Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
8205	LSO - SPB Professional Development Online Courses	Effective Date: 09/06/2016
		Version: 2

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Overview

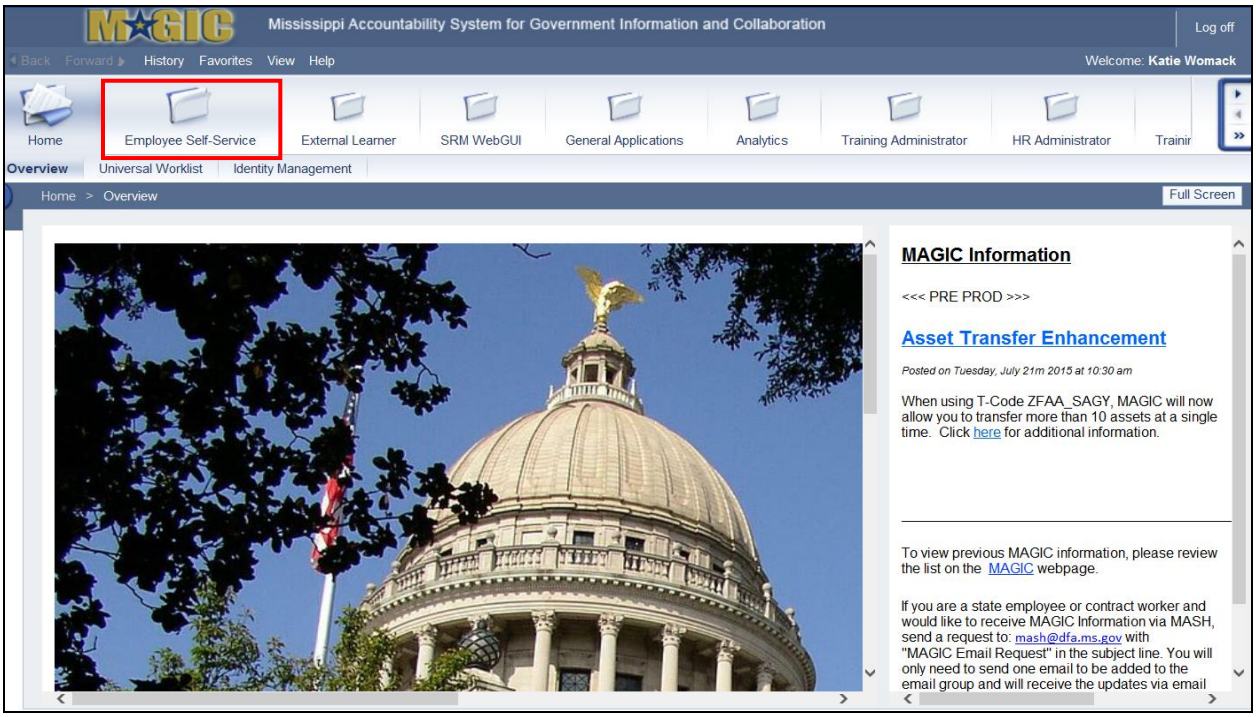
Online training courses allow employees flexibility and convenience of completing a course at their convenience. The SPB *Professional Development Online Courses* require completion of a test and survey at the conclusion of the course, while other online courses do not have that requirement.

Magic Portal Logon Information

The website address used to access MAGIC is: https://portal.magic.ms.gov/irj/portal.
Note: If you have difficulty with viewing the training course, please review *MAGIC Technical Requirements* on the MMRS website for compatibility issues.

