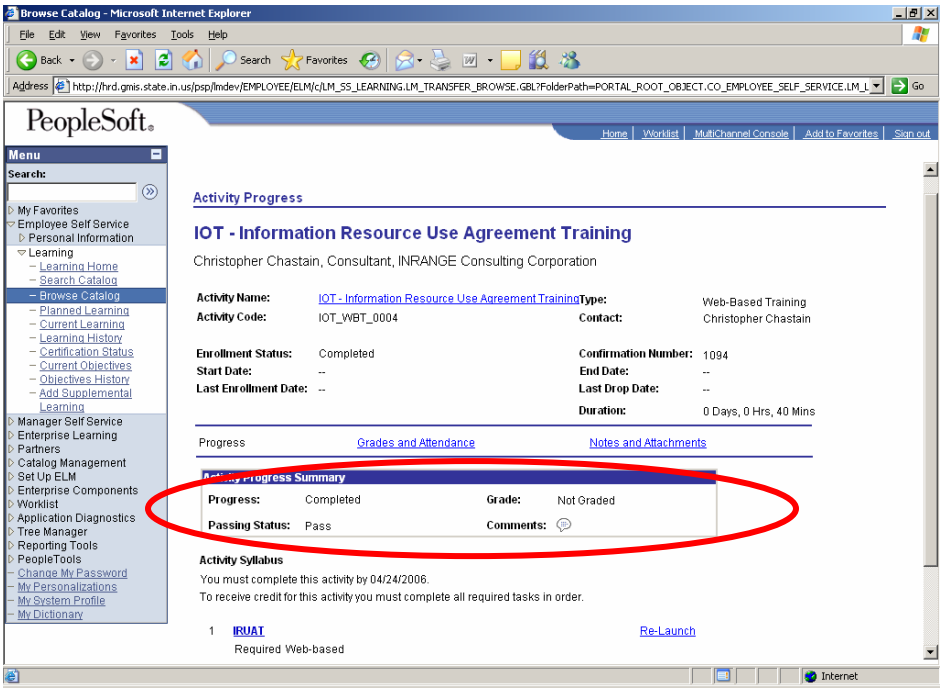


Checking Your Completion

1. Once you click the "Finish" button in the training module, the window closes, and you will see the page below. You should now click the "Return To Activity Progress" link (circled in red below).



2. After clicking the "Return To Activity Progress" link, you will be returned to the Activity Progress page (shown below). Viewing the Activity Progress Summary area (circled in red below) you are able to see your updated status for completion.



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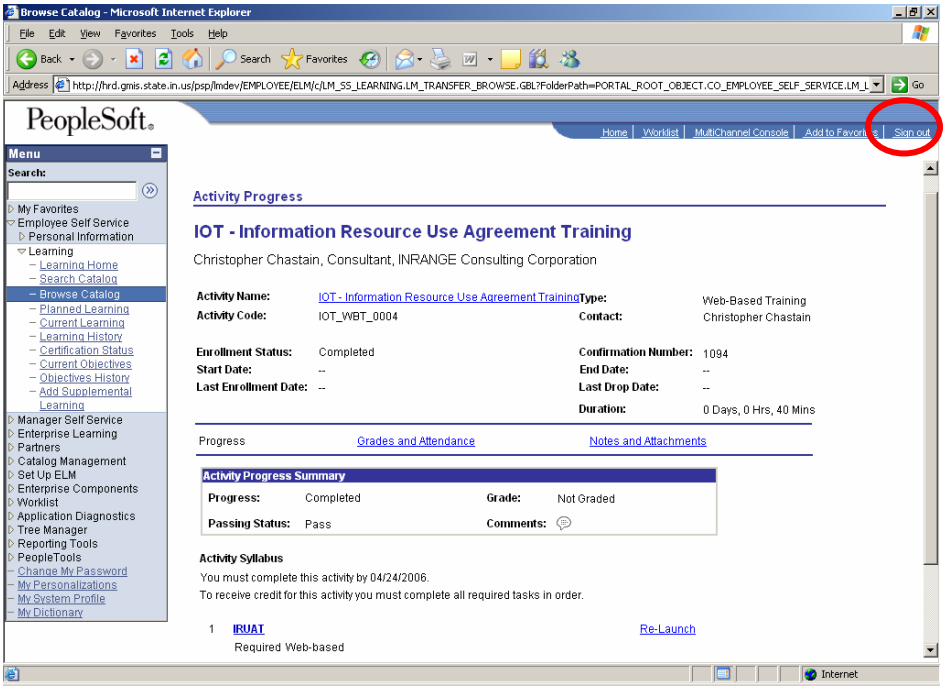
Logging Out of PeopleSoft

When you have completed the IRUAT, and validated your completion status you will be ready to log out of PeopleSoft.

