



# Sexual Harassment & Prevention Online Course Information Meeting

January 26, 2017

Department of Finance and Administration  
Office of the Mississippi Management and Reporting System



# Purpose of Meeting

- To assist executive agencies in complying with Executive Order #1392 signed by Governor Phil Bryant Tuesday, January 10, 2017



# Excerpt from Executive Order

- “...all employees of executive agencies shall complete the Sexual Harassment Awareness and Prevention Training Course through... MAGIC portal, *unless otherwise directed by DFA.*”



# Executive Agencies

- Guidance Letter from DFA - sent to all Executive Agency Heads
  - ▶ Tuesday, January 17



**As directed by DFA: All employees of Executive Agencies must complete the course in one of two ways, determined by which of the 2 groups your employees fit in.**

- Those actively using MAGIC will complete their training in LSO.
- Those who are NOT actively using MAGIC will complete their training from the MSPB website link.



## Employees Using LSO

Employees actively using MAGIC will login to LSO (access the Employee Self Service Tab) and complete the “Sexual Harassment and Prevention” course.

Upon successful completion of the course:

- Score populates on the training report

- Following day – the result populates on the employee’s personal transcript

## **IMPORTANT NOTE when using LSO:**

All steps of the MMRS Training Document must be completed so that scores will be populated on the completion report and on transcripts.

## Employees NOT actively using MAGIC

These employees will complete the “Sexual Harassment and Prevention Online” course using the direct link from MSPB’s website:

<http://www.mspb.ms.gov/Sexual-Harassment-awareness-and-prevention-elearning.aspx>

Follow all of the instructions for completing and reporting the score for the course.

## Employees NOT actively using MAGIC (continued)

Once a passing score is obtained, the employee will:

1. Print the passing score
2. Sign and date it
3. Forward the signed & dated document to the agency's HR department.

# Roles in this process

- Employee – take the course & pass the test
- Security – add/correct email addresses when needed
- Coordinator – assist employees with accessing the course, troubleshooting, assist employees in booking the course, add missing email address



## Roles in this process (continued)

- Administrator – the same as the Coordinator, except you cannot book yourself in the course
- Human Resource Director – receive test results from Administrators or Coordinators; keep the information on file
- ▶ Agency Head – ensure all employees in their agency complete the course; report to the Governor’s Office by 6/30/2017



# Administrators vs. Coordinators

- Only agencies that sponsor their own courses in LSO have Administrators.
- All agencies have Coordinators.
  - ▶ Exception – very small agencies

# Administrators

- If you would like for us to book you in this online course, please stop and sign the Administrator Contact sheet on the table where you signed in this morning.
  - ▶ Your email address is needed, please.
  - ▶ When you have been booked for the course, we will contact you.

# Things to Know

- Best browsers for LSO - Internet Explorer 9 and 10
- Maximum number of attempts - 3; when you reach 3 times & did NOT pass:
  - ▶ You can cancel out of the course BEFORE you “Log Off”
  - ▶ Then you can re-book the class
    - Note: “Log Off” locks in your score to LSO

## “Log Off”

- If you Log Off, your score is locked into LSO
  - ▶ At this point, canceling from the course is allowed.
  - ▶ However, if you **set the course as Complete**, the score is reported, and your transcript is updated the next day.
- If the course has been set to “Complete” and was not passed, you will need to re-register again another day to retake it.



# More Things to Know

- LSO/MAGIC system will timeout if idle for 30 minutes.
  - ▶ *Unless* your computer times out before then
  - ▶ If computer times out; so does LSO
- Do not wait until the last minute (June) to take course
  - ▶ Suggestion: Take the course yourself soon to familiarize yourself with it.

# It is recommended that...

- All HR Directors include this course as a part of the new hire process
  - ▶ To ensure continued compliance with Executive Order 1392.

# Where to get help...

- For Employees –

- ▶ Agency Administrator or Coordinator

- For Administrators and Coordinators

Technical Assistance Needed (How the system operates):

MMRS Call Center – 601-359-1343 - Option 3

Password Reset – Option 1, Sub-option 1

MASH Email - [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov)

Training Course Issues with Survey Monkey or MSPB's link:

MSPB – 601-359-1406



# Questions ???



# Sexual Harassment and Prevention Online Course Information Meeting

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