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

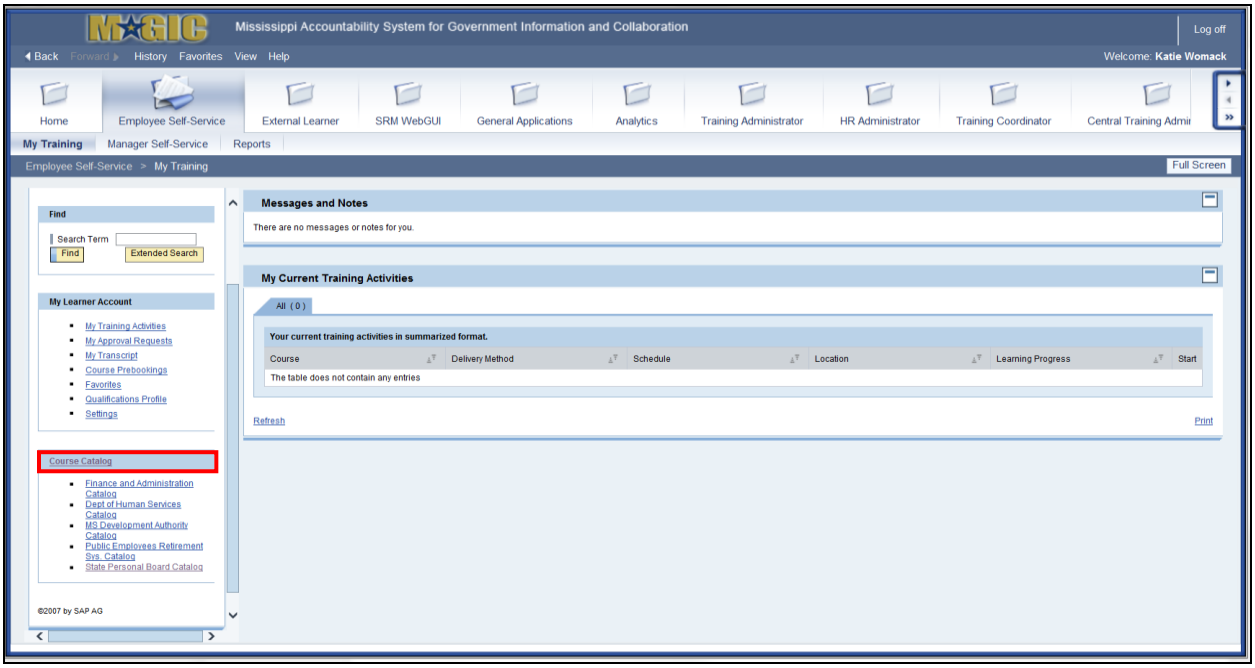
Once you log into MAGIC the following screen will appear.



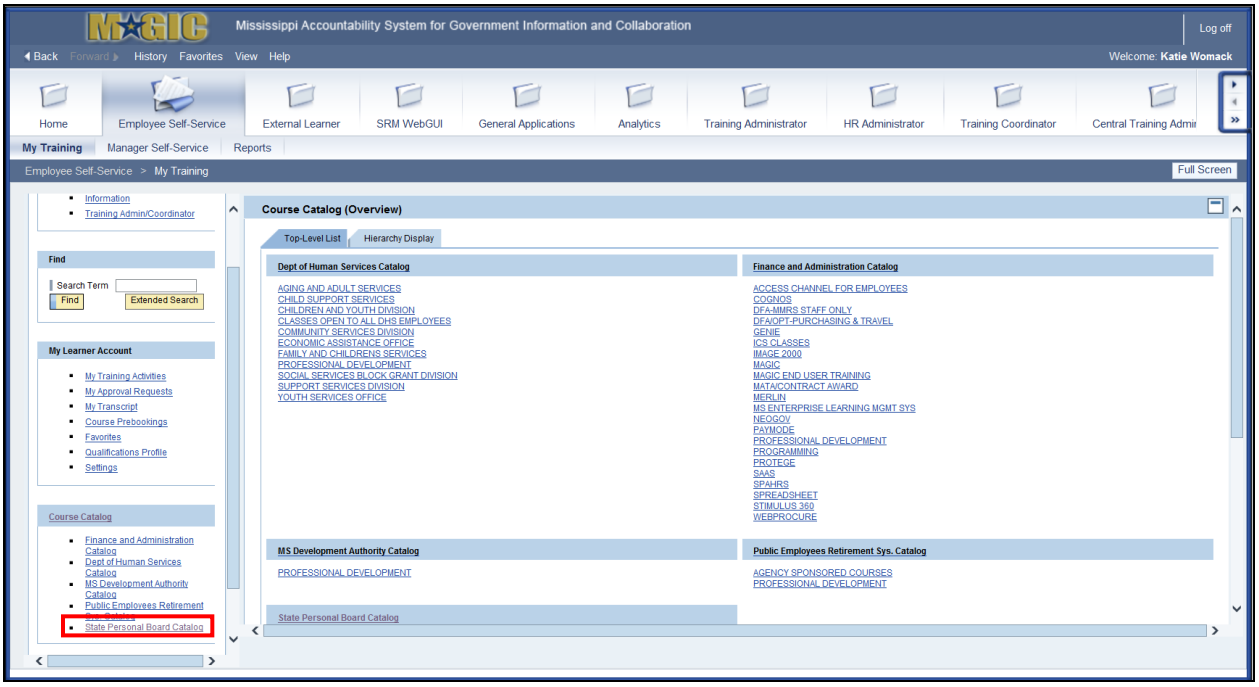
Book Online Courses

Note: <u>All</u> <u>steps</u> must be followed in order for successful completion of this course. Failure to do so will result in a Course Grade of Failed/Incomplete!!!

