

Introduction

This user guide is intended for the use of human resources to provide guidance in managing the Electronic Training on Demand (ETOD) on the SDBOR training website.

Logging In

1. Browse to the ETOD website: <http://mytraining.sdbor.edu/etod/>
2. Select "Campus Admin"

ELECTRONIC TRAINING ON DEMAND

Using eTOD:

New Users: Click on the "New User" link on the right. Follow the instructions to set up your account. Please be sure to remember your username and password, so that you can return and use the system at a later date. If you forget your password, you will be able to retrieve it by clicking "forgot password" at your institution log in screen.

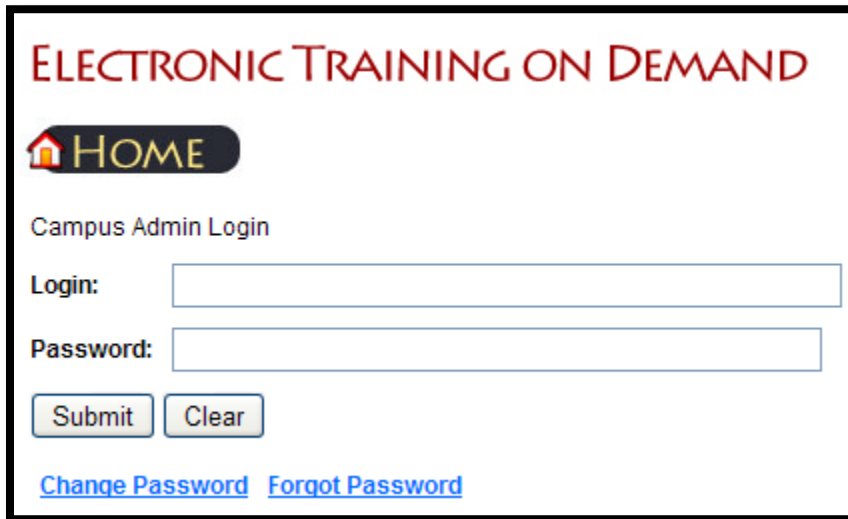
Current Users: If you are returning to take part in a new training, or to finish a training; click on the "Employee Login" button to the right.

If you are having problems using the Electronic Training on Demand System, please contact your local HR office.

[Mission & Goals](#) | [Services](#) | [Training Resources](#) | [Training Calendar](#) | [Online Training](#) | [Need Help?](#)

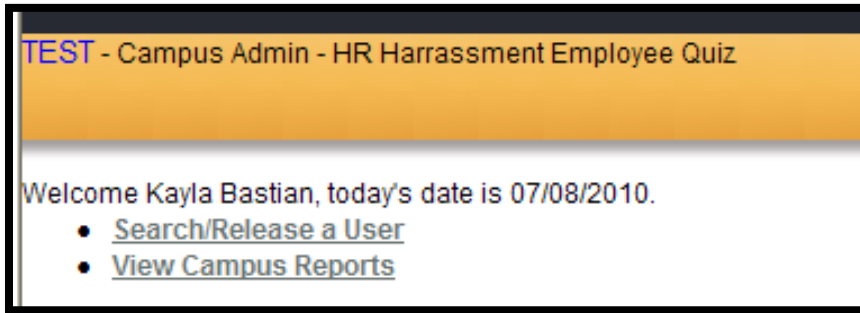
© 2009 [South Dakota Board of Regents](#)

3. Login with your username and password
 - a. Your username is your email address



The screenshot shows the ETOD Campus Admin Login interface. At the top, the text "ELECTRONIC TRAINING ON DEMAND" is displayed in red. Below this is a "HOME" button with a house icon. The main heading is "Campus Admin Login". There are two input fields: "Login:" and "Password:". Below the input fields are two buttons: "Submit" and "Clear". At the bottom, there are two links: "Change Password" and "Forgot Password".

