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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
8204	LSO Agency Training Approver Guidelines	Effective Date: 02/07/2017
		Version: 2

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## Magic Portal Logon Information

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

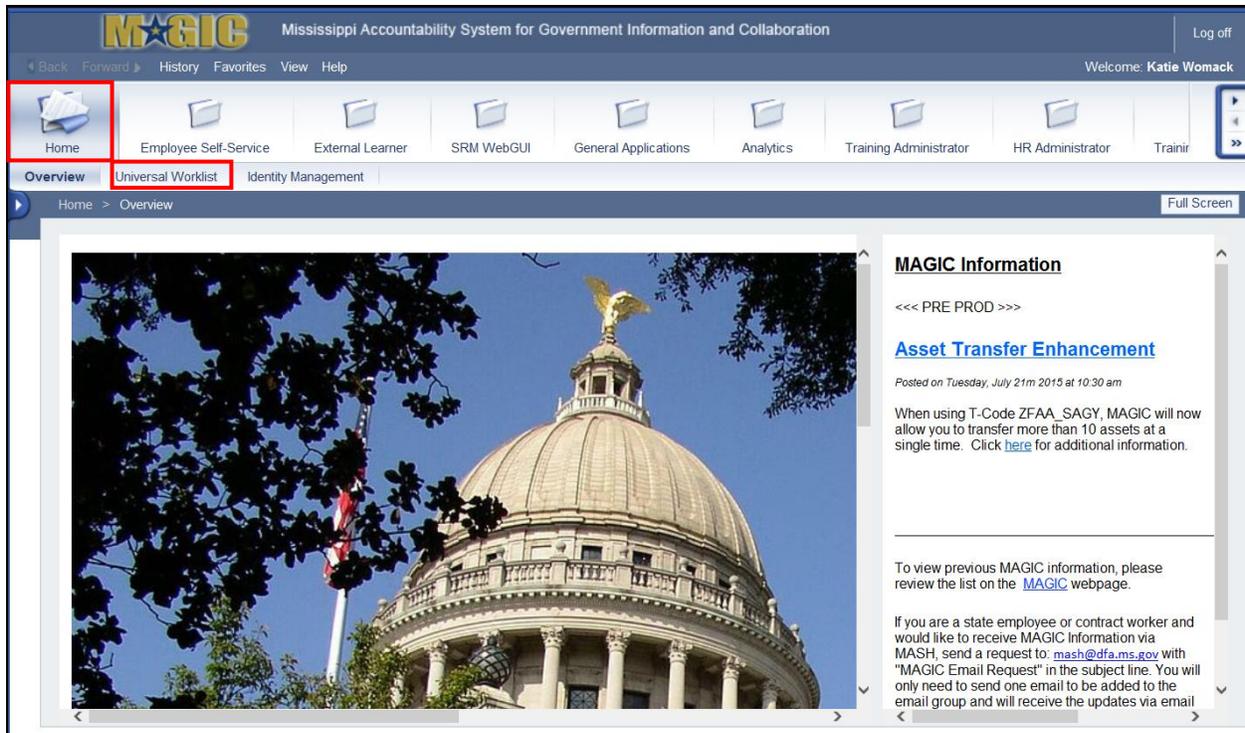
**Note: If you have difficulty with viewing the training course, please review [MAGIC Technical Requirements](#) on the MMRS website for compatibility issues.**

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



The screenshot shows the MAGIC portal logon page. 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, there is a text box with the message: "Having password problems? Please click on this [link](#) for help...". Below this is a "User \*" field with an input box, followed by a "Password \*" field with an input box. A "Log On" button is positioned to the right of the password field. At the bottom left, there is a paragraph: "MAGIC is the Mississippi Accountability System for Government Information and Collaboration." and another paragraph: "If you need access or additional information please go to the <http://www.mmrs.state.ms.us> website."

Once you log into MAGIC the following screen will appear.



**LSO Training Approver Course Approval**

In Learning Solution (LSO) you may have to approve or deny training requests that your employee(s) submit.

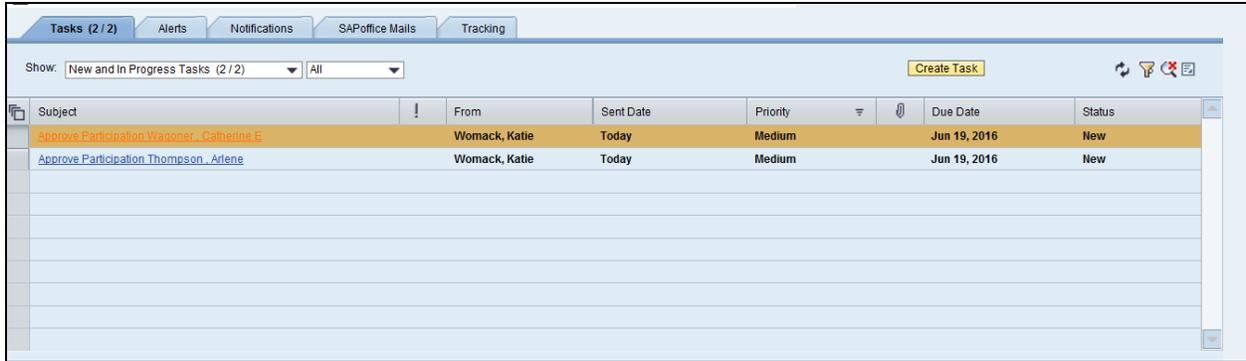
When employees request participation in a course, the LSO system “holds” a seat in the class for them until the request is approved (employee is firmly booked in the course) or rejected (the reserved space in the training is opened back up for another employee to request).