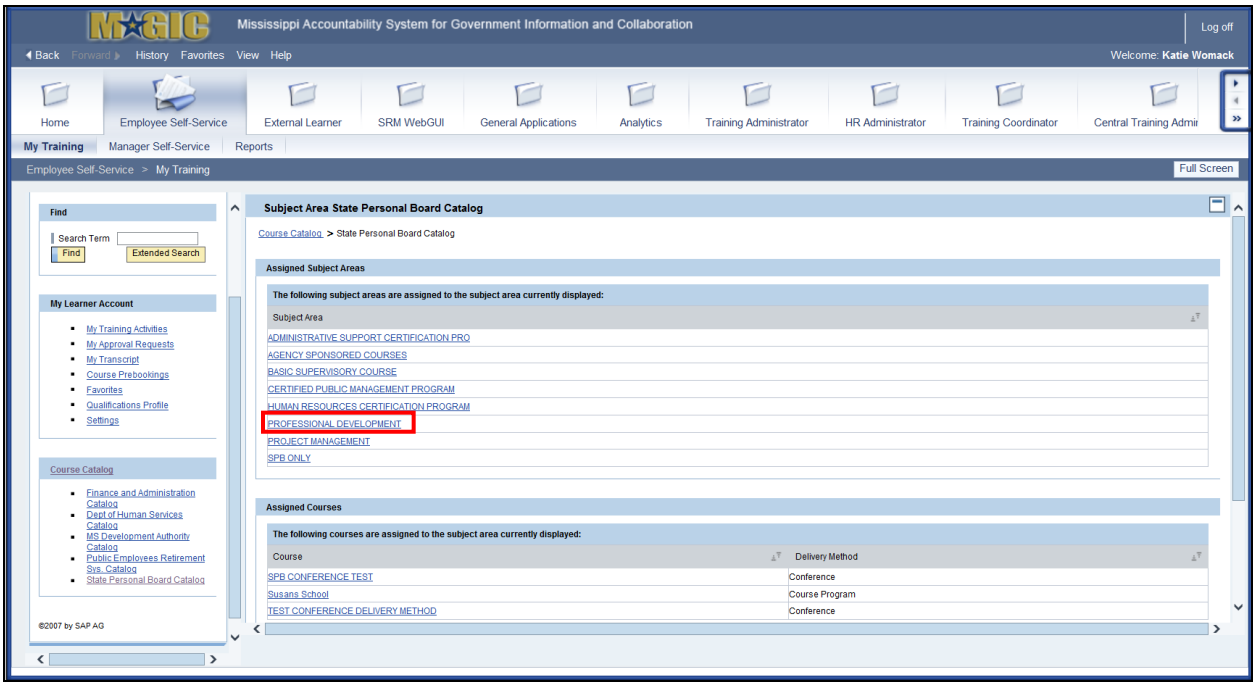
Your Action…	System Response…
1. Select the **Employee Self Service** tab.	The Employee Self-Service > My Training screen will appear.



