
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
8205	LSO - SPB Professional Development Online Courses	Effective Date: 08/29/2016
		Version: 1

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Overview

Online training courses allow employees flexibility and convenience of completing a course at their convenience. The SPB *Professional Development Online Courses* require completion of a test and survey at the conclusion of the course, while other online courses do not have that requirement.

Magic Portal Logon Information

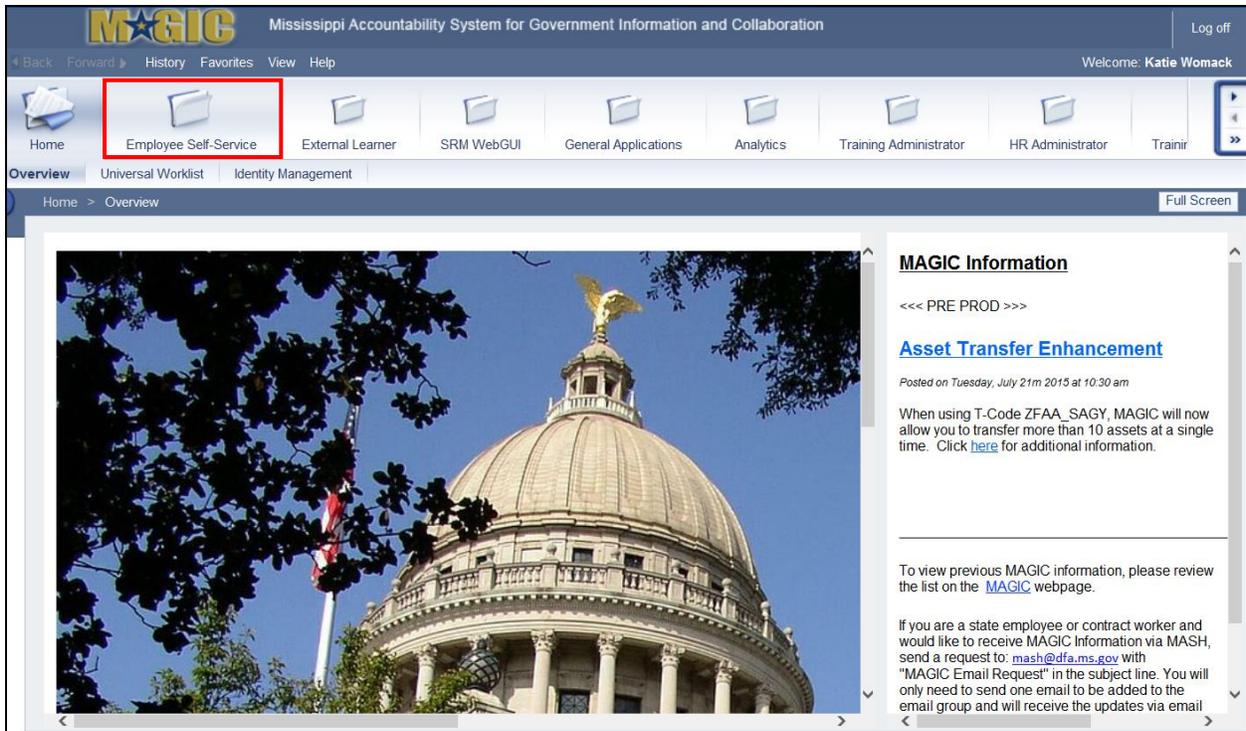
The website address used to access MAGIC is: <https://portal.magic.ms.gov/iri/portal>

If you have problems with your password, call the MMRS Call Center at 601-359-1343. Select Option 1 (Security), Sub-option 1 (MAGIC).



