
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
8205	LSO - SPB Sexual Harassment Awareness & Prevention Online Course	Effective Date: 11/30/2016
		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/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).



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 is a text box with the message: "Having password problems? Please click on this [link](#) for help...". Below this is a form with two input fields: "User *" and "Password *". To the right of the "Password *" field is a "Log On" button. Below the form, there is text that reads: "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/mmr>".

Once you log into MAGIC the following screen will appear.

The screenshot shows the MAGIC web application interface. At the top, the logo 'MAGIC' and the text 'Mississippi Accountability System for Government Information and Collaboration' are visible. A navigation bar includes 'Home', 'Employee Self-Service' (highlighted with a red box), 'External Learner', 'SRM WebGUI', 'General Applications', 'Analytics', 'Training Administrator', 'HR Administrator', and 'Trainir'. Below this is an 'Overview' section with a large image of the Mississippi State Capitol dome. To the right, a 'MAGIC Information' sidebar contains a link to 'Asset Transfer Enhancement' and other informational text.

Book Online Courses

Note: All steps 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.

This screenshot displays the 'My Training' page within the MAGIC application. The left sidebar contains a 'Course Catalog' link, which is highlighted with a red box. The main content area is divided into several sections: 'Messages and Notes' (indicating no messages), 'My Current Training Activities' (showing a table with columns for Course, Delivery Method, Schedule, Location, Learning Progress, and Start), and a 'Find' search box. The bottom of the page includes a copyright notice for SAP AG.

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

The screenshot shows the MAGIC (Mississippi Accountability System for Government Information and Collaboration) interface. The user is logged in as Katie Womack. The main content area displays the 'Course Catalog (Overview)' with a list of various departmental catalogs. In the left-hand navigation pane, the 'State Personal Board Catalog' is selected and highlighted with a red box.

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. The left sidebar shows the 'State Personnel Board Catalog' selected. The main content area lists 'Assigned Subject Areas' and 'Assigned Courses'. In the 'Assigned Subject Areas' list, 'PROFESSIONAL DEVELOPMENT' is highlighted with a red box. Below it, the 'Assigned Courses' list shows 'SPB CONFERENCE TEST' with a 'Conference' delivery method.

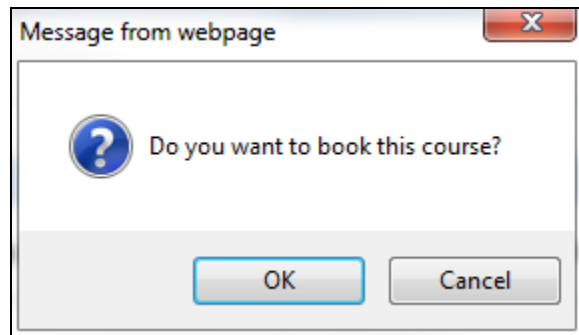
Your Action...	System Response...
4. Select the Professional Development under Assigned Subject Areas.	The Subject Area Professional Development screen will appear.

The screenshot shows the MAGIC (Mississippi Accountability System for Government Information and Collaboration) interface. The user is logged in as Katie Womack. The main navigation bar includes Home, Employee Self-Service, External Learner, SRM WebGUI, General Applications, Analytics, Training Administrator, HR Administrator, and Training Coordinator. The 'My Training' section is active, displaying a list of courses under 'Professional Development'. The course 'SEXUAL HARASSMENT AWARENESS & PREVENTION' is highlighted with a red box, indicating it is the selected course.