If you need to log out of PeopleSoft before finishing the course, you can resume your work from the point you left off at. This is illustrated in the next section of this document.

Remember that if you would ever like to review the training course, or need to re-take it after receiving an "Incomplete" status, you can do that easily through the Training History page, which is covered at the end of this document.

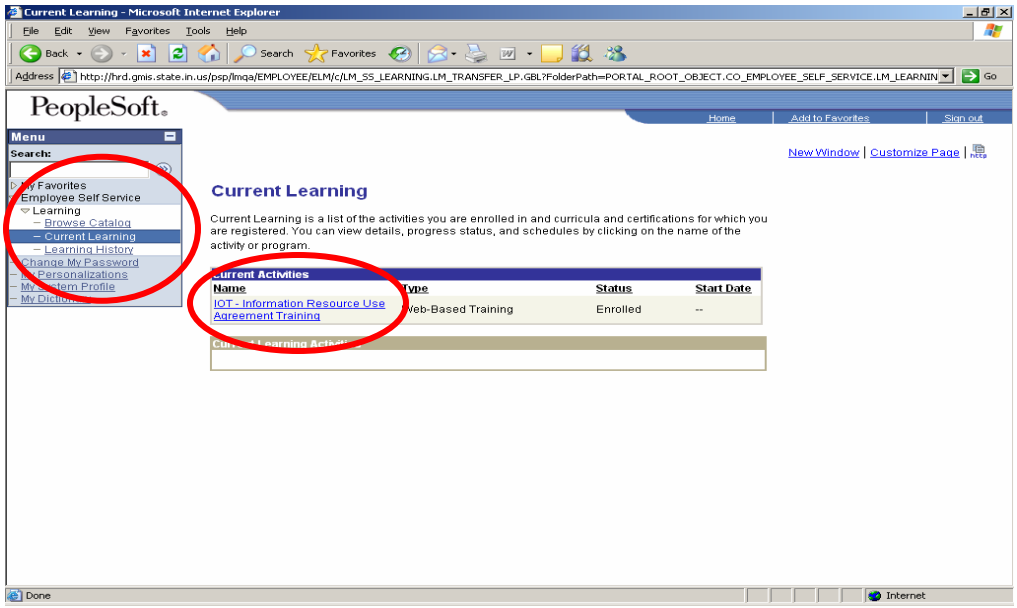
To log out of PeopleSoft, simply click the Sign Out link in the upper-right-hand corner of any page (circled in red below). From there you can close your browser.