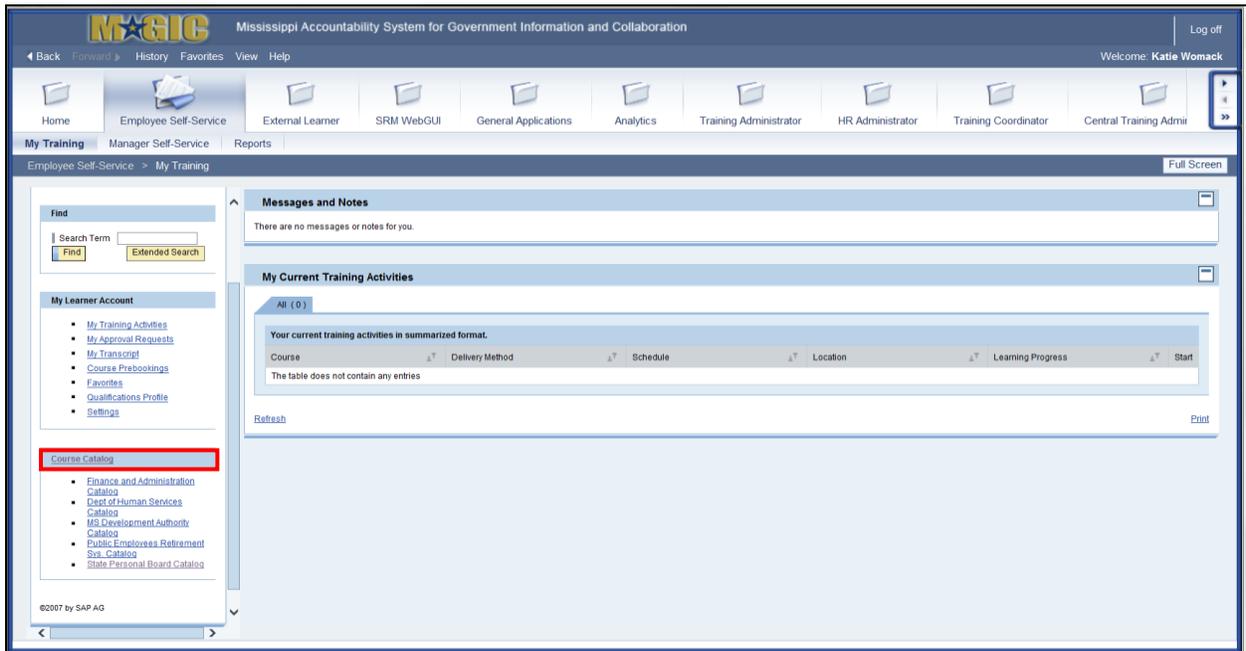
The screenshot shows the login interface for the MAGIC portal. On the left is the MAGIC logo, which includes a map of Mississippi and the text "MAGIC" in large yellow letters with a blue star, and "Mississippi's Accountability System for Government Information and Collaboration" below it. To the right of the logo is a text link: "Having password problems? Please click on this [link](#) for help...". Below the logo and link are two input fields: "User *" and "Password *". To the right of the "Password *" field is a "Log On" button. At the bottom left, there is text: "MAGIC is the Mississippi Accountability System for Government Information and Collaboration." and "If you need access or additional information please go to the below website. <http://www.dfa.ms.gov/dfa-offices/mmrs>".

Once you log into MAGIC the following screen will appear.



Book Online Courses

Your Action...	System Response...
1. Select the Employee Self Service tab.	The Employee Self-Service > My Training screen will appear.



Your Action...	System Response...
2. Select the Course Catalog tab.	The Course Catalog (Overview) will appear.

The screenshot shows the MAGIC system interface. The user is logged in as Katie Womack. The main content area is titled 'Course Catalog (Overview)'. It features a search bar and a list of course catalogs. The 'State Personal Board Catalog' is highlighted in the left-hand navigation pane.

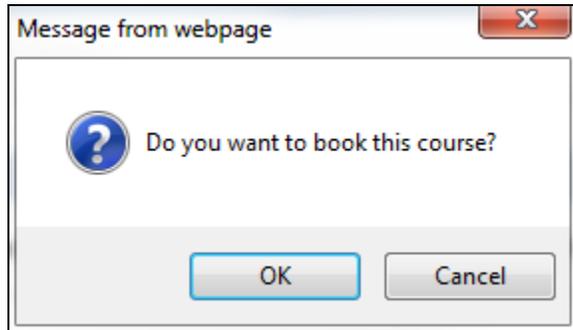
Your Action...	System Response...
3. Select the State Personnel Board Catalog .	The Subject Area State Personnel Board Catalog screen will appear.