4. You will then be taken to a Welcome screen where you have two options
 - a. Search/Release a User
 - b. View Campus Reports



Search/Release a User

If an employee or manager does not complete their ETOD and needs the quiz released to them again you can do so by choosing "Search/Release a User"

1. Search by last name, first name, or email.

A screenshot of the "Search for a User" form. The form has a dark red header with the title "Search for a User" and a "View All" link on the right. Below the header, the text "Search for a User: (* Indicates Required Field)" is displayed. The "Search Type:" section has two radio buttons: "With at least One of the words" (which is selected) and "With All of the words". There are three text input fields: "User's Last Name", "User's First Name", and "User's email". Below these is a "Training Area" dropdown menu currently set to "Select One". At the bottom, there is an "Order Results by:" dropdown menu set to "Last Name". At the very bottom are "Search" and "Reset" buttons.


2. You can then View the employee information to ensure it is the proper person or you can release the quiz to them

Change Sort By to: Last Name

There were 1 results.

LastName	FirstName	Campus	Status	
Bastian	Kayla	BOR	FT	<input type="button" value="view"/> <input type="button" value="release"/>

3. Choose "Release" to release the training back to the employee.
4. That employee should now be able to log in to ETOD to complete the required training.

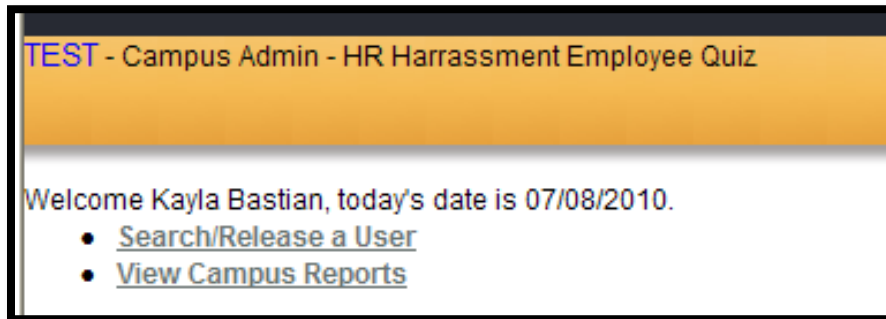
Set-up your Access		
First Name	Middle Initial	Last Name
Kayla	D	Bastian
e-mail	Campus	
kayla.bastian@sdbor.edu	BOR	
Last 4 digits of your Social Security Number (all numbers)	Department	
	Human Resources	
Classification	Status	
NFE	FT	
Position Title	Reset Start date to:	
HR/Research Anaylst	07/08/2010	
Please use this back button.		
<input data-bbox="359 987 472 1024" type="button" value=" << Back "/> <input data-bbox="485 987 598 1024" type="button" value=" Release "/> 		

Success!!
Please use this button to get back to the list of users you searched for,
<input data-bbox="636 1247 709 1284" type="button" value=" Menu "/>
or go to a brand new search .

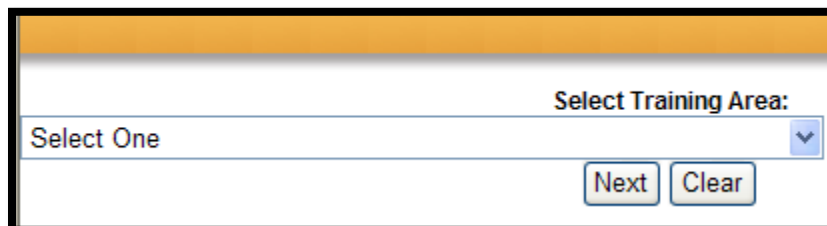
View Campus Reports

HR can also view campus reports to see who has completed the training.

1. Click on “View Campus Reports”



2. View Results
3. Select the report you wish to see
 - a. For example, Harassment/Discrimination Preventative Training for Employees



4. Next
5. Here you can view who has completed the training, when, how long it took them, and the number of questions answered.

ETOD Campus Admin User Guide

Version 1

07/08/2010
