
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
8206	LSO Participant List Report (Historical)	Revised 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/>

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 password, call the MMRS Call Center at 601-359-1343.
Select Option 1 (Security) Sub-option 1 (MAGIC).

Having password problems? Please click on this [link](#) for help...

User *

Password *

MAGIC is the Mississippi Accountability System for Government Information and Collaboration.

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.

Overview

The report will give you information including participant's email, their employee numbers and time spent on the course. Much of this information is not needed.

The recommendation is to sort the Excel file with the first level of **Participation Followed Up** and by the second level of **Objectives Achieved**.

Column	Sort On	Order
Sort by	Participation Followed U	Values
Then by	Objectives Achieved (%)	Values
		A to Z
		Smallest to Largest

At that time, you can delete anyone who scored less than 80% of Objectives Achieved.

You will now have a report that only lists the participants who passed the course. By passing the course, the score is generated to this report in “real time” for reporting purposes.

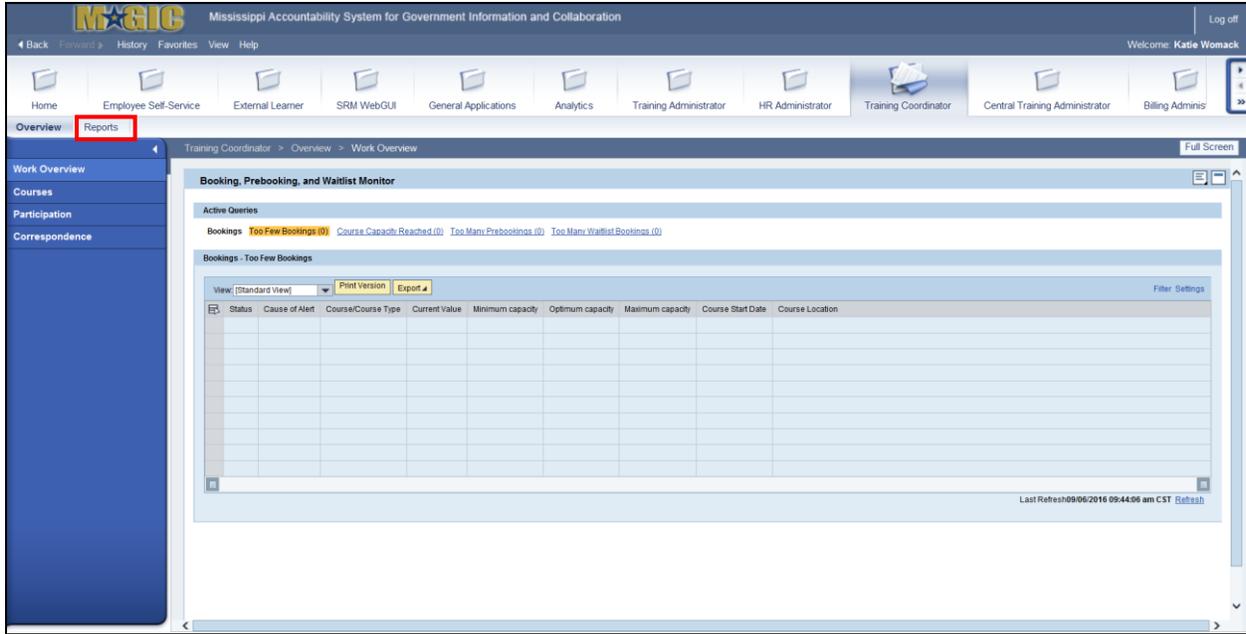
For participants who passed the course, an “X” in the Participation Followed Up column reflects that participants followed the instructions correctly and their passing score will also be reflected on their transcript.

If the participant has a passing score, but there is not an “X” in the Participation Followed Up column, the participant did pass the course but the instructions were not followed. They will be included on the report, but it will not be on their transcript.