The screenshot shows the 'Subject Area State Personnel Board Catalog' screen. It displays a list of assigned subject areas and assigned courses. The 'PROFESSIONAL DEVELOPMENT' subject area is highlighted in red. Below it, the 'TEST CONFERENCE DELIVERY METHOD' course is also highlighted in red.

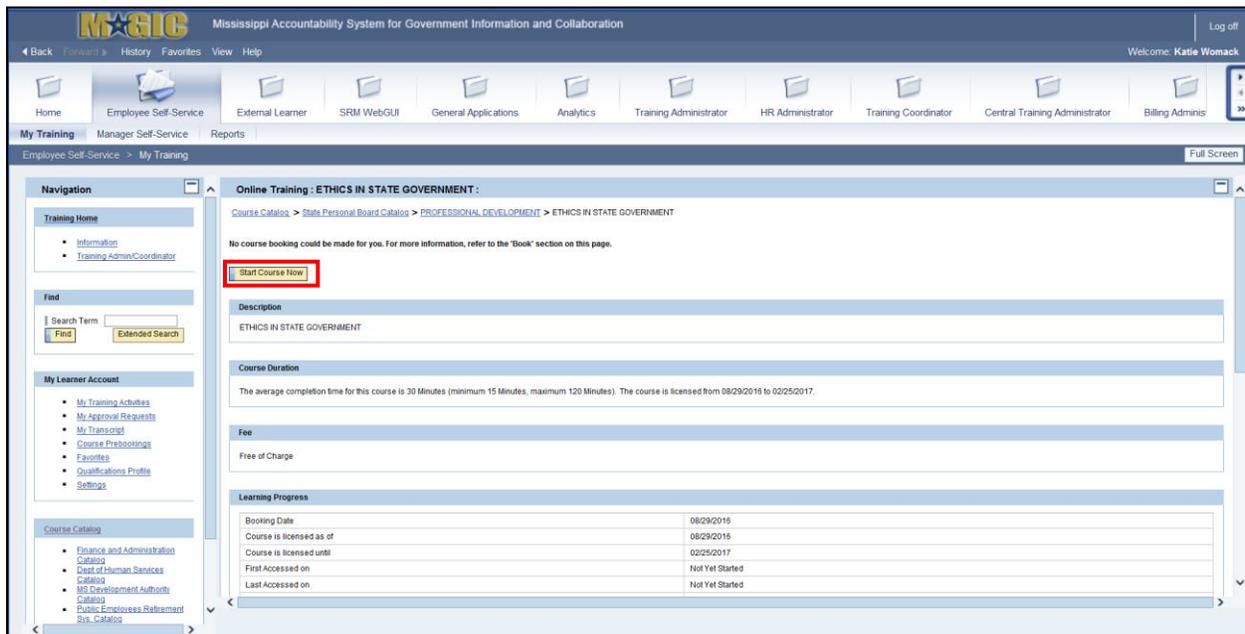
Your Action...	System Response...
4. Select the Professional Development under Assigned Subject Areas.	The Subject Area Professional Development screen will appear.

Your Action...	System Response...
5. Select the On-line Course .	The Online Training screen will appear.

