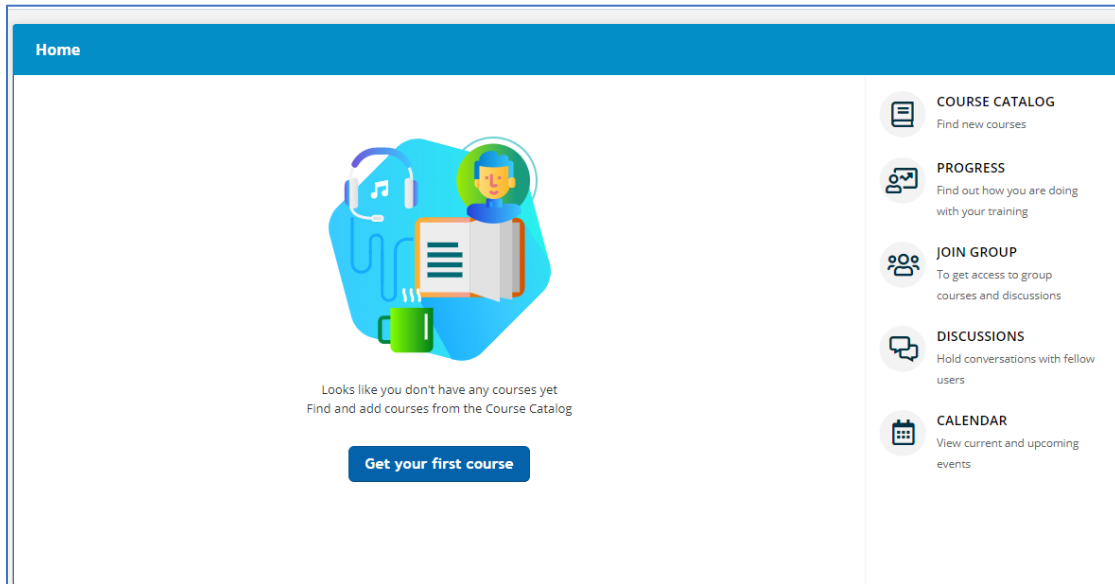
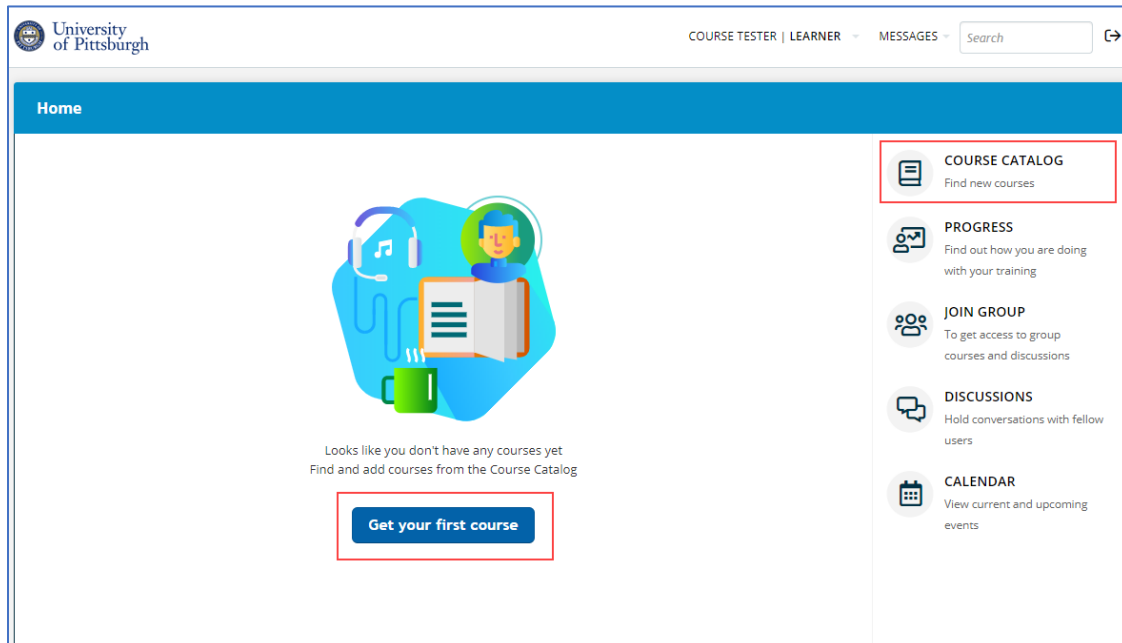


Registering for courses

1. Go to <https://pitt.talentlms.com>
2. Authenticate with your Pitt Credentials
3. When you access the platform the first time, the home page will look like this:
 - Note, if you have been registered for a course already, it will display on the home page.



4. To register for a course, click on the “Get you first course” button, or click on the **Course Catalog**.



- The list of currently available courses will display. To register for a course, click on the **Get This Course** button.

NOTE: Please register to the course you are required to complete. The screenshots below use a PittWorx course as an example only.