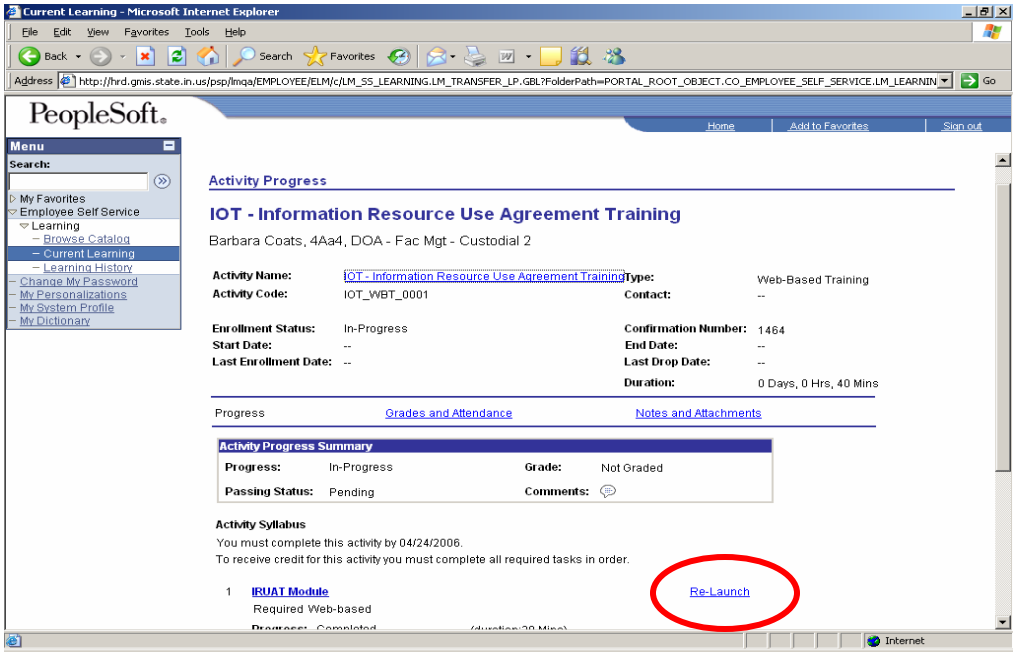
Stopping and Resuming the Course

If you find it necessary to close the training course before you have completed it, or need to sign out of PeopleSoft for any reason before you are done with the IRUAT, you can return to it at a later time, and pick up where you left off. To do this:

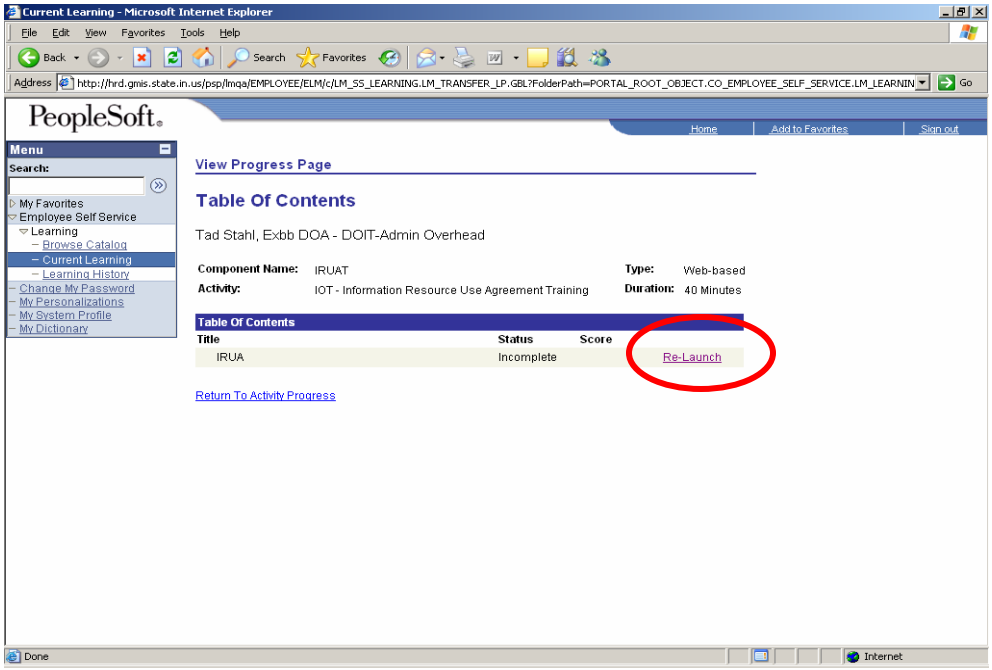
1. Log back in to PeopleSoft as illustrated in the earlier section of this guide.
2. Navigate to the Current Learning menu item, as shown below.