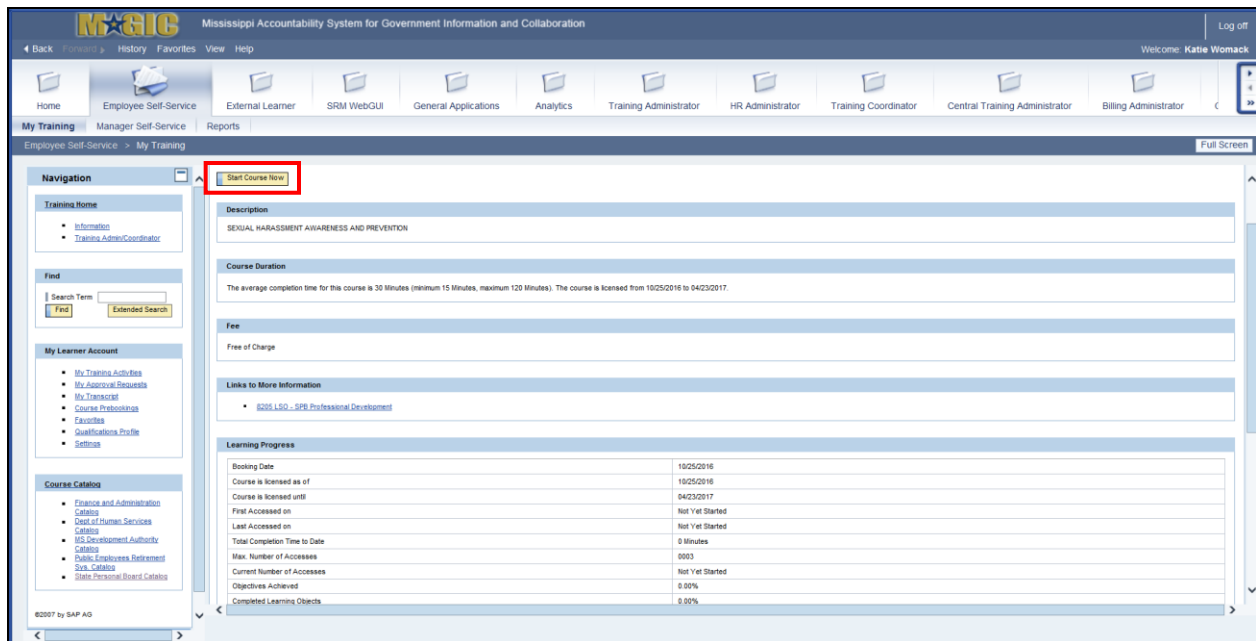
Your Action...	System Response...
5. Select the Sexual Harassment Awareness & Prevention Online Course .	The Online Training: Sexual Harassment Awareness & Prevention screen will appear.

The screenshot shows the 'Online Training: SEXUAL HARASSMENT AWARENESS & PREVENTION' screen. The user is logged in as Katie Womack. The page displays details for the selected course, including a description, course duration, fee, and course languages available. The 'Book this course' button is highlighted with a red box, indicating it is the selected action.

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 slide 23 has been completed, there will be a required Sexual Harassment Pre-Quiz.	The Sexual Harassment Awareness And Prevention Results will appear.

MISSISSIPPI STATE PERSONNEL BOARD

Sexual Harassment Awareness And Prevention (18:31 / 29:50)

Results

Your Score: **100% (30 points)**

Passing Score: **80% (24 points)**

Result:

Congratulations, you passed.

[Review Quiz](#)

[FINISH](#)

- 14. Hostile Work Environment
- 15. Sexual Activity and Hostil...
- 16. Unreasonable Interferen...
- 17. Severe or Pervasive
- 18. Unwanted and Unwelco...
- 19. The Two-Part Test
- 20. Withdrawing Consent
- 21. Discouraged Relationships
- 22. Relationships and Withdr...
- 23. Hostile Work Environmen...
- 24. Sexual Harassment Pre-Quiz
 - 24.1. A supervisor states... ✓
 - 24.2. A supervisor regul... ✓
 - 24.3. A vendor pulls an ... ✓
- 25. Retaliation
- 26. Grievances, Complaints,...
- 27. State Grievance Policy
- 28. State Grievance Process
- 29. Chain of Command Issues
- 30. Appeals with the Employo...
- 31. Equal Opportunity Empl...
- 32. EEOC Complaint Proced...
- 33. EEOC Determination
- 34. Review
- 35. Sexual Harassment QUIZ
- 36. Completion
- 37. Survey

Your Action...	System Response...
10. Select FINISH .	The remainder of the course will begin.
11. Once the Course is concluded, you must complete the Sexual Harassment Quiz.	The Results screen will appear.

MISSISSIPPI STATE PERSONNEL BOARD

Sexual Harassment Awareness And Prevention (29:30 / 29:50)

Results

Your Score: **100% (50 points)**

Passing Score: **80% (40 points)**

Result:

Congratulations, you passed.