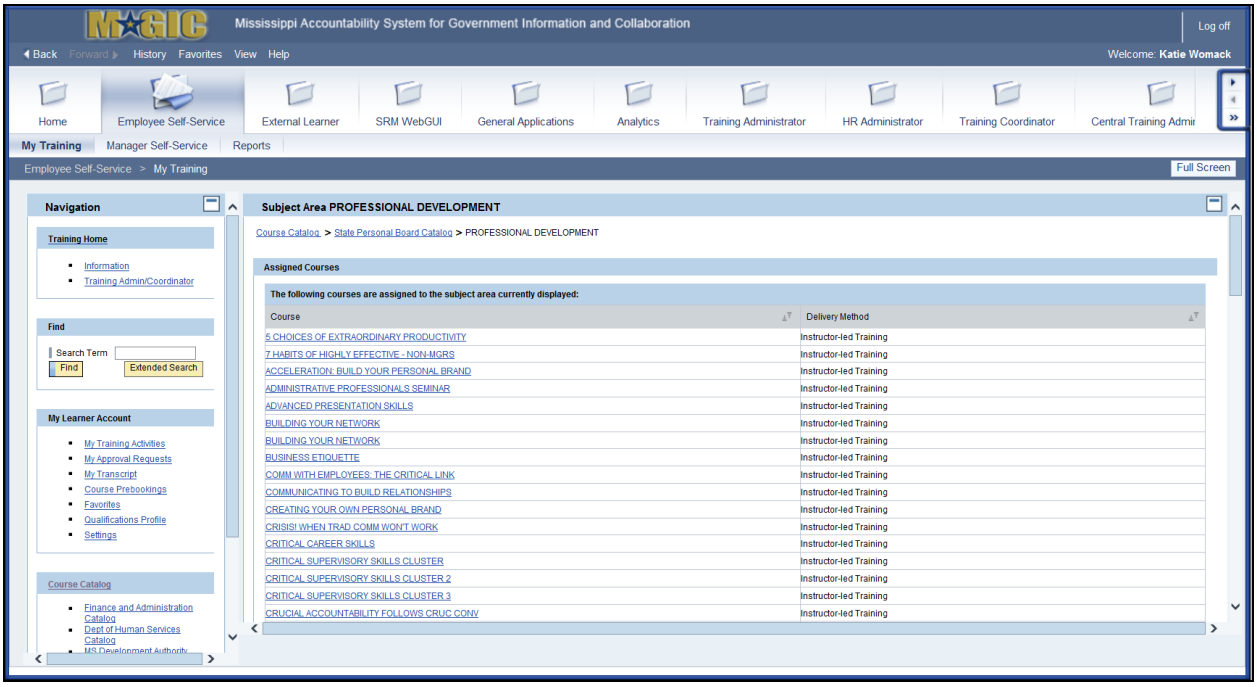
Your Action…	System Response…
2. Select the **Course Catalog** tab.	The Course Catalog (Overview) will appear.



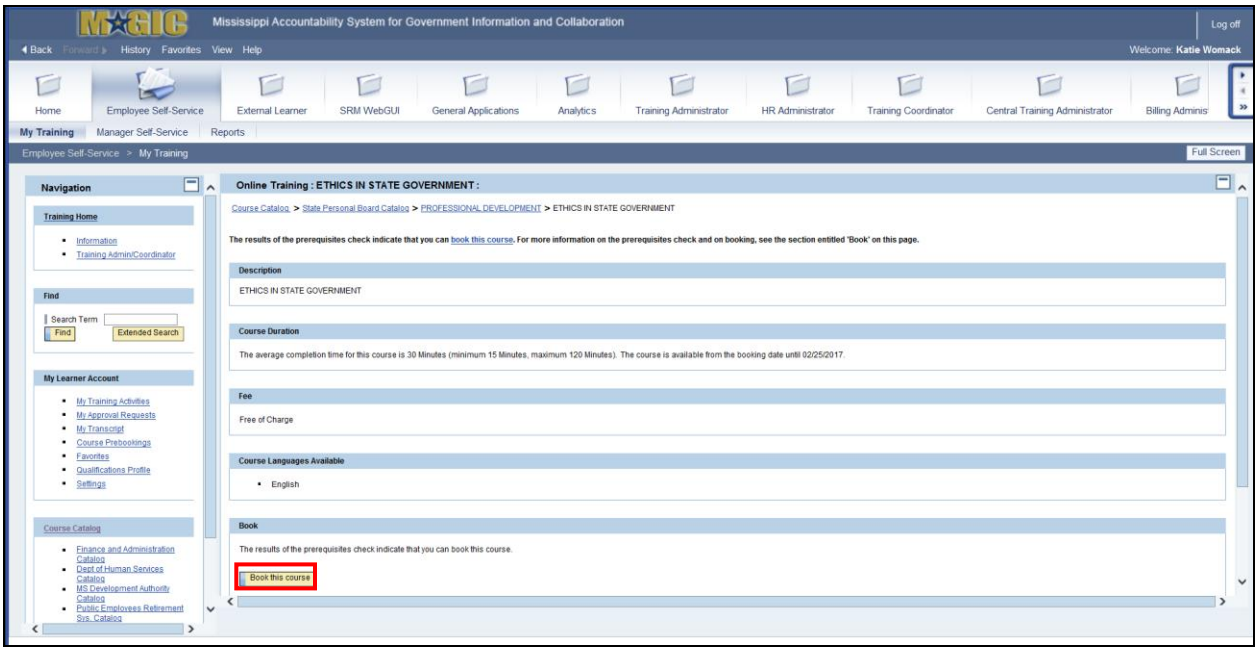
Your Action…	System Response…
3. Select the **State Personnel Board Catalog**.	The Subject Area State Personnel Board Catalog screen will appear.



