



E-Business Suite AccessGate

Enter your User Name and
current network Password.

If login issues contact Customer
Support Center at 453-HELP
(4357)

Login

Enter your Single Sign-On user name and password.

User Name

Password

Login

Cancel



Pinellas County

Oracle Applications Home Page

Worklist

From

Subject

There are no notifications in this view.

✓TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator

OPUS IntraWeb Information Website

- [PIN BCC Expense](#)
- [PIN Employee Self Service](#)
- [PIN OLM Learner](#)

Once logged into OPUS
click on PIN OLM Learner
then on **Learner Home**

Personalize

Learning

- [Learner Home](#)
- [External Learning](#)

Home | **Catalog** | **Learning History**

Current Learning | Requested Learning | Forums and Chats

Search Course ☐ Exact Phrase [Advanced Search](#)

Learning Paths

List of all your active Learning Paths

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
Professional Development	Active	Manager	0 of 2	27-Dec-2011	31-Dec-2012				

Enrollments

Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.

Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Play	Move to History	Unenroll	Course Evaluation
Myers-Briggs Type Indicator - HR - 9-Jul-2012		Pending Evaluation		09-Jul-2012 13:00:00	09-Jul-2012 16:30:00					
National Crime Stop Program - Jun 2011 1100		Pending Evaluation		01-Jun-2011 11:00:00	01-Jun-2011 12:15:00					
UPS Principles & Qualities of Genuine Leadership - HR - 23-Aug-2012		Pending Evaluation		23-Aug-2012 08:00:00	23-Aug-2012 12:00:00					

Announcements

- You have 6 new notifications.

Browse Catalog

- *Consortium Training Catalog
- *Resource Library
- *Risk Management
- BCC Departments
- Business Technology Services
- Clerk of the Circuit Court
- Construction Licensing Board
- County Attorney's Office
- Human Resources
- Human Rights
- More...

The Learner Home screen appears. Here you can view Announcements, Learning Paths created, and Class enrollments.

Now lets **click on Consortium Training Catalog** to view classes available.

You could also click on departments listed to see any training offered

Home | **Catalog** | Learning History

Search: ☐ Exact Phrase [Advanced Search](#)

Home: [Current Learning](#) >

*Consortium Training Catalog

Description

The Unified Personnel System Consortium Training Catalog provides information on training resources available in-house and online for all employees seeking to develop competencies and improve knowledge, skills and abilities. A number of other local governments participate in consortium training programs. Courses in this category are not technical in nature. Many of them are scheduled several times throughout the year and offered in different locations. For technical training opportunities, refer to your own departmental category

Subcategories

- **Alphabetical Listing**
- [Career Development](#)
- [Communicating, Networking and Building Coalitions](#)
- [Desktop Computer Training](#)
- [Financial & Retirement](#)
- [Health & Wellness](#)
- [Leadership and Management](#)
- [Public Sector Knowledge and Performance](#)
- [Working With People](#)

At the Consortium Training Catalog screen you can view the Alphabetical Listing or view classes by topic area such as Career Development. Lets click on Alpha Listing to view that screen next.

Alphabetical Listing

Description

Click here to see a comprehensive alphabetical list of courses and services available in the Consortium Training Catalog. Click on the "Course Name" title in the column to sort in alphabetical order.

Some courses with restricted access are not featured in this category. See the Leadership and Management courses available to supervisors at [this link](#)

Courses

Click on 'Course' link to view details. Click on 'Choose or Enroll' link will provide either enrollment or offering/class page based on number of classes in the course.

Previous 1-10 Next 10

Course Name	Choose or Enroll in class	Course Code
Communicate This!		HRD101
Dealing With Difficult People		HRD102
Effective Listening		HRD103

Once on the Alphabetical Listing screen click on 'Course Name' so classes display in alpha order.