[Review Quiz](#)

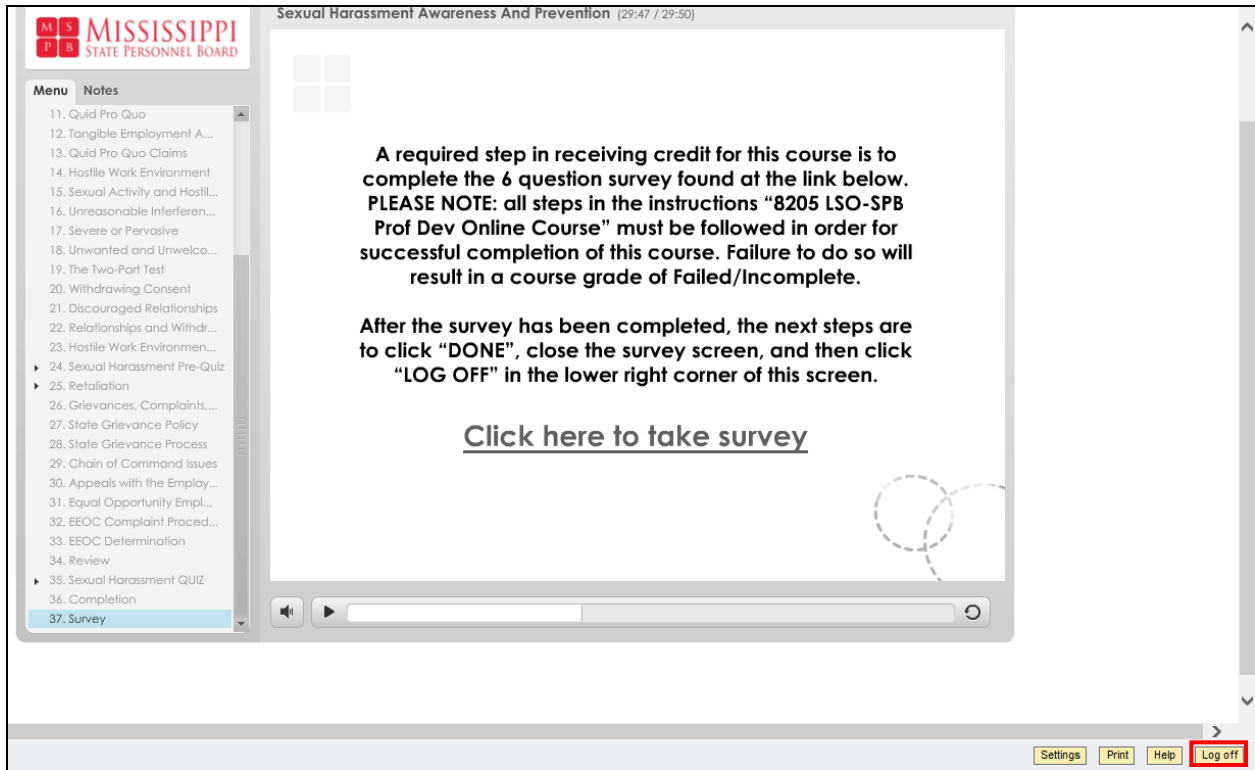
FINISH

- 14. Hostile Work Environment
- 15. Sexual Activity and Hostil...
- 16. Unreasonable Interferen...
- 17. Severe or Pervasive
- 18. Unwanted and Unwelco...
- 19. The Two-Part Test
- 20. Withdrawing Consent
- 21. Discouraged Relationships
- 22. Relationships and Withdr...
- 23. Hostile Work Environmen...
- ▶ 24. Sexual Harassment Pre-Quiz
- ▶ 25. Retaliation
- 26. Grievances, Complaints,...
- 27. State Grievance Policy
- 28. State Grievance Process
- 29. Chain of Command Issues
- 30. Appeals with the Employ...
- 31. Equal Opportunity Empl...
- 32. EEOC Complaint Proced...
- 33. EEOC Determination
- 34. Review
- ▼ 35. Sexual Harassment QUIZ
 - 35.1. Only a supervisor ... ✓
 - 35.2. Doris listens to aud... ✓
 - 35.3. Alex takes his assis... ✓
 - 35.4. John and Jill work ... ✓
 - 35.5. Wilma's supervisor,... ✓

