

# Employee Manual

## My Learning Application in PSC Client

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*Saskatchewan* 

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## 1. Introduction

This manual outlines the processes and procedures in the My Learning Application in PSC Client.

## 2. Recommended Browser

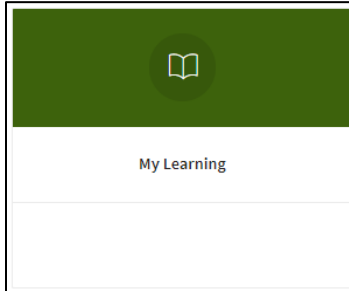
It is recommended that you use Google Chrome, Edge or Mozilla Firefox.

## 3. Terminology

- **Course** – A course is the top level of the course/class/session structure. One course can have many classes attached. A course contains overarching information pertaining to the course and all the classes within it. Every course needs at least one class. Learners cannot register in a course but will register for a class.
- **Class** – A class is the next level of the course/class/session structure. Classes are created from within a course. A class contain specific details for the learner for the class, such as date, time, cost, etc. Learners will register for classes.
- **Session** - Part of the class set-up, this allows for classes that are extended over multiple days to show the exact time, location, etc. for each day.
- **Course Code** – All courses are automatically assigned a system generated course code.
- **Resources** - Every course has the ability to attached resources to the supplement the training. This can be a variety types of resources, such as Word documents, PowerPoints and PDF's.
- **Inquiries** – These are the reports that can be run in the My Learning App and Inquiries portal.
- **Learning Paths** – Are a series of courses strung together for the purposes of completing learning as a series of courses and/or in a particular order.

## 4. Getting Started

1. Log into PSC Client using your username and password.
  - For assistance with logging into PSC Client, contact the Human Resource Service Centre.
2. The My Learning Application is on your PSC Client landing page.



- My Learning Application is used to register for Classes. All employees will have access to this Application.

## 5. My Learning Homepage

This is the main page for employees in the My Learning App. It is comprised of four main sections as outlined below.

### 5.1 Additional Options Menu



This section contains quick links to additional functionalities of PSC Client My Learning Application:

- **View All my Learning:** Displays a report of all learning data, including courses registered in, external courses, and completed courses.
- **View Training Catalogue:** Displays a report of all Courses in the PSC Client Learning Application, as well allows users to revisit Awarded training for review.
- **Register for External Training:** Provides a form to gain registration approval and tracking of courses taken outside of the Government of Saskatchewan's learning offerings.

These sections will be outlined in greater detail in Section 8 of this manual.

## 5.2 Registered Training Display

Registered Training			
Registration ID	Class Code	Course Name	Status
<a href="#">LR-000007</a>	TR-00001-1	Making Payments in Government	In-Progress
<a href="#">LR-000003</a>	TR-00002-1	Office Ergonomics	Approved

The Registered Training section displays the learning registration for any training you have registered, and the status it is currently in, such as Submitted for Approval, Approved, or In-Progress status.

- **Registration ID:** The auto-generated number for an Learner’s registration to a course. This link takes you to the Learner Registration page where e-Learning/ (SCORM), URL/LMS or Virtual trainings can be launched, as well as where registration can be cancelled.
- **Class Code:** The system generated number for the registered class.
- **Course Name:** The name of the registered training.
- **Status:** Learner Status in the class (Submitted, Approved, In-Progress or Awarded).

## 5.3 Mandatory Training Display

Mandatory Training			
Course Code	Course Name		Status
<a href="#">LR-000003</a>	TR-00002-1	Office Ergonomics	Approved

Displays a list of all corporately mandated mandatory training.

**Note:** If you have taken the mandatory training in “Old Learn”, you do not need to retake it in My Learning in PSC Client, but you are welcome to review the training, for a refresher.

- **Course Code:** The auto-generated number to a course. If not registered to this course, this link will take you to the course page, however if registered this link takes you to the Learner’s registration page where e-Learning (SCORM), URL/LMS or Virtual Trainings can be launched, as well as where registration can be cancelled if needed.
- **Course Code:** The system generated number for the course.
- **Course Name:** The name of the registered training.
- **Status:** This will display the course status (not currently available/open for registration), however if registered to the class it will display Learner status (Submitted, Approved, In-Progress or Awarded).

