

Public Employee Training in the Dakota County Learning Center

SECTION 1: Find the Public Employee Training page

Search: Public Employee Training Page on the Dakota County website or click the link below:
<https://www.co.dakota.mn.us/Government/Training/Pages/default.aspx>

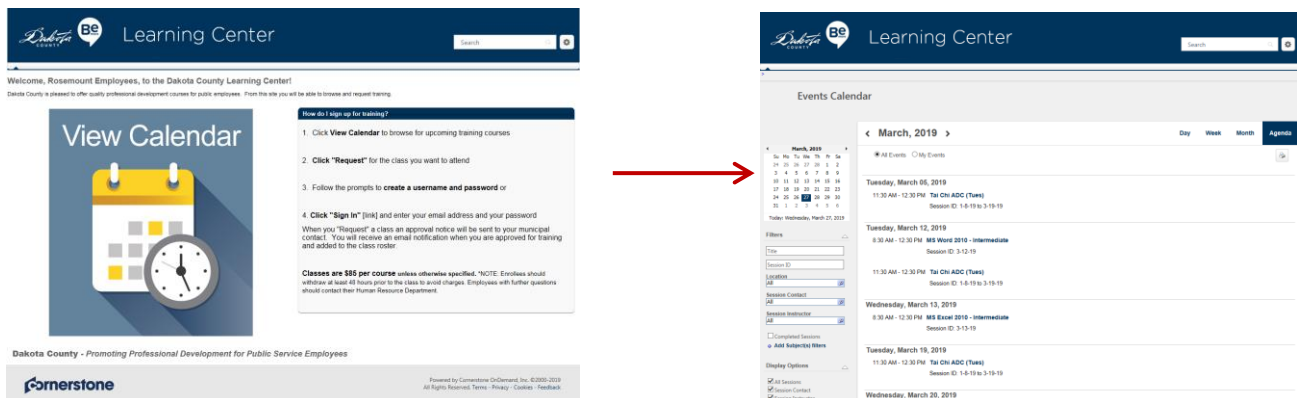
SECTION 2: Document Links [on the left of your screen on the Training site main page]

- View Available Courses** – Opens a Document of the courses scheduled for upcoming months. *You must log into the Learning Center to verify if there are still seats available for each course.
- How to Register** – Opens this help sheet for how to access courses through the Learning Center.
- Public Agency Contacts** – Opens a list of the approvers for each agency. *This is who you call if you have questions about approval or denial of a course request.
- Contacts How to Guide** – This is for Agency Approvers to learn how to approve course requests.

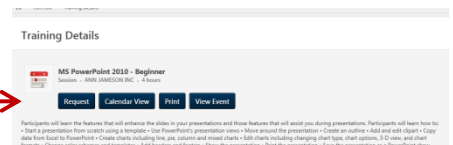
Questions? Please email LearningCenter@co.dakota.mn.us

SECTION 3: Gain Access to Learning Center

1. Click on your agency to begin browsing for courses. *If you do not see your agency please email the Learning Center at learningcenter@co.dakokota.mn.us.
2. Click the View Calendar icon to view upcoming courses.



3. At the Events Calendar page:
 - a) Scroll or Use the arrows to move month to month
 - b) Hover over the title to see a quick view of the course details
 - c) Click the title to view all course details (description)
 - d) Click "Request" to begin your registration process



4. Next, you will be routed to the Account Creation Page
- **If you do not have an account:** Fill out the required fields on the self-registration form and click submit
 - **If you have an account:** Click “Login here”

DAKOTA COUNTY LEARNING CENTER

First Time Users: Fill in the self-registration form.
Returning Users: Look for the “Login” link.

* Required Field

* First Name:

* Last Name:

* Email Address:

* Phone:

* Division: City of Rosemount
Approver: MCPHERSON, TIRZAH

* Passwords must be 14 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.

* New password

* Confirm password

[Already a user? Login here](#) ← **Login here**
[Return to Browsing? Click here](#)

I'm not a robot

All requests for training are routed to your municipality (agency) approver. You will receive an email once your training has been approved or denied. Classes are \$85 each unless otherwise specified. If you cannot attend, email learningcenter@co.dakota.mn.us at least 48 hours prior to class to withdraw

5. After clicking submit:
- a) You will see a completion message as noted below.

DAKOTA COUNTY LEARNING CENTER

First Time Users: Fill in the self-registration form.
Returning Users: Look for the “Login” link.

Thank you for taking time to enter your information. Once your registration has been approved, an email will be sent to you.