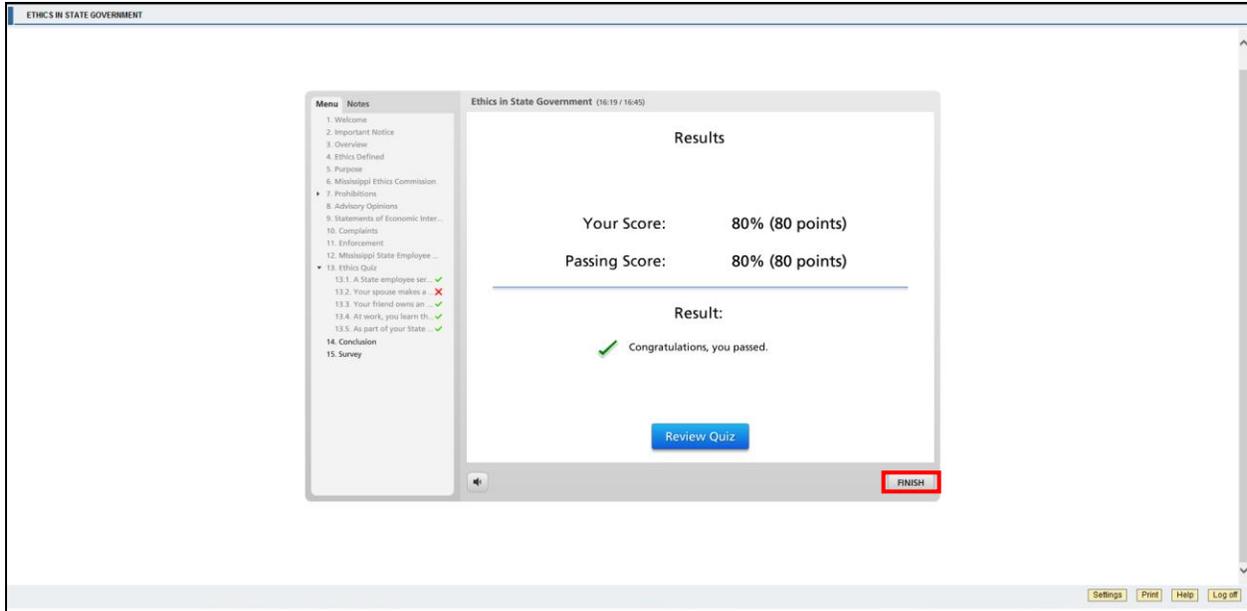
Your Action...	System Response...
6. Select Book this Course .	The "Do you want to book this course?" box will appear.



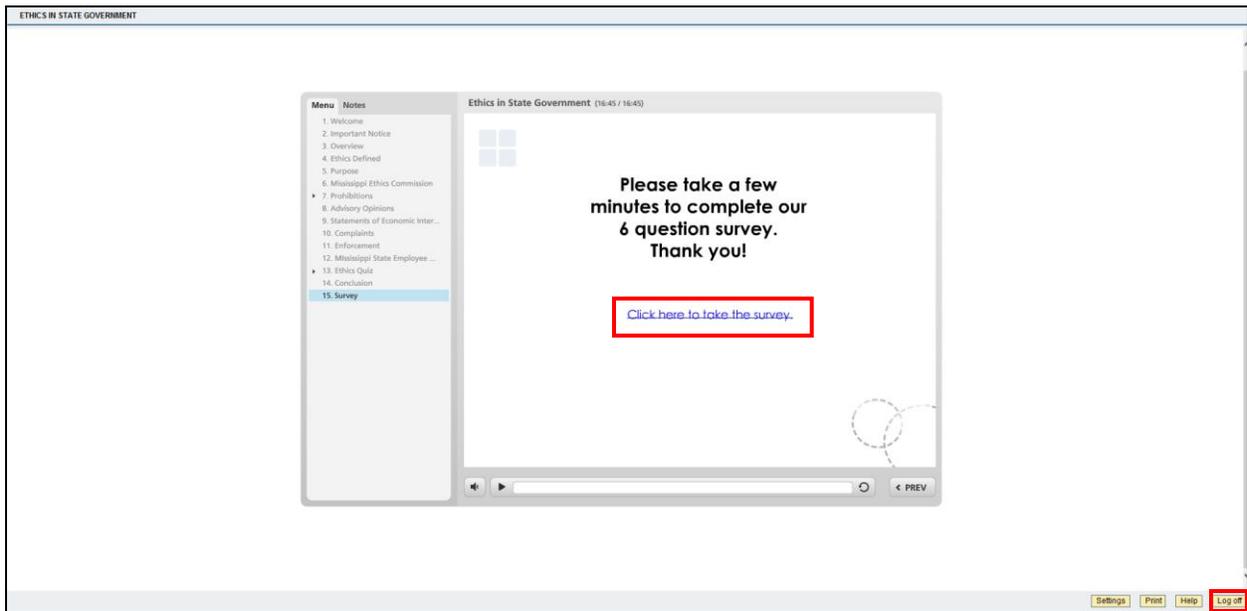
Your Action...	System Response...
7. Select OK .	The Start Course Now screen will appear.