## 5.4 Training Catalogue

Training Catalogue			Search...
Course Code	Course Name	Status	
<a href="#">LP-00018</a>	EE - Executive Education Program	Open for Registration	
<a href="#">LP-00021</a>	CSRS ITP Training	Open for Registration	
<a href="#">LP-00022</a>	Managing Safely Learning Path	Open for Registration	

This section displays any training currently entered into the Learning Catalogue.

- **Code:** The auto-generated number to a Course or Learning Path. This link will take you to the Course page or Learning Path page.
- **Course Name:** The name of the Course.
- **Status:** This will display the course status: “Not Currently Available” (means the class is in the catalogue, but there are not current offerings) or “Open for Registration”. If registered to a class the Status will display: “Submitted”, “Approved”, “In-Progress” or “Awarded”.

## 6. Classes

Classes are the individual offerings of a Course. A Course can have multiple class offerings, every class is attached to one parent Course. A class contain specific details about the class, such as date, time, cost, etc. Learners can only register for one class per course.

### 6.1 Registering to a Class

To register for a Class:

1. Locate the Course you would like to register for, by searching the Training Catalogue.
2. Click the **Code** to open the Course Page.

Training Catalogue			Search: Fraud Awareness
Course Code	Course Name	Status	
<a href="#">TR-00166</a>	Fraud Awareness	Open for Registration	

The Course Information Page will display providing additional information such as:

- **Course Description:** Provides information such as course objectives, course length, and any other relevant information.
- **Class Summary:** Provides detailed Class information.

- **Code:** Auto-generated class number.
- **Delivery Method:** e-Learning, URL/LMS, Virtual or Classroom offering.
- **Details:** Will display if available online, if in person training this will display Session Details (Dates, Start and End times).
- **Registration Deadline:** The date and time that registrations for this class are accepted.
- **Status:** Class status (Open for Registration, Closed for Registration, In-Progress, Complete, Waitlist).

3. Click the Class **Code** for the corresponding class to register to that particular offering.

Class Information				
Class Summary				
Code	Delivery Method	Details	Registration Deadline	Status
TR-00166-1	e-Learning (SCORM)	Available online		Open for Registration
TR-00166-2	e-Learning (SCORM)	Available online		Open for Registration
TR-00166-3	e-Learning (SCORM)	Available online		Edit

The Class Page with Registration option will display. This page displays additional information such as such as: Instructor, Registration Deadline and Participant Registration fee.

4. Click **Register for Class** to initiate the registration process.

**Class - TR-00166-1**

Status: Open for Registration

**Register for Class**

**Course Information**

**Course**  
TR-00166 - Fraud Awareness

**Description**  
This 20 minutes e-Learning module on fraud awareness will provide employees with knowledge and tools to detect and report fraudulent activities including information on the common types of fraud, the methods in which fraud is committed and the methods in which fraud can be minimized.

- If the class requires Supervisor Approval, an email will be sent to the Learner's direct supervisor requesting review and approve. The Learner's status will reflect that by indicating Pending Approval. Once Approved, the Learner's status will be Approved.
- If there are Dietary or Accommodation requirements, a Registration Details section will populate allowing the Learner to indicate requirements.
- Fill out required information, and click **Register for Class**.

**Registration Details**

Please complete the registration form questions and submit your registration.

Do you have any dietary restrictions?\*

Yes No

Do you require an accommodation?\*

Yes No

**Register for Class**

## 6.2 Launching a e-Learning(SCORM), URL and Virtual Class

Certain Class types such as e-Learning (SCORM), URL, or Virtual classes may require the Learner to “launch” the training.

To launch a training:

1. Click the **Registration ID** from the Registered Training list.

Registered Training			
Registration ID	Class Code	Course Name	Status
<a href="#">LR-00007</a>	TR-0001-1	Making Payments in Government	In-Progress
<a href="#">LR-00003</a>	TR-0002-1	Office Ergonomics	Approved

The Learners Class Registration Page will display. This page contains important information regarding the registration, and depending on the Course type (e-Learning SCORM, URL, Classroom, or Virtual) may contain important information to review. This page is outlined in greater detail in section 8.