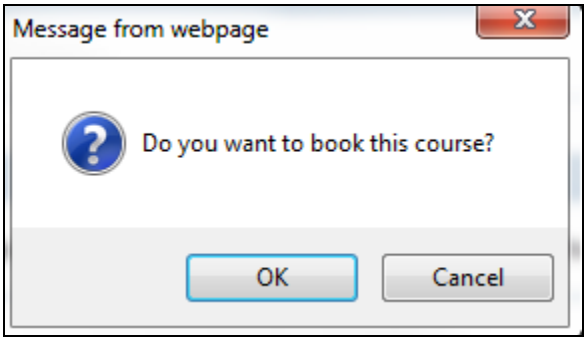
Your Action…	System Response…
4. Select the **Professional Development** under Assigned Subject Areas.	The Subject Area Professional Development screen will appear.



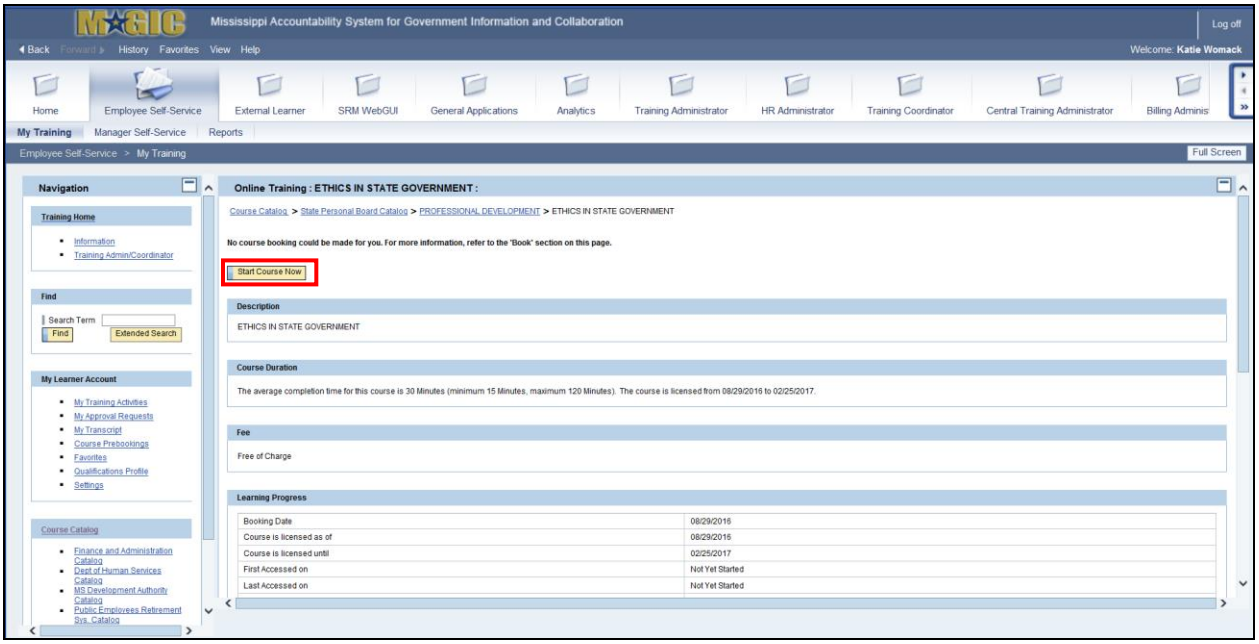
Your Action…	System Response…
5. Select the **On-line Course** you wish to take.	The Online Training screen will appear.