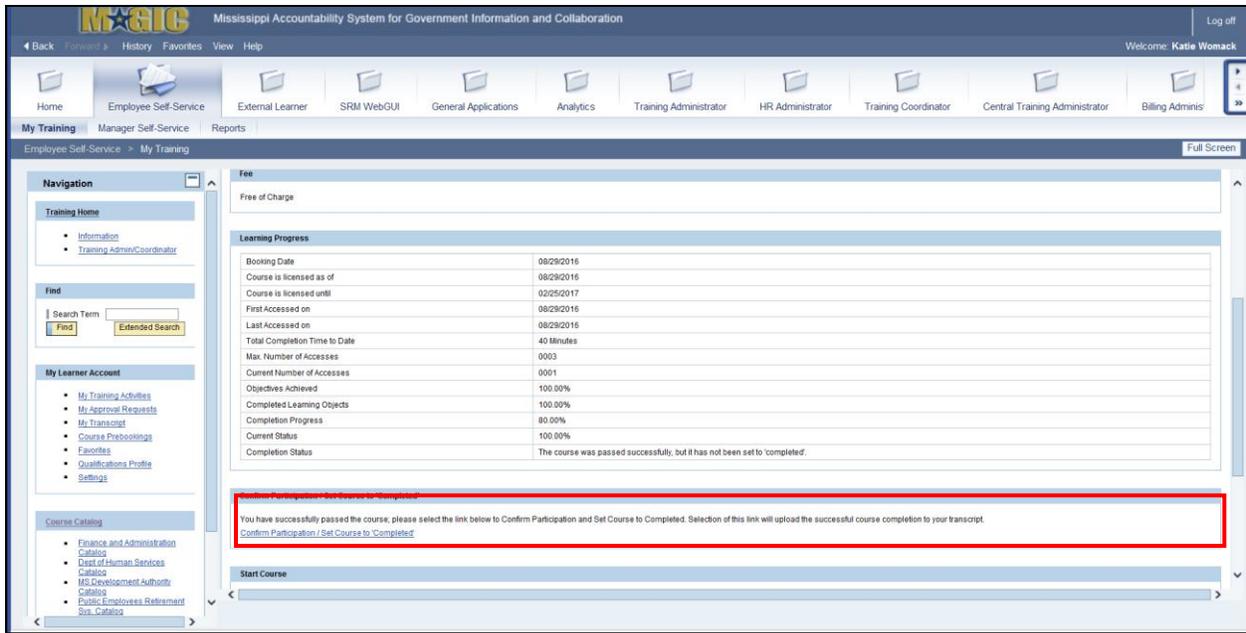
Your Action...	System Response...
8. Select Start Course Now .	The Course will begin.
9. Once the Course is concluded, you must complete the Quiz.	The Results screen will appear.



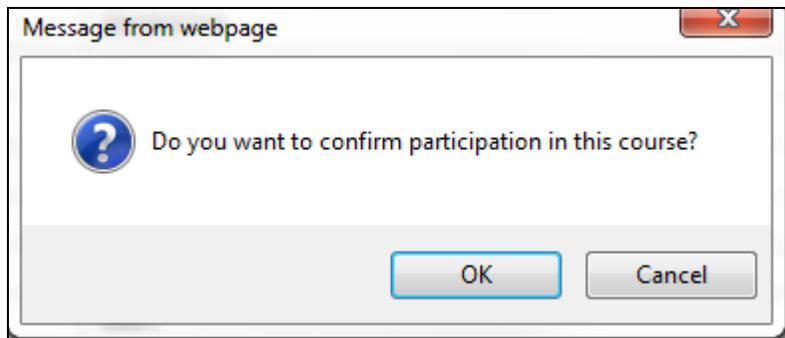
Your Action...	System Response...
10. Select Finish .	The “Click here to take the survey” screen will appear.



Your Action...	System Response...
11. Select Click here to take the survey .	The Survey screen will appear.
12. Select Done after the survey has been completed.	
13. Close the Survey Screen.	
14. Select Log Off .	The Start Course Now screen will appear.



Your Action...	System Response...
15. Once the Course has been passed, select the Confirm Participation/Set Course to Completed link.	The “Do you want to confirm participation in this course?” screen will appear.



Your Action...	System Response...
16. Select OK .	The course will be added to employee’s transcript during an overnight process.

NOTE: If the employee does not pass the course, they can retake the course. The employee will have three (3) opportunities to complete the quiz. If the employee does not pass after the three (3) times, they will be required to re-register for the course and start over.