Course Name	Choose or Enroll in class	Course Code
5 Questions Every Leader Must Ask		HRD600
A Leader's Guide To Delegating		HRD601
Accountability That Works		HRD330

Courses now appear in Alpha order

*Consortium Training Catalog

Description

The Unified Personnel System Consortium Training Catalog provides information on training resources available in-house and online for all employees seeking to develop competencies and improve knowledge, skills and abilities. A number of other local governments participate in consortium training programs. Courses in this category are not technical in nature. Many of them are scheduled several times throughout the year and offered in different locations. For technical training opportunities, refer to your own departmental category

Subcategories

- [Alphabetical Listing](#)
- **Career Development**
- [Communicating, Networking and Building Coalitions](#)

Now that you know how to view the course alpha listing let us go back and select **Career Development** topic.

Home | **Catalog** | Learning History

Search Course ☐ Exact Phrase

Home: Current Learning > *Consortium Training Catalog > Career Development >

Career Development & Personal Growth

Courses

Click on 'Course' link to view details and enroll into class. 'Choose Class Or Enroll' link will provide either enrollment or offering/class page based on number of classes in the course.

Course Name	Choose or Enroll in class	Course Code
Time Management		HRD332
Motivating Ourselves		HRD400
Sharpening Your Professional Edge		HRD401
Tips for Getting the Job You Want		HRD403

Return to [Home](#) | [Private](#)

Under the Career Development & Personal Growth topic are listed the Courses offered. Click on the Time Management course to view course information.

Home | **Catalog** | Learning History

Search Course ☐ Exact Phrase

Home: Current Learning > *Consortium Training Catalog > Career Development > Career Development > **Time Management**

Course: Time Management

Use this page to view the course objectives and description as well as delivery mode.

[Show Key Notation](#)

Offerings

Offering Name	Language	Delivery Mode
Time Management	English	Instructor Led

Objectives

- Start the day correctly in order to be more productive
- Prioritize tasks by deciding which ones are important or urgent
- Handle meetings
- Use the phone or email more effectively
- Identify 'time robbers' and build the right defenses against them.

Description

Most people think they are efficient. But unless they know how to manage their time, it's unlikely they will ever be fully effective. Poor time management can also have an effect on their colleagues or the team they work with.

This page displays the course objectives and description as well as delivery mode.

You click on the offering link to view the classes available.

Search Course ☐ Exact Phrase [Advanced Search](#)

Home: Current Learning > *Consortium Training Catalog > Career Development > Career Development & Personal Growth > Course >

Offering: Time Management



Use this page to view and enroll in a class. To cancel your enrollment, click the class name, then click Unenroll.

[Show Key Notation](#)

Classes

Filter by Name

The Classes screen will show: classes offered, location, start & end date, duration, your current enrollment status, plus other information. You can click on the Time Management Apr - 2011 class click to view the class detail screen then request enrollment in this class.

Class Name	Location	Training Center	Start Date	Start Time	End Date	End Time	Duration	Class Status	Enrollment Status	Enroll
Time Management Apr - 2011	LM-Human Resources Training Room	HR-Annex 429	26-Apr-2011	08:30	26-Apr-2011	12:00	3.5 Hour (s)	Full	Not Enrolled	
Time Management Aug - 2011	LM-Pinellas County Extension Service	Extension Service	16-Aug-2011	08:30	16-Aug-2011	12:00	3.5 Hour (s)	Normal	Not Enrolled	

Search ☐ Exact Phrase [Advanced Search](#)

Home: [Current Learning](#) > [*Consortium Training Catalog](#) > [Career Development](#) > [Career Development & Personal Growth](#) > [Course](#) > [Offering](#) >

Class: Time Management Apr - 2011

Use this page to view the class details, and enroll or unenroll.

Course Name	Time Management	Language	English
Delivery Mode	Instructor Led	Status	Full
Class Start Date	26-Apr-2011 08:30	Class End Date	26-Apr-2011 12:00
Enrollment Start Date	19-Dec-2010 00:00	Enrollment End Date	26-Apr-2011 23:59
Duration	3.5 Hour(s)		
Training Center	HR-Annex 429		

Here you view the class detail information. Instructor-led classes may also display the Instructor (Trainer) name.