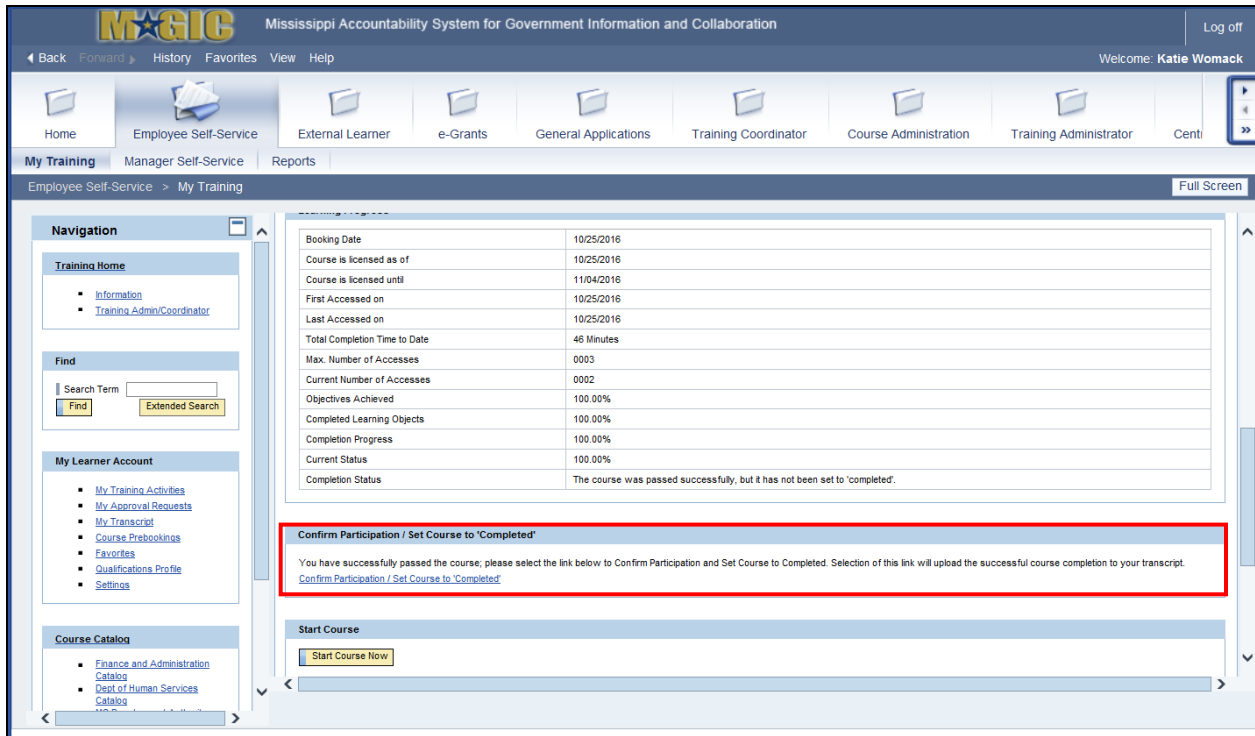
Note: *Even though this screen displays the results of your quiz, you have not yet finished all the requirements for completion.*

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

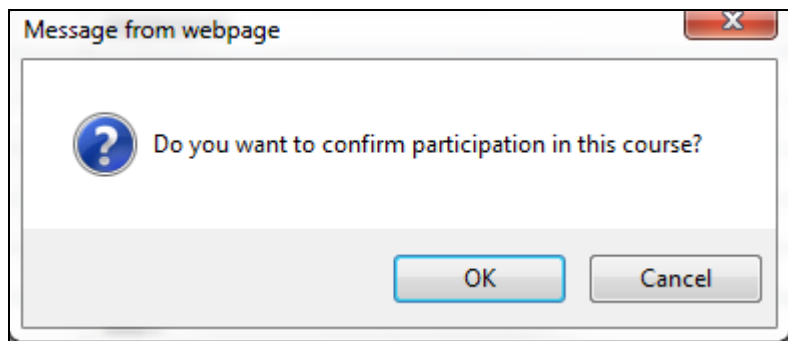
Your Action...	System Response...
13. Select Click here to take the survey.	The Survey screen will appear.
14. Select Done after the survey has been completed.	
15. Close the Survey Screen.	The “Click here to take the survey” screen will re-appear.



Your Action...	System Response...
16. Select Log Off .	The "Start Course Now" screen will appear.
17. Review the Completion Status near the bottom of the screen.	<p>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."</p> <p>If you receive the message: "The course was <u>passed successfully</u>, but it has not been set to 'completed,' you will then follow the remaining instructions.</p> <p>If you receive the message: "The course was not passed successfully," choose Cancel when asked to confirm participation. You will need to retake the course at this point.</p>



Your Action...	System Response...
18. Once you have passed the course, 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...
19. 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.