Home / Course catalog

Search courses

Name

CATEGORIES

- PantherExpress (4)
- Pitt Credit Cards (3)
- Pitt Worx (14)
- Pitt Worx Champion Traini... (1)
- Pitt Worx Employee Action... (12)
- PRISM (2)
- Vincent Payment Solutions (2)

Pitt Worx

6. Pitt Worx - Payroll

This course is open for the Payroll department staff only A review of the back-end Payroll, and the front-end and back-end Time & Labor functionalities.

Get this course

PantherExpress
Travel & Expense Management

Pitt Credit Cards

P-card - Policies & Procedures for New Card Holders

This training details the policies and procedures a new University P-card cardholder must follow. The P-card is a supplemental purchase method for certain types of low-value, low-risk, or emergency purchases.

Get this course

PANTHEREXPRESS

Pitt Credit Cards

P-card - Policies & Procedures for Software Purchase

This training details the policies and procedures for purchasing software licenses with a University P-Card. The P-card is a supplemental purchase method for certain types of low-value, low-risk, or emergency purchases.

Get this course

- You can also use the Category filters to narrow your search.

Home / Course catalog

Search courses

Name

CATEGORIES [reset](#)

- PantherExpress (4)
- Pitt Credit Cards (3)
- Pitt Worx (14)
- Pitt Worx Champion Traini... (1)
- Pitt Worx Employee Action... (12)
- PRISM (2)
- Vincent Payment Solutions (2)

Pitt Worx / Pitt Worx Champion Trainings

Pitt Worx Employee Actions - Interactive Training


This course will guide you through the following employee Actions: 1. Navigating to Employee Actions 2. Assignment Changes 3. All-Temps or Regional Temps Extra Information Change 4. Assignment Status Change (Student Employment) 5. Change in...

Get this course

1 to 1 of 1

6. Select Start or Resume Course. The First Module in the Content list will open. If you have already started the course, the course will resume from the last time you opened it.

Home / Pitt Worx Employee Actions - Interactive Training



Pitt Worx Employee Actions - Interactive Training

This course will guide you through the following employee Actions:

1. Navigating to Employee Actions
2. Assignment Changes
3. All-Temps or Regional Temps Extra Information Change
4. Assignment Status Change (Student Employment)
5. Change in FTE (Full-Time Equivalency)
6. Check Distribution Code (CDC) Change
7. Department Change
8. Existing Faculty Details Update
9. External Affiliation
10. Pay Year Type Change

Start or resume course

CONTENT

- 📁 Navigating to Employee Actions
- 📁 Location Change
- 📁 Change in FTE
- 📁 Pay Year Type Change
- 📁 External Affiliation Change
- 📁 Department Change
- 📁 Check Distribution Code Change
- 📁 Assignment Status Change (Student Employment)
- 📁 AllTemps/Regional Temps Extra Information Change

COMPLETION RULES

- 📄 All units must be completed

[< return to courses](#)

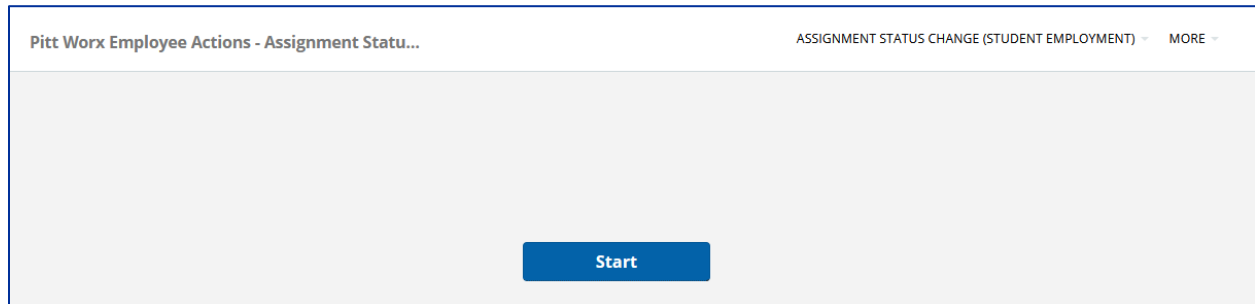
Starting your course

There are two Content types in TalentLMS:

- Online prerecorded trainings
- Instructor-Led webinars.