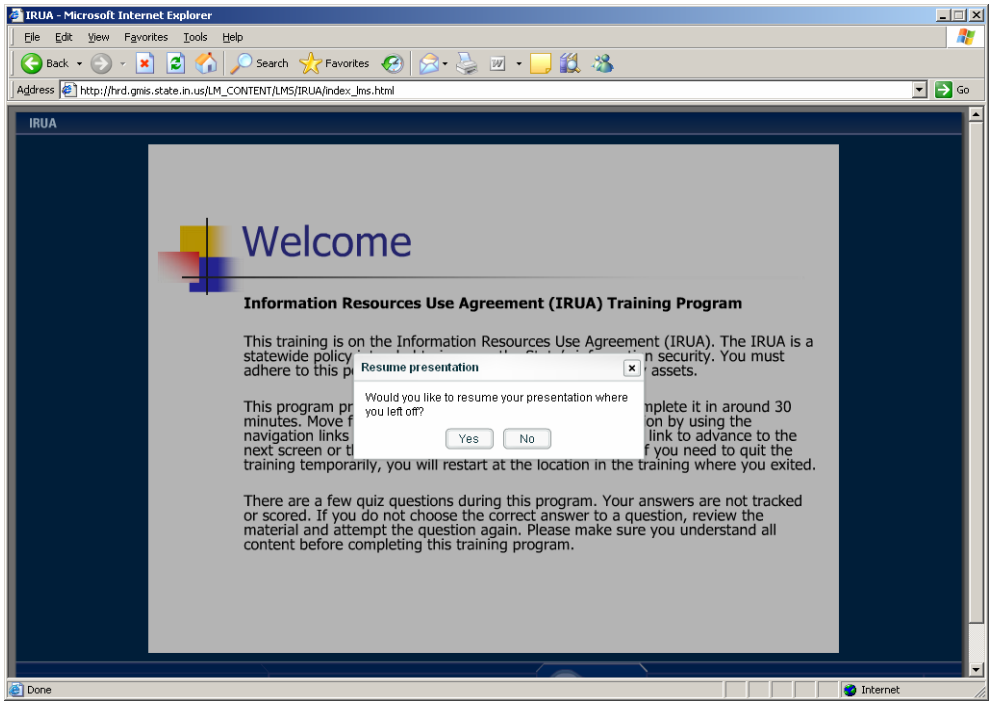
3. You will click the IOT-Information Resource Use Agreement Training link shown above. This will take you to the Activity Progress page, where you can restart the course.
4. You will click the "Re-Launch" link and be taken to the Table of Contents page.



5. From the Table of Contents page, you will click the "Re-Launch" link once again, and the IRUAT course will be re-opened in a new window.



6. The system knows you are returning, and will ask you if you would like to resume from where you left off in the training (shown below). Answering "yes" will take you to the last page you were on before exiting. Answering "No" will re-start you at the beginning of the course.



7. Follow the steps to completion, outlined in the early section of this guide, to complete the course, validate your completion status, and sign out of PeopleSoft.

Re-Taking or Reviewing the IRUAT

How Re-Taking the Course Works

If you do not successfully complete the course on your first attempt, you will be able to easily re-take the course, which is outlined in this section of the user guide. When you have previously failed the course and been given an incomplete status, and then successfully complete the course on a subsequent attempt, your record will be updated with a passing and completed status.

How Reviewing the Course Works

If you just want to review the policy and training, you can also do that, and you will learn how in this section of the user guide. If you previously passed and completed the IRUAT and are later reviewing it, your completion status will not change. In other words, if you are reviewing the course and don't answer the question at the end of the training correctly, your status will not be updated to fail/incomplete.