2. Click the **Launch Training Button** on the Learner Registration Page to begin the training.



**Security Awareness 2020**

Status: In-Progress

[Cancel Registration](#)

**Registration Information**

Registration ID: LR-007477

Date Registered: 20-Jul-2021 11:21:17

---

**Class Information**

Class Code: TR-00200-1

Course Name: Security Awareness 2020

Start Date:

Fee: \$0.00

Expiry Date:

**Course Description:**

This 20 minute interactive E-learning class will increase security awareness and facilitate employees understanding of IT Security Policies, procedures, roles and responsibilities.

Topics covered in Security Awareness include:

- \*Email and internet security,
- \*Identity Theft,
- \*Government IT Security Policies,
- \*Phishing attacks,
- \*Mobile Computing Devices and much more.

The goal of the Security Awareness Program is to engage and enable staff to protect the confidentiality, availability and integrity of Government's information and assets.

[▶ Launch Training \(LMS\)](#)

### 6.3 Cancelling Registration from a Class

To cancel a training registration:

1. Click the **Registration ID** from the Registered Training list.

Registered Training			
Registration ID	Class Code	Course Name	Status
<a href="#">LR-000007</a>	TR-00001-1	Making Payments in Government	In-Progress
<a href="#">LR-000003</a>	TR-00002-1	Office Ergonomics	Approved

The Learners Class Registration Page will display. This page contains important information regarding the registration, and depending on the Course type (e-Learning SCORM, URL, Classroom, or Virtual) may contain important information to review. This page is outlined in greater detail in section 8.

2. Click the **Cancel Registration Button** on the Learner Registration page.

Security Awareness 2020

Status  
In-Progress

Cancel Registration

---

Registration Information

Registration ID	LR-007477
Date Registered	20-Jul-2021 11:21:17

---

Class Information

Class Code	TR-00200-1
Course Name	Security Awareness 2020
Start Date	
Fee	\$0.00
Expiry Date	

Course Description:

This 20 minute interactive E-learning class will increase security awareness and facilitate employees understanding of IT Security Policies, procedures, roles and responsibilities.

Topics covered in Security Awareness include:

- \*Email and internet security,
- \*Identity Theft,
- \*Government IT Security Policies,
- \*Phishing attacks,
- \*Mobile Computing Devices and much more.

The goal of the Security Awareness Program is to engage and enable staff to protect the confidentiality, availability and integrity of Government's information and assets.

▶ Launch Training (LMS)

## 6.4 Re-Launching e-Learning (SCORM) or URL Content after Completion

Once training has been awarded, it no longer will appear in Registered Training list. In order to re-launch a e-Learning (SCORM) or URL content learners must use the View All My Training button.

To re-launch past completed training:

1. Click the View All My Training button located on the right of the My Learning home page.

My Learning

View all my Training
View Training Catalogue
Register for External Training

2. Click the appropriate **Class Code** to return to Class Registration Page

Employee Inquiry		Report Date 06-Dec-2023						
1 - 41								
Course Name	Class Code	Delivery Method	Registration Status	Registration Date	Awarded Date	Class Length	Registration Fee	
Supervisor Development Program Pre-Requirement Readings	TR-00453-1	URL/LMS Class	Awarded	08-Jul-2021	08-Jul-2021	4	-	
Overarching Security Policy	TR-00196-1	e-Learning (SCORM)	Awarded	20-Jul-2021	20-Jul-2021	30 minutes	0	
Security Awareness 2020	TR-00200-1	e-Learning (SCORM)	In-Progress	20-Jul-2021	-	1 hour	0	

3. Once the Registration Page has loaded, click the **Launch Training** option to review the online material

## Security Awareness 2020

Status  
In-Progress

Cancel Registration

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### Registration Information

Registration ID: LR-007477

Date Registered: 20-Jul-2021 11:21:17

---

### Class Information

Class Code: TR-00200-1

Course Name: Security Awareness 2020

Start Date:

Fee: \$0.00

Expiry Date:

---

### Course Description:

This 20 minute interactive E-learning class will increase security awareness and facilitate employees understanding of IT Security Policies, procedures, roles and responsibilities.