Pre-recorded content

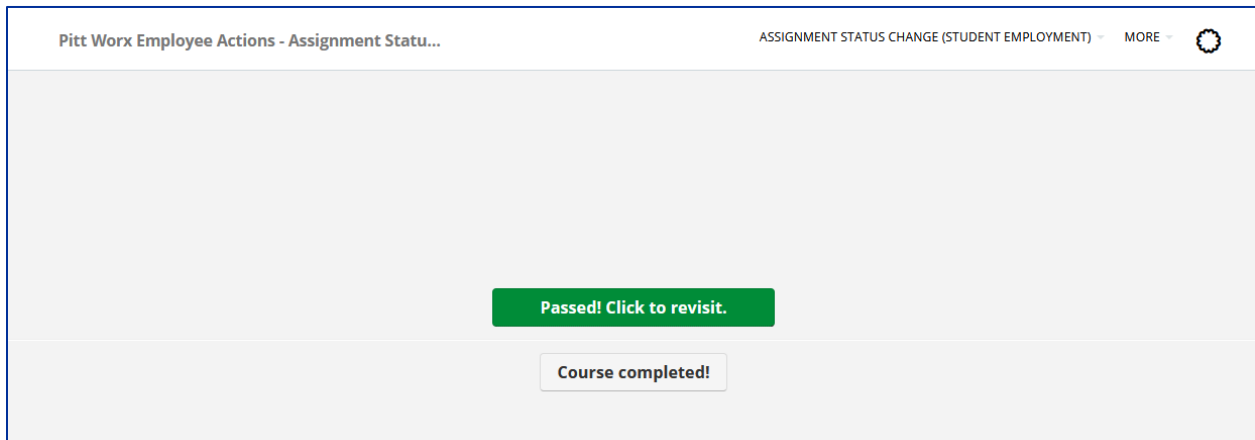
1. If the Content you are accessing is prerecorded training, a new page will open with a Start Button.



2. Select the Start button to open the training. The training will open in a new window.

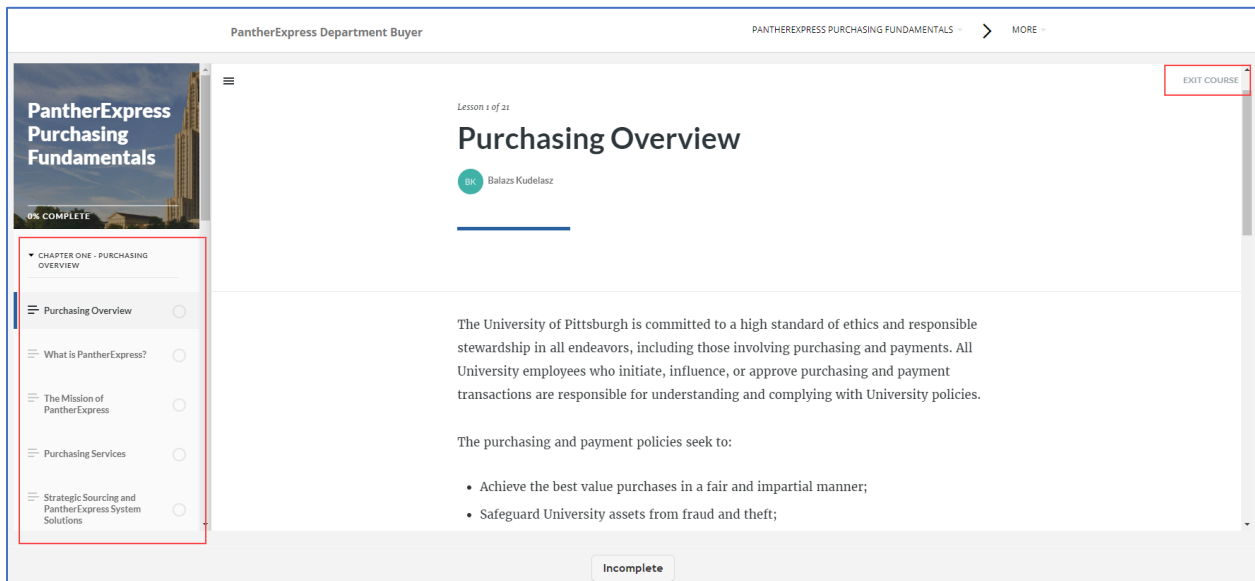


3. Once you completed the training, you will receive a notification.



4. Complete the course.

- Note: Make sure all the lessons and test are completed. You can verify your progress on the left side of the screen. You may need to scroll down!
- Note: Once you are finished or would like to continue later, please make sure **to use the EXIT COURSE link** on the top right to save your progress.



5. The home page will display your progress for all courses you are registered for. Once all modules are completed, the course will be marked as completed on your home page.

The screenshot displays a user's home page dashboard. At the top, there is a search bar labeled "Search my courses" and several utility icons including an information icon, a "Name" filter, and a grid view icon. Below the search bar, a progress summary row shows: 1 course in progress, 0 courses not passed, 1 completed course, 6m training time, and 0 certifications. The main content area features three blue header sections: "PantherExpress" with a sub-section "PantherExpress Department Buyer" at 0% progress, "Pitt Credit Cards", and a highlighted course "P-card - Policies & Procedures for New Card Holders" which is marked as "COMPLETED". On the right side, there is a vertical navigation menu with icons and labels for "COURSE CATALOG" (Find new courses), "PROGRESS" (Find out how you are doing with your training), "JOIN GROUP" (To get access to group courses and discussions), "DISCUSSIONS" (Hold conversations with fellow users), and "CALENDAR" (View current and upcoming events).

6. If you have any questions, please email Balazs Kudelasz: bak97@pitt.edu.