The request will stay in your Universal Worklist for 48 hours. If it is not processed within 48 hours, the LSO system will automatically reject the training request.

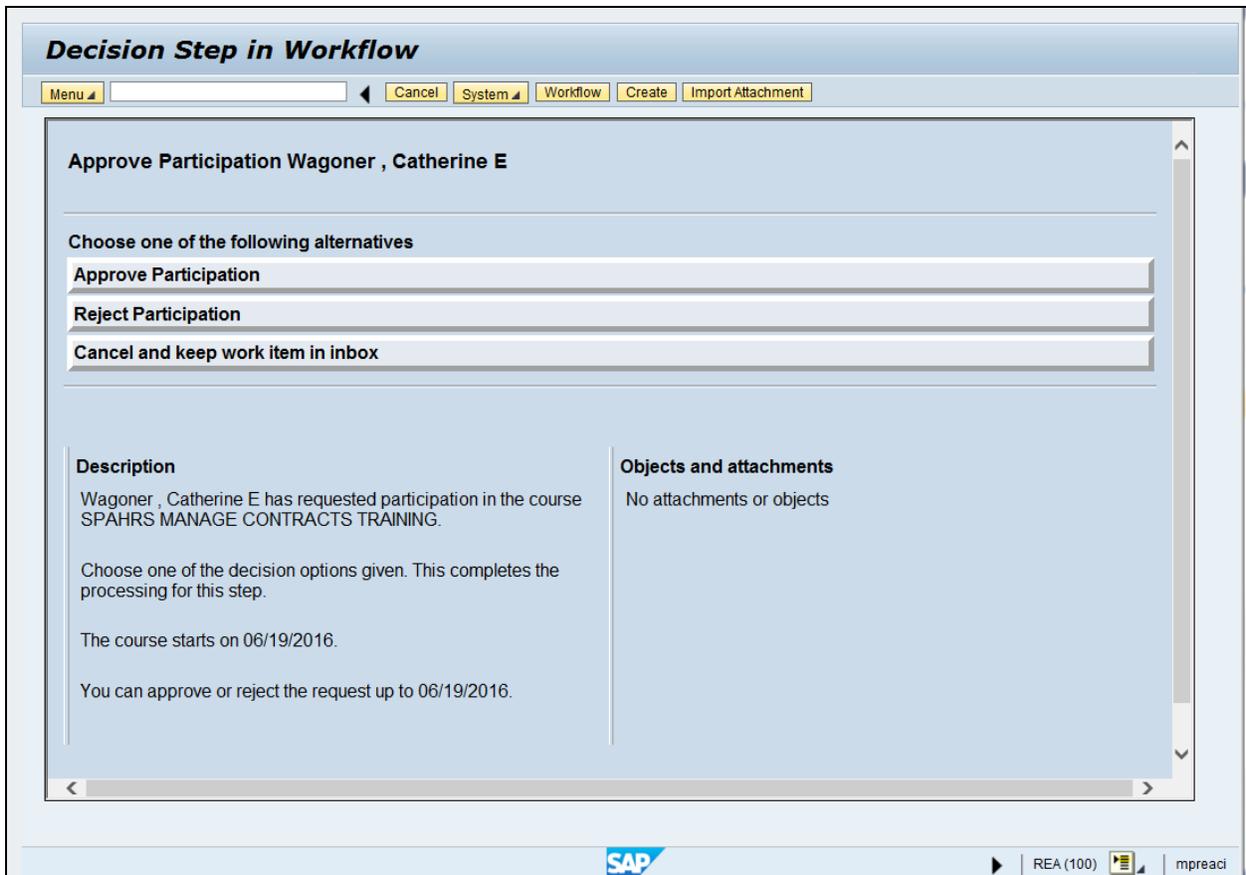
**Courses That Require Approval**

Training approval notifications will appear in your “**Universal Worklist**” (UWL).

Your Action...	System Response...
1. Select the <b>HOME</b> tab.	
2. Select <b>Universal Worklist</b> .	The items that need to be approved will be displayed.



Your Action...	System Response...
3. Select the link for each item to be processed.	The Decision Step in Workflow screen will appear.



Your Action...	System Response...
4. Select <b>Approve Participation, Reject Participation, or Cancel; keep work item in inbox.</b>	The Decision Step in Workflow screen will appear.
5. Select either <b>Approve or Reject.</b>	A pop-up box asking you to confirm or cancel your selection appears.
6. Select <b>OK.</b>	

**For Courses That DO NOT Require Approval**

Your employee will automatically be “firmly booked” in the training session the moment they request participation in the course.

If you need any assistance, please contact your Agency Training Coordinator for assistance.