Topics covered in Security Awareness include:

- \*Email and internet security,
- \*Identity Theft,
- \*Government IT Security Policies,
- \*Phishing attacks,
- \*Mobile Computing Devices and much more.

The goal of the Security Awareness Program is to engage and enable staff to protect the confidentiality, availability and integrity of Government's information and assets.

▶ Launch Training (LMS)

## 7. Registering to a Learning Path

Learning Paths are a series of courses strung together for the purposes of completing learning as a series of courses and/or in a particular order.

To register to a Learning Path:

1. Click the LP **Code** from the Training Catalogue list. Training Codes starting in LP indicating it is a Learning Path offering.

Training Catalogue		
Course Code	Course Name	Status
LP-00022	Managing Safely Learning Path	Open for Registration

2. Click **Register for Learning Path**.

### LP-00022 - Managing Safely Learning Path

Status  
Open for Registration

**Register for Learning Path**

---

#### Identification Information

Code: LP-00022

Name: Managing Safely Learning Path

Copy this link to share this Learning Path: [https://pscclient-uat-19.fcicanada.com/ords/f?p=151:2:0:HIDE\\_TREE:NO::CUR\\_GRP\\_ID,CUR\\_TOP\\_GRP\\_ID,TEMP\\_TOP\\_GRP\\_ID:6267137,](https://pscclient-uat-19.fcicanada.com/ords/f?p=151:2:0:HIDE_TREE:NO::CUR_GRP_ID,CUR_TOP_GRP_ID,TEMP_TOP_GRP_ID:6267137,)

Minimum # of courses required to complete: 6  
They will need to complete all mandatory courses and at least the number of courses specified here in order to complete the learning path.

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#### Learning Path Description

This course reviews the various legal requirements under OHS legislation for managers/supervisors. The course is broken into 5 separate steps to guide the learner through the various obligations, responsibilities, duties and information a supervisor requires to safely manage the work of employees.

This course provides a GoS online alternative to the WorkSafe Sask in-class 8 hour course: Supervision and Safety.

This course confirms a manager/supervisor knowledge of duties, responsibilities under OHS legislation by compelling participants to complete a final exam.

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#### Learning Path Details

Course Code	Course Name	Required	Your Status
<b>Section 1 - Managing Safely Steps (All learning activities are mandatory)</b>			
TR-00302	Managing Safely Step 1	Mandatory	Not Applicable
TR-00303	Managing Safely Step 2	Mandatory	Not Applicable

3. Click the **Course Code** of the Course inside the Learning Path you wish to take and complete class registration steps outlined in section 6.1. Repeat the Course/Class registration process until all required and optional trainings desired have been registered too.

## 8. Learner Registration Page Classroom/Virtual Offering Details

The Learner Registration Page contains important details for In-person, or Instructor lead Virtual trainings. Outlined below are some valuable additional details found on the Learner Registration Page regarding to a Classroom or Virtual training offering.

[↑ My Learning](#) | [Employee Inquiry](#)
⋮

## PSC Spring 2023 Leadership Forum

Status  
Awarded 🗒

Admin Cancel Registration ▼

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### Registration Information

Registration ID	LR-186590
Date Registered	28-Apr-2023 15:07:46

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### Class Information

Class Code	TR-01433-1
Course Name	PSC Spring 2023 Leadership Forum
Start Date	09-May-2023 00:00:00
Fee	
Expiry Date	31-Dec-9999
Sessions	: Tuesday, 09-May-2023 - 08:00 to 12:00
Location	Double Tree Inn at 1975 Broad Street

### Course Description:

PSC will be holding the next Leadership Forum on Tuesday, May 9, 2023.

The theme this year is: **Creating Psychologically Safe Spaces for Inclusion and Well-being**. This will be an interactive session with some robust discussion around Strong Self and Strong Teams.

The forum will be held at the [Double Tree Inn](#) at 1975 Broad St. from 8 a.m. to noon. There will be lots of time for breakfast and networking before the formal session starts.