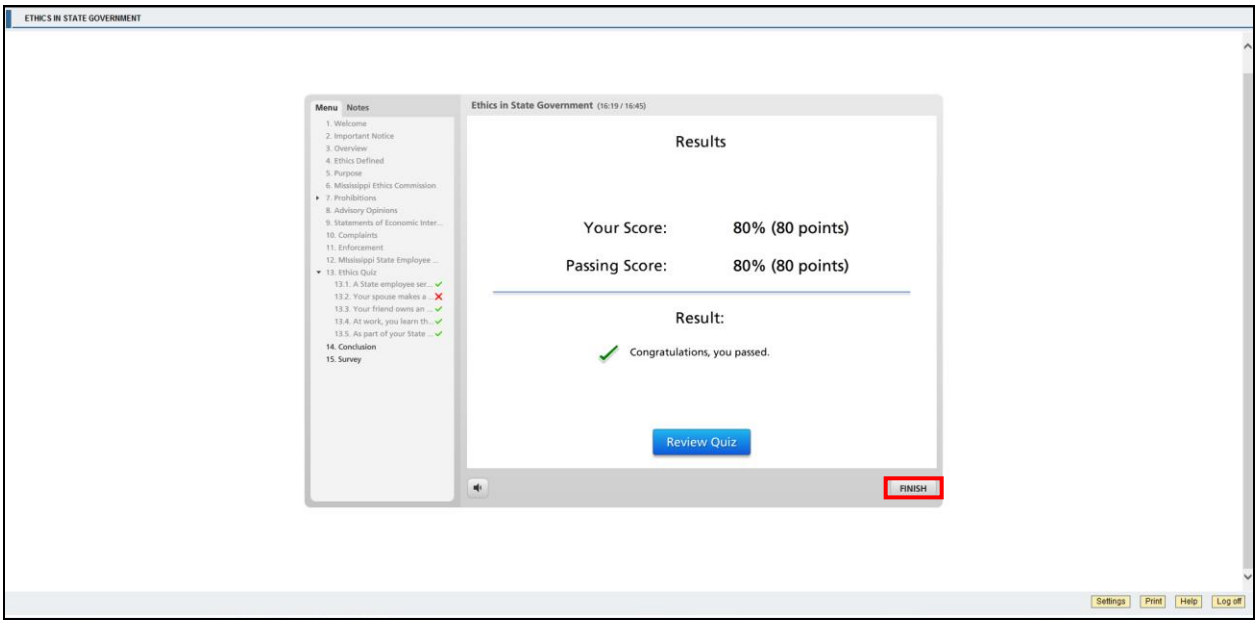
Your Action…	System Response…
6. Select **Book this Course.**	The "Do you want to book this course?" box will appear.



Your Action…	System Response…
7. Select **OK.** (You may need to "Refresh" the screen.)	The Start Course Now screen will appear.