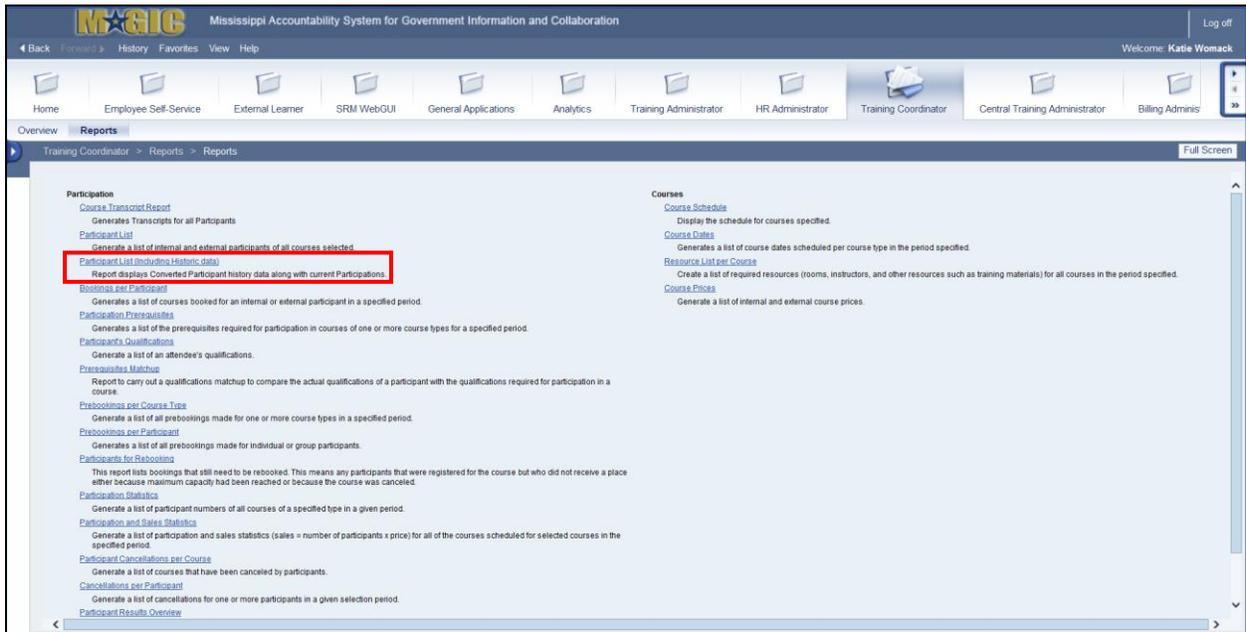
Participant List (Including Historic Data)

The screenshot displays the MAGIC web application interface. At the top, the logo 'MAGIC' and the full name 'Mississippi Accountability System for Government Information and Collaboration' are visible. A navigation bar includes 'Back', 'Forward', 'History', 'Favorites', 'View', and 'Help'. A user greeting 'Welcome: Katie Womack' and a 'Log off' link are in the top right. Below the navigation bar is a row of application tabs: 'Employee Self-Service', 'External Learner', 'SRM WebGUI', 'General Applications', 'Analytics', 'Training Administrator', 'HR Administrator', and 'Training Coordinator' (which is highlighted with a red box). Below the tabs are sub-tabs for 'Overview', 'Universal Worklist', and 'Identity Management'. The main content area features a large image of the Mississippi State Capitol dome. To the right of the image is a sidebar with 'MAGIC Information' and 'Asset Transfer Enhancement' sections. The 'Asset Transfer Enhancement' section includes a date 'Posted on Tuesday, July 21st 2015 at 10:30 am' and text explaining that users can now transfer more than 10 assets at a single time. It also provides instructions for requesting MASH information via email.

Your Action...	System Response...
1. Select the Training Coordinator Tab.	The Work Overview screen will appear.



Your Action...	System Response...
2. Select the Reports Tab.	A list of reports will appear.



Your Action...	System Response...
3. Select Participant List (Including Historic data) .	The LSO Participant List Report screen will appear.

Your Action...	System Response...
<p>4. There are only two required fields that must be populated for a complete agency list:</p> <p>Course Type ID: For examples: Sexual Harassment Awareness and Prevention = 41029378; Ethics in State Government = 41029375.</p> <p>Enter the MAGIC Business Area Number.</p> <p>NOTE: To run the report for a specific employee's status, include the Participant ID (PERNR).</p>	<p>.</p>
<p>5. Select Search.</p>	<p>The "Participant List" will be populated in alphabetical order, and you will have the option of printing or exporting to Excel.</p>

