



MAGIC eLearning Course Instructions

Purpose

Although you will not register for eLearning courses in MELMS, you **MUST** access and complete eLearning courses from within MELMS to receive your certificate of completion. Use these step by step instructions to launch eLearning courses and/or print eLearning Concept Slides (when applicable).

NOTE: All eLearning courses have course codes in the "800" series, for example, RPT801 and LOG801.

Procedures for Launching the eLearning Courses

1. Log into [the Access Channel for Employees \(ACE\)](#) and click on **MELMS Student Center** under the **Employee Applications** heading.
2. Select **Course Descriptions** from the blue sidebar menu on the left. Next, select **All Courses** and type the course code you want to search for in the box to the right of **Search for these words:** and click on the **GO!** button.

Mississippi Enterprise Learning Management System
MELMS

Students

- Register for Classes
- Course Descriptions**
- Class Calendar
- My Assigned Curriculums
- My Online Courses In-Progress
- My Development Plan
- My Transcript
- My Training Calendar
- My Profile
- My Class Rosters
- Evaluate a Class

Agency Approval

- Registration Approval Requests
- Approver's Quick Reference
- Approver's Administrator's Quick Reference Guide

Course Search

Select the category or search the names of courses for specific words.

All Courses
DES - Dept of Employment Security
DES - Dept of Employment Security-Six Sigma
DFA/MMRS - Finance and Administration
DFA/MMRS - Finance and Administration-Access Channel for Employees

Search for these words:

Search All Words Search Any Words

GO!

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3. If your search was successful, you will see the course listed below the blue title bar. Click **SELECT**.

All Courses

Search All Words : MAGFIN810

Select a course for more information.

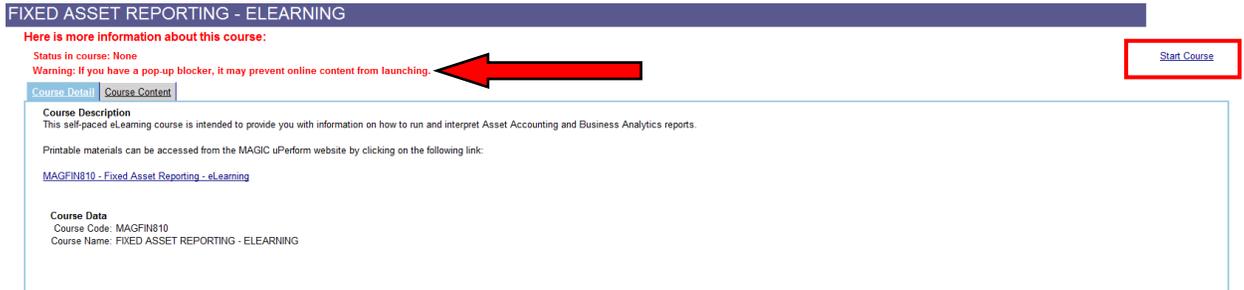
Course Code	Course Name
SELECT MAGFIN810	FIXED ASSET REPORTING - ELEARNING