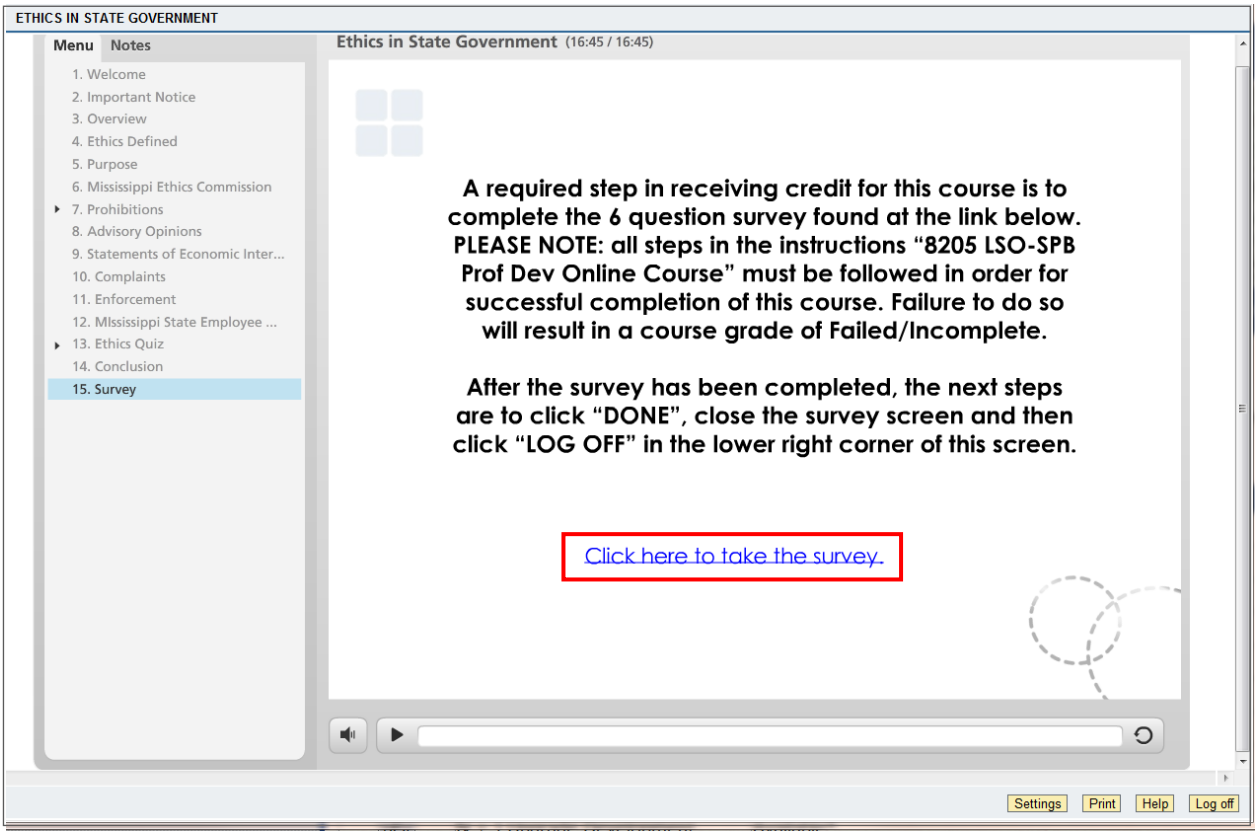


Your Action…	System Response…
8. Select **Start Course Now.**	The Course will begin.
9. Once the Course is concluded, you must complete the Quiz.	The Results screen will appear.

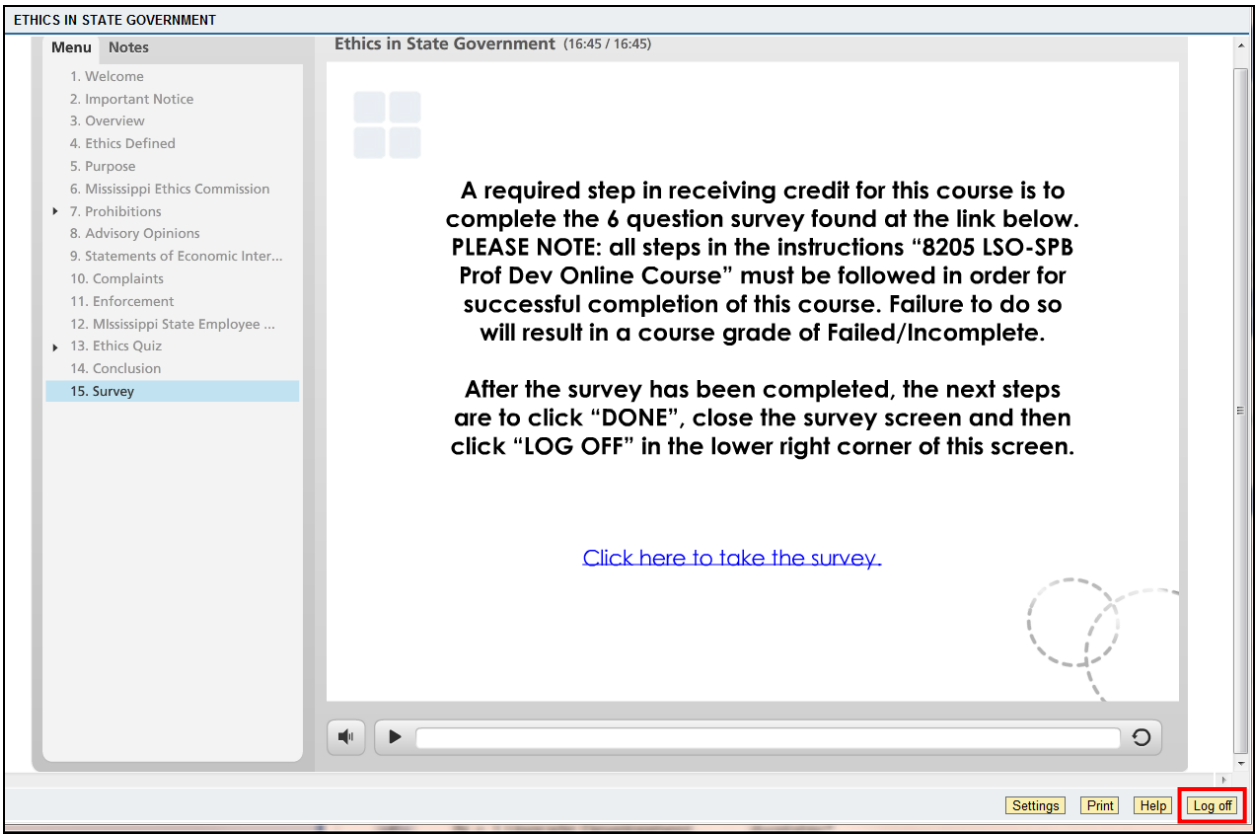


Note*: Even though this screen displays the results of your quiz, you have <u>not</u> <u>yet</u> finished all the requirements for completion.*

