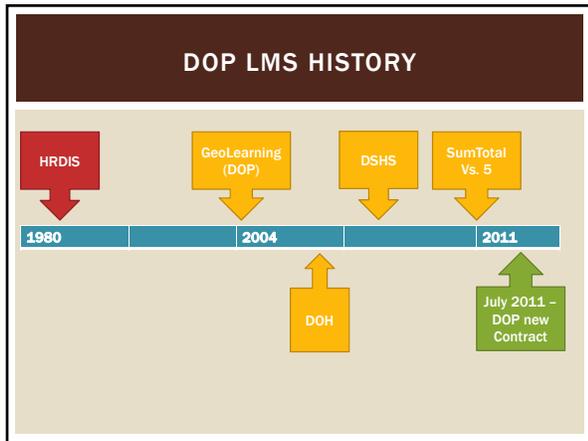


LEARNING MANAGEMENT SYSTEM OVERVIEW

FMAC
11/17/2011



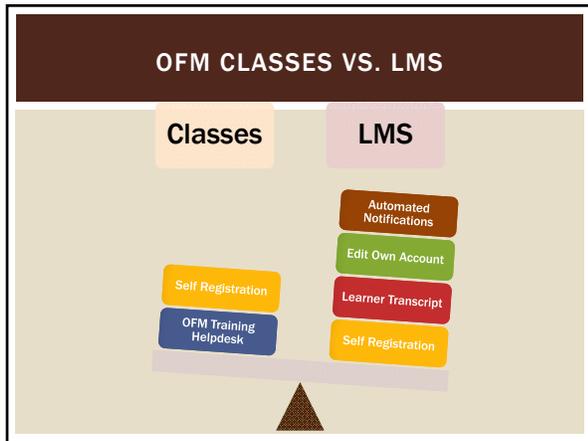


SOFTWARE AS A SERVICE

- No Development Costs
- Fulltime Development Team
- New Features Monthly
- Fulltime Support 24x7
- No Hardware Costs
- Pay-Per-User- DES Pays

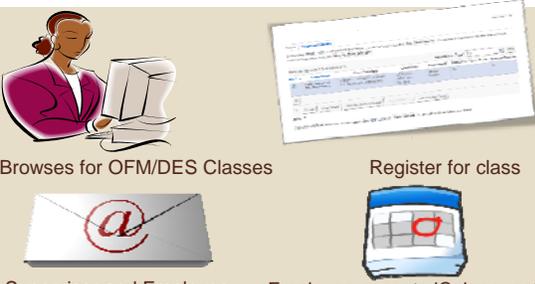
OFM / DOP PROJECT

November 2010



**DES / OFM
REGISTRATION PROCESS**

REGISTRATION WORKFLOW



Browses for OFM/DES Classes Register for class

Supervisor and Employee receives confirmation email Employee accepts iCal request

CITY / COUNTY / HIGHER EDUCATION

- Complete the Pre-Authorization Form and submit to the DES Service Center



BASIC LMS NAVIGATION

SCHEDULED CLASSES

Course: DES - AFRS: Selecting AFRS Transaction Codes - Intro Level Class Record

Details | **Scheduled Classes**

To view class details, enroll, or put yourself on a waitlist, select the class below and click **View Details**. To see how a class below fits into your schedule, select the class below and click **View My Class Schedule**.

Displaying records 1-1 of a total of 1 Results per Page: 10 Show

Select	Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
<input type="checkbox"/>	DES - AFRS Selecting AFRS Transaction Codes - Intro Level	11/16/2011 - 11/16/2011, 1:00 PM - 3:00 PM (America/Denver)	DES (1500 - Jefferson Campus)	DES (1500 - Jefferson Campus)	Desert Rider: 5	No

All | **Bucket** | **View Details** | **View My Class Schedule** | **Enroll** | **Waitlist**

Pages: 1

CONFIRMATION LETTER

This class provides an overview of the fiscal note process and using the Internet Fiscal Note system to prepare, submit, and track fiscal notes.

ICAL ATTACHMENT

Your class registration status has changed to:

Status: Enrolled
Course Name: DES - Internet Fiscal Note System Class Dates: 11/16/2011 - 11/16/2011
Time: 1:00 PM - 4:00 PM, America/Denver (UTC -08:00:00)

The attached iCalendar file can be saved and then imported into your calendaring software to create appointments for all class sessions.

To Add Multiple Sessions (iCal) to Outlook Calendar:
1. Save the iCal file to your desktop.
a. From the email notification double-click the iCal file.
b. Save it to your desktop.
2. Import the file into your Outlook calendar.
a. Select File > Import and Export.
b. Select the Import an iCalendar or iCalendar File (.ics) option.
c. Navigate to and select the .ics file.
d. Click the Ok button.

LMS ICONS

My Courses  My Courses	My Transcript  Transcript
Frequently Asked ?  FAQ	Help Documents  Help

THANK YOU

■ Questions??



IMPORTANT NUMBERS

- REGISTRATION OR SYSTEM ISSUES
 - DES Service Center
 - Phone: (360) 664-6400
 - Email: ServiceCenter@dop.wa.gov
- QUESTIONS REGARDING OFM/DES CLASSES
 - OFM Training Helpdesk
 - Phone: (360) 725-5280
 - Email: TrainingHelpdesk@ofm.wa.gov

OFM/DES TRAINING RESOURCES

- **The following resources are available for your use:**
 - View current DES/OFM Course Catalog
 - [Current DES/OFM Course Catalog](#)
 - OFM Training Page
 - <http://www.ofm.wa.gov/training/default.asp>
 - DES Training Course Materials
 - <http://www.ofm.wa.gov/training/materials.asp>
 - Higher Education / City / County Employees
 - Must complete the [Pre-Authorization Form](#) and submit to the DES Service Center at servicecenter@dop.wa.gov.

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