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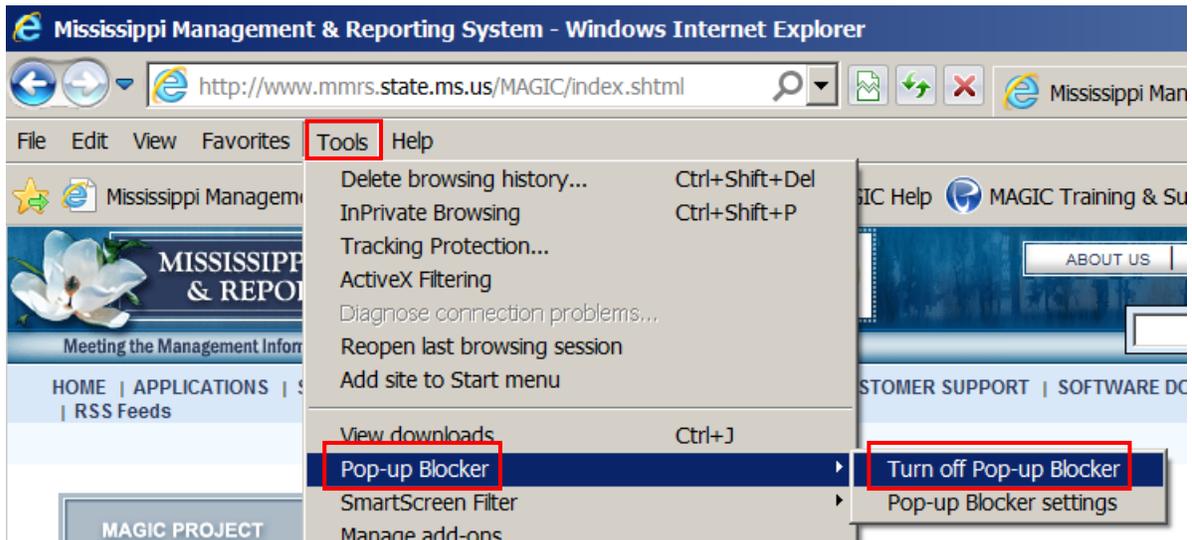
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- The next screen will show you basic course details. You will click on the **Start Course** link in the upper right hand corner of the screen. Please note the warning in red on the MELMS screen explaining that you may have to disable pop-up blocker to get to the online eLearning content. (See instructions for disabling the pop-up blocker at the end of this step.)



Instructions for Disabling Pop-up Blocker

To disable your Internet Explorer pop-up blocker, choose **Tools ->Pop-up Blocker ->Turn off Pop-up Blocker** as shown in the screen shot below. (Please note that these instructions are specific to Internet Explorer. If you are using another browser, please consult with your agency's IT contact.)



- After you click the **Start Course** link, the course should load in a separate window; however, if you get the following screen, you will need to click on the **Show all content** button.



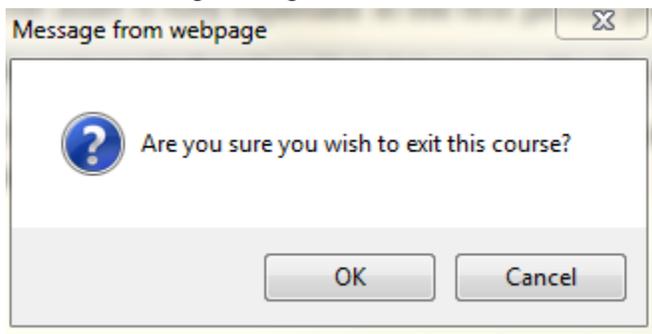


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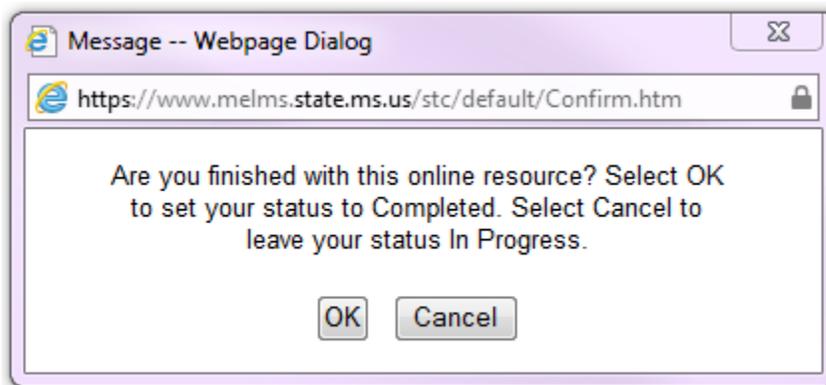
- At this point, the course has launched and you will see the navigation buttons (Back and Next) in the bottom right corner of the screen.
- In MELMS, you will see a message on the screen saying this course is in progress. You will need to leave MELMS open to continue taking your eLearning course.



- When you exit the eLearning course by choosing the **Exit** option in the upper right hand corner, you will see the following message. Click **OK** to exit the course or **Cancel** to continue taking the course.