Registration Deadline is May 1.

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### Registration Details

Do you have any dietary restrictions?  Yes  No

Do you require an accommodation?  Yes  No

- **Registration ID:** Unique system generated code specific to this registration.
- **Date Registered:** Date and time of Learner registration to class.
- **Start Date:** Date class will start on.
- **Sessions:** Date, time and number of sessions in this class. (If a class continues over a number of days, multiple sessions will appear).
- **Location:** Physical location of the training.
- **Resources for Class:** Any attached documents relate to training (e.g. pre-work or forms to complete). Click, **Click here to open Document**, to view materials attached.
- **Registration Details:** If Class required Dietary/Accommodations information, this area displays Learners response.

**Note:** If the Virtual Class has a URL option, there will also be a Launch Training Button on this screen.

## 9. Additional Options Menu Explained

This section contains quick links to additional functionalities of PSC Client My Learning App.

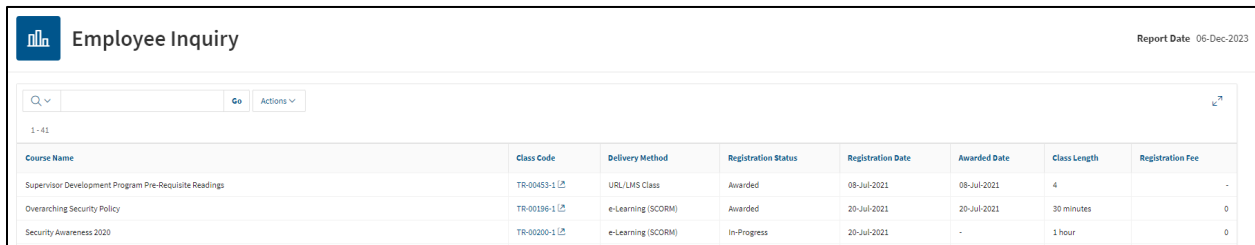


### 9.1 View all my Training

1. To view all of your personal training history click the **View all my Training** button.



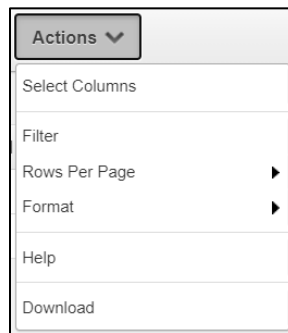
The Employee Inquiry screen will populate displaying all of the current, completed and rejected training.



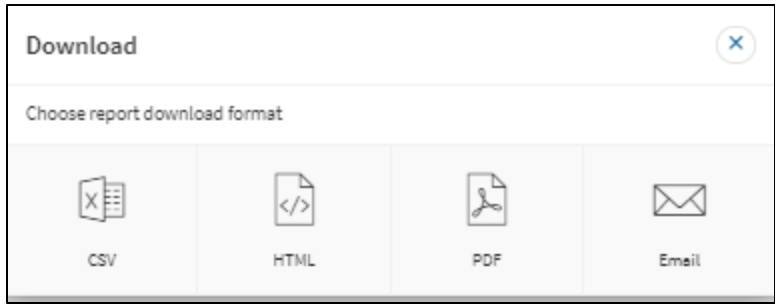
The screenshot shows the "Employee Inquiry" screen. At the top left is a search bar with a magnifying glass icon, a "Go" button, and an "Actions" dropdown. Below the search bar is a table with the following data:

Course Name	Class Code	Delivery Method	Registration Status	Registration Date	Awarded Date	Class Length	Registration Fee
Supervisor Development Program Pre-Requisite Readings	TR-00453-1	URL/LMS Class	Awarded	08-Jul-2021	08-Jul-2021	4	-
Overarching Security Policy	TR-00196-1	e-Learning (SCORM)	Awarded	20-Jul-2021	20-Jul-2021	30 minutes	0
Security Awareness 2020	TR-00200-1	e-Learning (SCORM)	In-Progress	20-Jul-2021	-	1 hour	0

2. To customize, or download a copy of this summary, click the **Actions** dropdown.



3. Choose your customizations, by adding a "Filter", choose the number of "Rows Per Page", or sort the snapshot using the "Format" option.
4. To download a copy, click **Download**.
5. Choose the file type, by clicking on one of the options that appear.