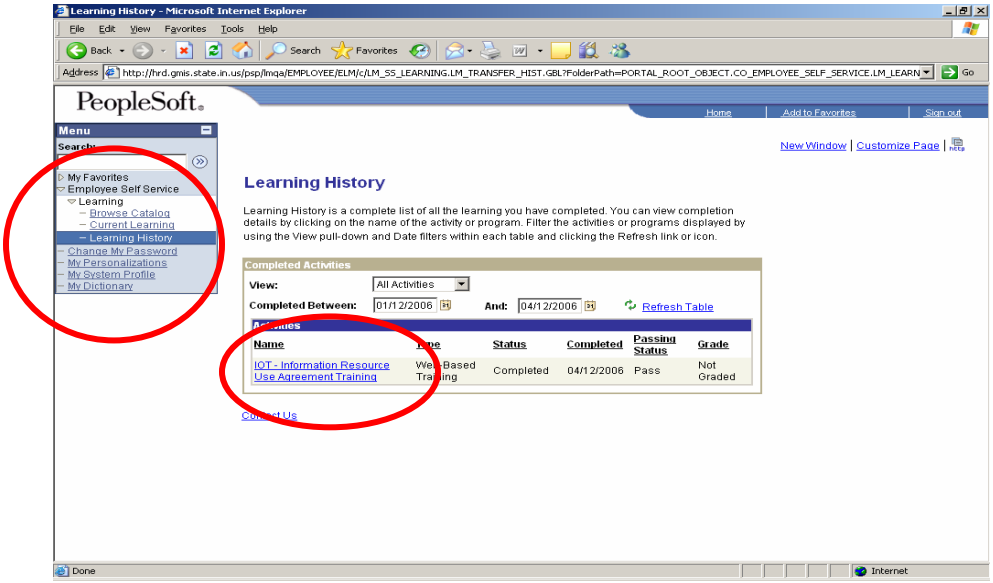
In either case, what you need to remember is that you can only update your training record for the better when you re-take or review. The system will not update your record with a fail/incomplete once you have successfully passed and completed the IRUAT.

If You Need to Review or Re-Take

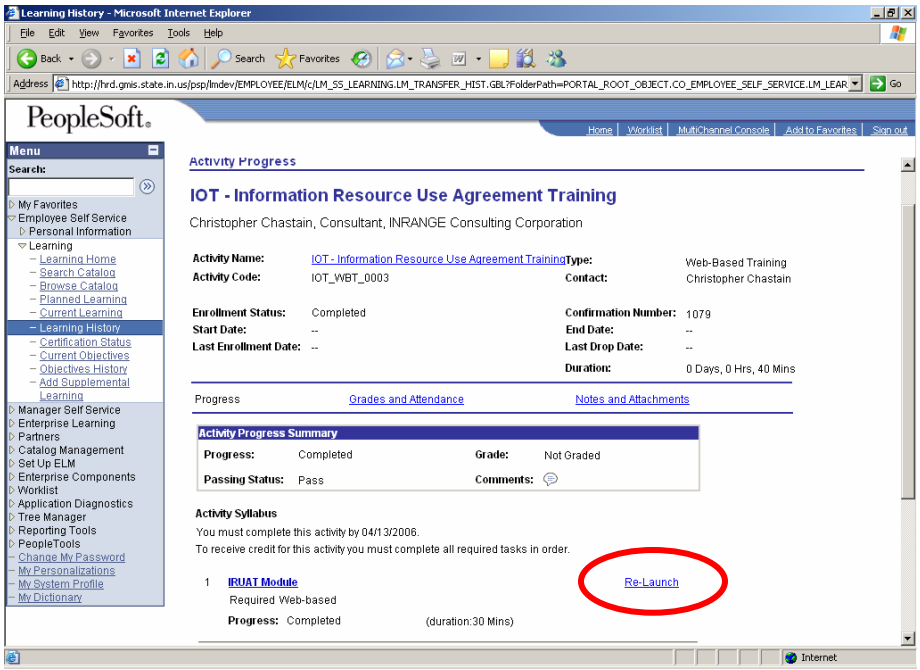
If you need to re-take the IRUAT to receive a completed status, or you would like to review the course at any time to be sure you are adhering to its policy, you can do so through the Learning History page.

To access the Learning History page, log in to PeopleSoft as illustrated in the beginning of this document. You will navigate to the Learning History menu item, as shown below.