Location Address

Location	LM-Human Resources Training Room
Description	
Address Line 1	County Annex Building
Address Line 2	4th Floor, Room 429
City	Clearwater
State	FL
	Florida
Zip Code	33756
County	Pinellas
	Pinellas
Country	United States

If you wish to request enrollment click this button.

Class Resource Bookings

Name	Type	Start Date	Start Time	End Date	End Time	Status	Primary Venue	Quantity
Fusco, Ms. Malinda S	Trainer	26-Apr-2011	08:30	26-Apr-2011	12:00	Confirmed	N	1

Home | Catalog | Learning History

Search ☐ Exact Phrase [Advanced Search](#)

Catalog >

Enroll: Time Management Apr - 2011

[Show Key Notation](#)

Class Summary

Delivery Mode	Instructor Led
Course Name	Time Management
Class Name	Time Management Apr - 2011
Start Date	26-Apr-2011 08:30
End Date	26-Apr-2011 12:00
Training Center	HR-Annex 429
Location	LM-Human Resources Training
Language	English

Enrollment Details

Enrollment Justification

Note - this step and the following two slides are not required if your supervisor is aware of the reason you are requesting the Class. If that is the case you can simply click on the 'Review' button to proceed.

Search and Select List of Values - Microsoft Internet Explorer

Search and Select: Enrollment Justification

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

☒ Trusted sites

On the Class Summary screen click on the magnifying glass then in the window that opens click on the Go button.

In the window that opens you pick the Justification Text desired. For example - Career Development.

Click the Radio button button by the text then click the **Select** button or simply click the Quick Select icon.

Catalog >

Enroll: Time Management Apr - 2011

Cancel

Review

[+ Show Key Notation](#)

Class Summary

Delivery Mode  **Instructor Led**
Course Name **Time Management**
Class Name **Time Management Apr - 2011**
Start Date **26-Apr-2011 08:30**
End Date **26-Apr-2011 12:00**
Training Center **HR-Annex 429**
Location **LM-Human Resources Training Room**
Language **English**

The value select will appear in this field. Next click on the **Review** button.

Enrollment Details

Enrollment Justification

Cancel

Review

Review

Back

Submit

Use this page to review your changes . Click Submit to approve the action or Back to continue working on this action.

Enrollment Details

	Proposed
Course Name	Time Management
Class Name	Time Management Apr - 2011
Start Date	26-APR-2011 08:30
End Date	26-APR-2011 12:00
Delivery Mode	Instructor Led
Training Center	HR-Annex 429
Language	English
Special Instructions	
Enrollment Justification	Career Development

Once you have confirmed this is the class you wish to request you can click the Submit button.

Your request will be forwarded to the Approver for review. Once they have approved it you will get a confirmation from OLM indicating you are enrolled in the class. Note the email will say it is from WFEPRD.

Comments to Approver

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
+ Show	1	Read, Joan	HR People	1	Approver		

[+ Add Adhoc Approver](#)

Review

Back

Submit

Use this page to review your changes . Click Submit to approve the action or Back to continue working on this action.

Enrollment Details

	Proposed
Course Name	Time Management
Class Name	Time Management Apr - 2011
Start Date	26-APR-2011 08:30
End Date	26-APR-2011 12:00
Delivery Mode	Instructor Led
Training Center	HR-Annex 429
Language	English
Special Instructions	
Enrollment Justification	Career Development

Once you have confirmed this is the class you wish to request you can click the Submit button.

Your request will be forwarded to the Approver for review. Once they have approved it you will get a confirmation from OLM indicating you are enrolled in the class. Note the email will say it is from WFEPRD.

Comments to Approver

This has been a brief walk through of the OLM system. You can use it to have instant access to class offerings, create Learning Paths, review OLM learning history and much more.

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
+ Show	1	Read, Joan	HR People	1	Approver		

[+ Add Adhoc Approver](#)