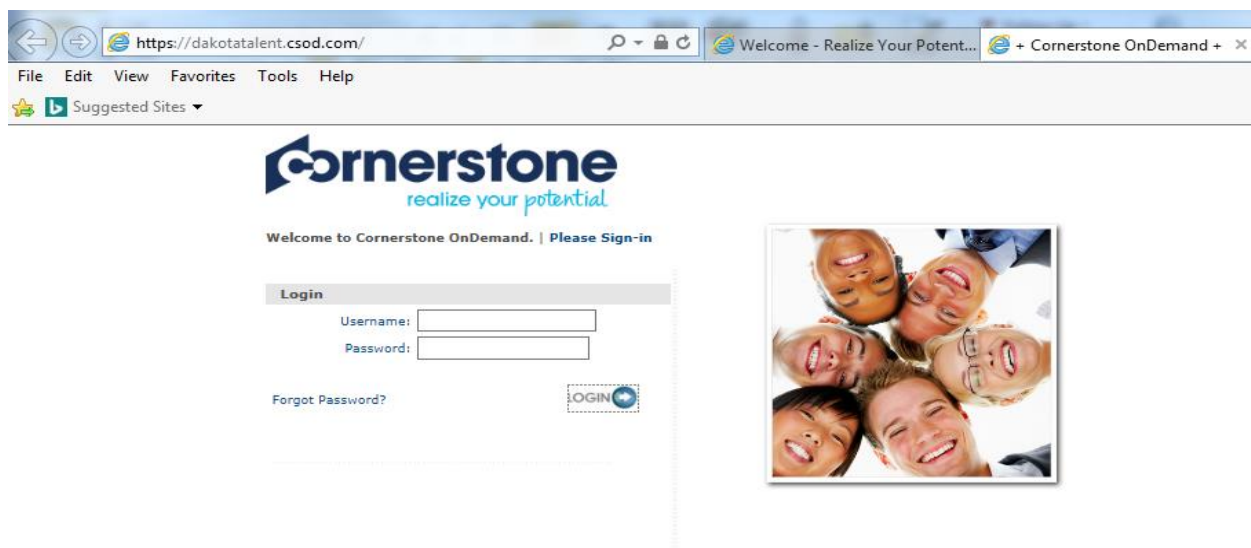
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- b) Your request is routed to a contact in your Human Resources department for approval.
- c) Upon approval you will receive a confirmation email. Please remember to mark your calendar.

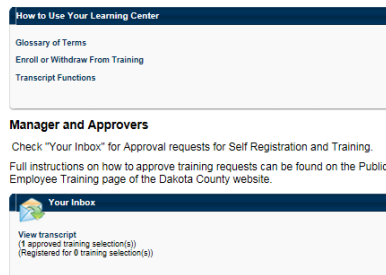
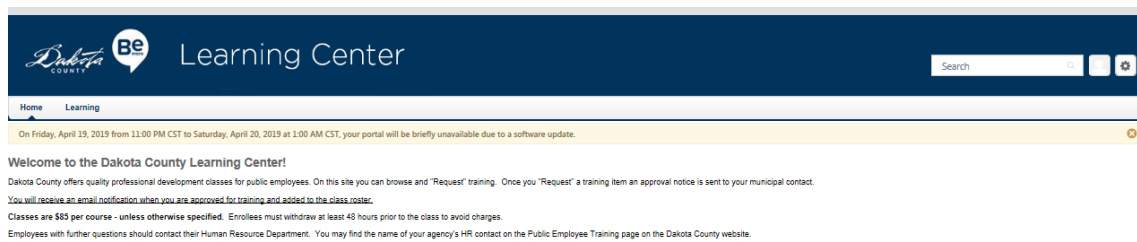
*Note: You will need to wait until your account is approved by your agency before registering for more training. Once your account is approved you can go to the returning user login link – **see Section 4.**

Section 4 – Returning Users


1. Once your account is approved you may register for more training opportunities.
 - a) Click this link: <https://dakotatalent.csod.com> (Save the hyperlink in your favorites)
 - b) Enter your email address as the username. i.e.: jane.doe@co.dakota.mn.us
 - c) Enter the password you created when you requested Learning Center access – this password will NOT change. Please keep it safe for future use.
 - d) Click LOGIN



2. Once in the Learning Center, click View Calendar to browse and request upcoming courses. To manage your status in a course, click View Transcript (you may also access these options from the ribbon underneath the Learning Center logo).



- 3. Manage your current registrations from the transcript page. You will see your class with the option to withdraw.

 **Gender Squared: Building Allyship for Women (Starts 5/7/2019)**
Due: No Due Date Status: Pending Approval **Withdraw** ▼

Note: The status underneath the training title is: "Pending Approval". This will change to "Registered" once your agency has approved your training. You will receive an email notification of the approval.

- 4. Hover over the gear icon [upper right] to reveal the dropdown. Click "Log Out" to exit the Learning Center.

Dakota COUNTY **Be** more Learning Center Search

Home Learning My Options
Help
Log Out

On Friday, April 23, 2019 from 11:00 PM CST to Saturday, April 20, 2019 at 1:00 AM CST, your portal will be briefly unavailable due to a software update.