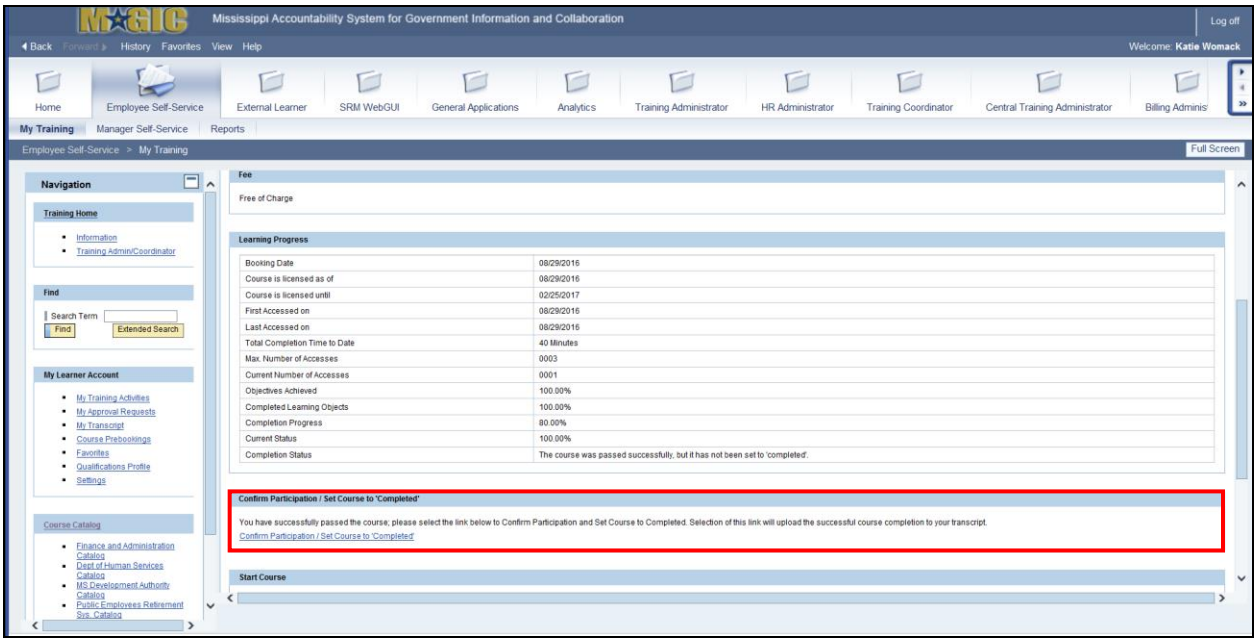
Your Action…	System Response…
10. Select **Finish.**	The "Click here to take the survey" screen will appear.



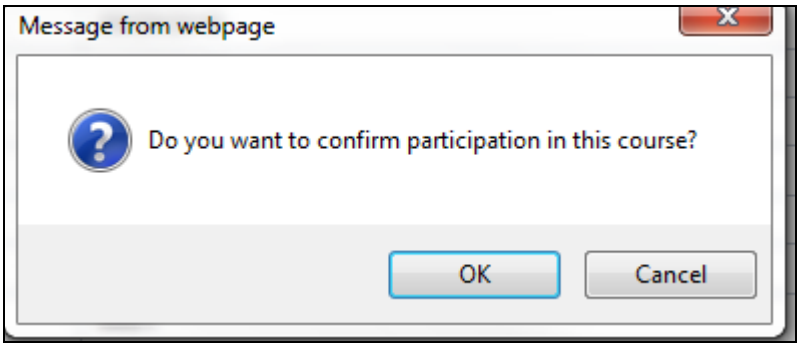
Your Action…	System Response…
11. Select **Click here to take the survey.**	The Survey screen will appear.
12. Select **Done** after the survey has been completed.	
13. Close the Survey Screen.	The “Click here to take the survey” screen will appear.



Your Action…	System Response…
14. Select **Log Off**.	The "Start Course Now" screen will appear.
15. Review the Completion Status near the bottom of the screen.	One of these messages appears: "The course was passed successfully, but it has not been set to 'completed.' " or "The course was not passed successfully."



Your Action…	System Response…
16. Once the Course has been finished, 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…
17. Select **OK.**	The system will update this screen with "Your participation in this course has been completed" and will change the Completion Status accordingly.

The course will be added to the employee's transcript during an overnight process.

NOTE: If the employee does not pass the course, they may 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.