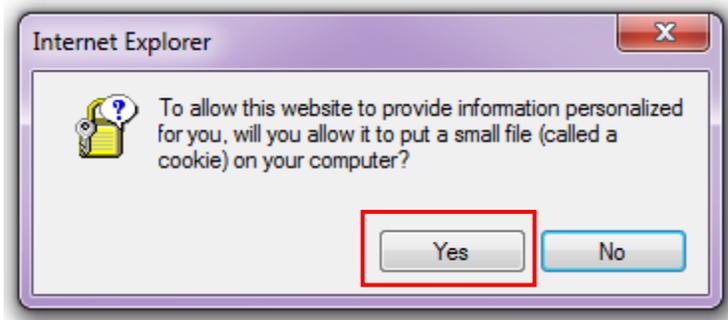
- If you have completed the course, click **OK**; otherwise click **Cancel** and you may resume your eLearning course in MELMS at a later time.





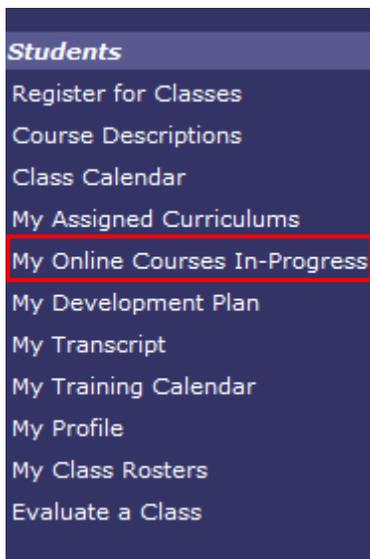
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10. If you see the screen below, you will need to click **Yes** to complete this step.

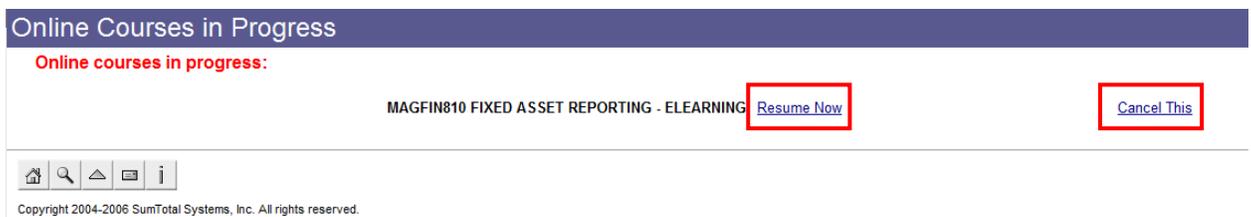


Procedures for Resuming an eLearning Course

1. To resume a course at a later time, you will select **My Online Courses In-Progress** on the left navigation bar within MELMS.



2. Click **Resume Now** to resume the course you would like to continue taking; or click **Cancel This** to end the course.





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- If you click **Resume Now**, the following screen will be displayed.

To continue taking the class, click **Continue Course or Restart Course**.

To end the class, click **Cancel This**.

- If you continue the course and you get the following screen, click **Show all content**.

- The course should appear in a separate window. To take the course, use the controls in the bottom right corner of the screen or follow the directions that appear on the screen.

Procedures for Accessing eLearning Training Materials

- Click the link in the **Course Name** column of the [MAGIC Training Course Detail](#) link on the MAGIC Training webpage of the MAGIC Project website as shown in the screen shot below.

Concept slides are the only training materials that are available for eLearning courses. Please note that not all eLearning courses have concept slides available.

Course Code	Course Name	Course Description	Prerequisite(s)	Delivery Method	Duration (hrs)	Security Roles
NAV101	MAGIC Overview & Navigation - WebGUI	At the end of this course , you will be able to describe MAGIC and its use at State of Mississippi, Explain areas of MAGIC Portal, log on to and log off of MAGIC, identify areas of the SAP Easy Access screen in the WebGUI, navigate to transactions in the WebGI, manage Favorite transactions, search for data in MAGIC, use multiple sessions in MAGIC, identify differences between MAGIC WebGUI and SAPGUI, and access and use many help options.		Hands-on	4	All Roles except for SRM Roles

- To print the materials, please refer to the **Procedures for Printing the Training Materials** section of the [Printing MAGIC Overview and Hands-On Classes](#) document.

Training Support

If you have questions or concerns about these steps, please call the MMRS Call Center at 601-359-1343, select option 6 and then option 1 to reach the MAGIC Training or email mash@dfa.ms.gov with "MAGIC Training" in the subject line.