The file will download to your computer.

## 9.2 View Training Catalogue

1. To view a comprehensive listing off all training available to a Learner click the **View Training Catalogue** button.



The Current Learning Catalogue screen will populate displaying all of the PSC Client Learn

The image shows the 'Current Learning Catalogue' screen. It has a search bar with a magnifying glass icon, a 'Go' button, and an 'Actions' dropdown menu. Below the search bar, it says '1 - 50' with a right arrow. The main content is a table with two columns: 'Code' and 'Name'. Each row contains a code and a name, with a small external link icon next to the code.

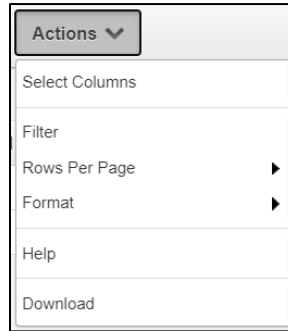
Code	Name
TR-01062	JSGS PWS Treasury Board Simulation
TR-01075	French - Intermediate 2
TR-01057	Anti-Harassment Policy Training (Virtual)
TR-01154	JSGS PWS: Reconciliation: Moving from Mandates to Action
TR-01150	JSGS PWS: Writing for Government
TR-01239	2022/2023 Corporate Mentorship Program Launch Event
TR-01248	An Overview of Project Management

training material.

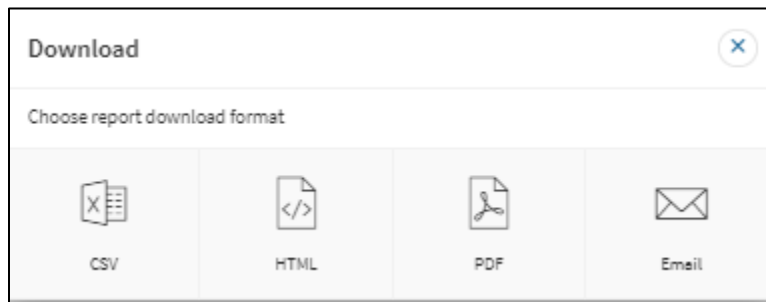
Applications

**Note:** LP = Learning Paths, TR = Individual Training Courses.

2. To customize, or download a copy of this summary, click the **Actions** dropdown.



3. Choose your customizations, by adding a "Filter", choose the number of "Rows Per Page", or sort the snapshot using the "Format" option.
4. To download a copy, click **Download**.
5. Choose the file type, by clicking on one of the options that appear.



The file will download to your computer.

### 9.3 Register for External Training

Occasionally you will want or need to attend training hosted outside of the Government of Saskatchewan. PSCClient has an approval and reporting process for these External Trainings. Entering an External Training into PSCClient allows it to display in a Learners Training History to provide a full and complete picture of your knowledge and training background.

1. Click the **Register for External Training** button.



The External Registration Form will display.



My Learning

Employee: Darren L Bielecki

Status: Not Submitted

Cancel Registration Submit for Approval

**Registration Information**

Registration ID: LR-214986

Date Registered: 06-Dec-2023 15:53:21

**Class Information**

This is a request for Training that is not provided by the Government of Saskatchewan, please provide and review the details for the training request below.

**Course Description:**

**External Training Details**

Name of Training\*

Name of Provider\*

Description\*

Cost of Training\*

Start Date\*

End Date\*

Submit for Approval

2. Complete the required fields on the External Registration Form page.
  - a. **Name of Training:** Title of requested training.
  - b. **Name of Provider:** Organization hosting training.
  - c. **Description:** What is the training about, learning objectives and goals.
  - d. **Cost of Training:** Monetary cost of training.
  - e. **Start/End Date of Training:** When does this training being, and end.
3. Click **Register for Approval**.

Once approved, and you have completed the training, verify the completed training with the supervisor. Supervisors will mark the training as complete to receive Awarded status.

For further support, please contact Learn Helpdesk at [Learn@gov.sk.ca](mailto:Learn@gov.sk.ca).