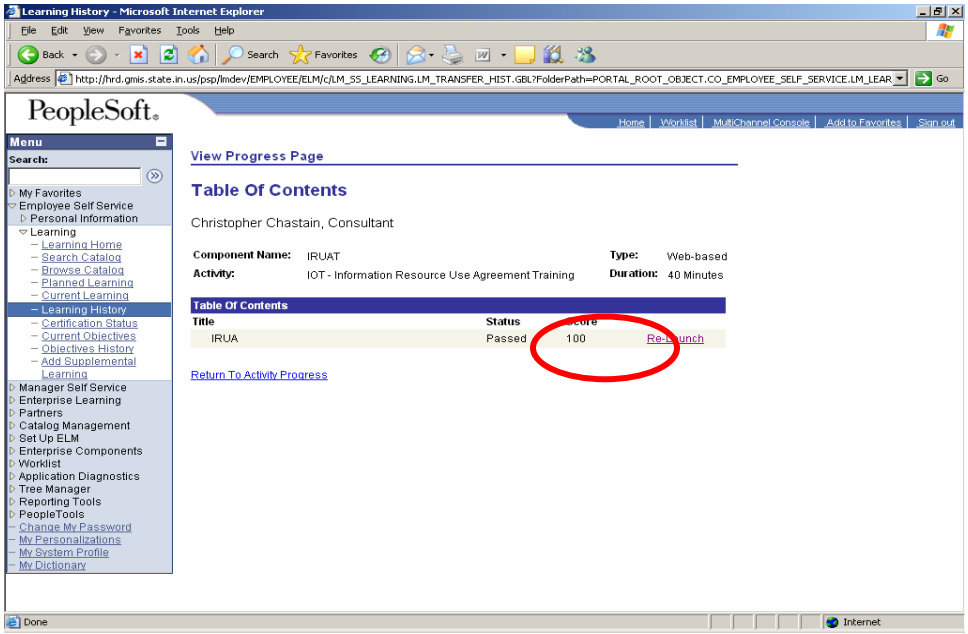
1. You will click the IOT-Information Resource Use Agreement Training link shown above. This will take you to the Activity Progress page, where you can restart the course.



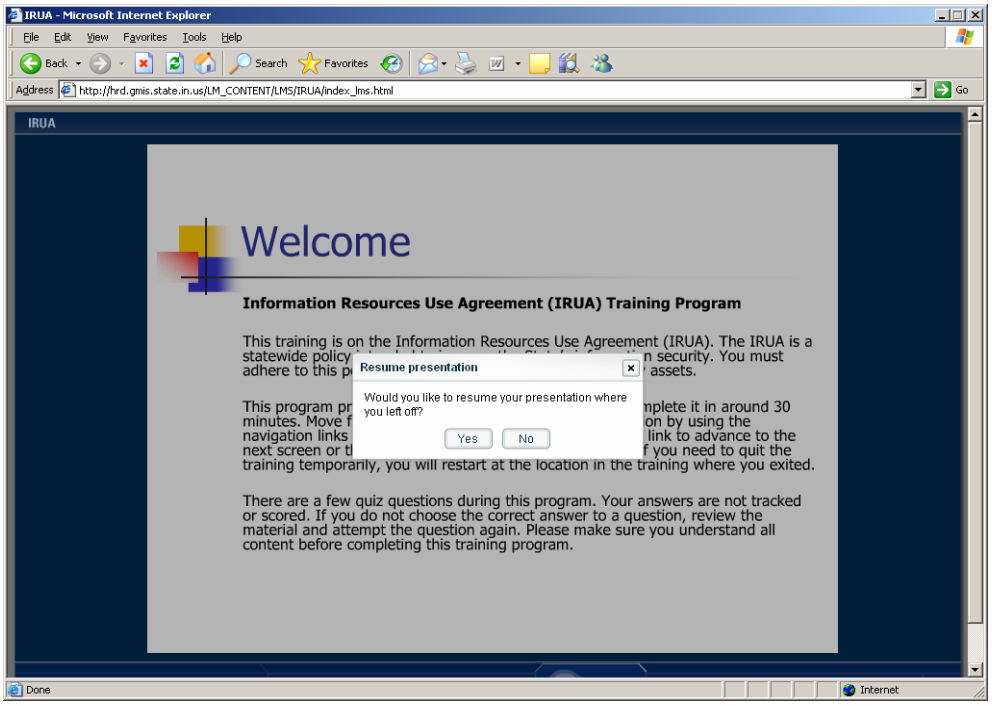
2. You will click the "Re-Launch" link and be taken to the Table of Contents page.



3. From the Table of Contents page, you will click the "Re-Launch" link once again, and the IRUAT course will be re-opened in a new window.



4. If you want to review the course in full, you will want to say "No" to the question shown below, so that you can be returned to the beginning of the course.



5. Follow the steps to completion, outlined in the early section of this guide, to complete the course, validate your completion status, and sign out of PeopleSoft.