



PageUp for Learning User Guide

Glossary of terms

- **Development Plan:** where all employee activities, past, present and future can be accessed. This was formerly known as users' transcript.
- **Learning Activity:** a training, module, series of trainings, certificate program, etc.
- **Learning Library** and **Learning Calendar:** provides the details of available learning activities.
- **Competencies:** skills identified as core to all jobs on OSU campuses. Each available learning activity is tied to at least one of OSU's Core Competencies: Professionalism, Service, Stewardship, Teamwork and, for those who supervise, Supervisory.
- **Book:** used to enroll in a specific learning activity or event.

Let's get started! At this time, PageUp for Learning remains under construction. While most historical employee records have been imported and most future Learning Activities are ready for booking, configuration will continue through fall 2025.

To access PageUp, visit talent.okstate.edu and sign in with your OKEY credentials when prompted. Your PageUp dashboard will populate with your available modules including recruitment, performance and learning.

Based on your role at OSU, available features and menus may be presented differently.

Profile Information:

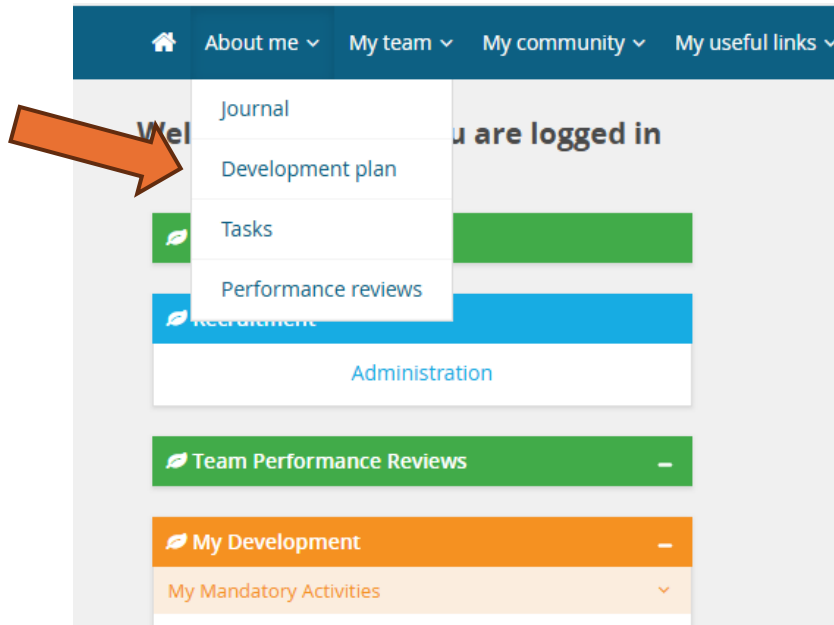
- Hover over your name on your dashboard on the top right corner of the screen.
- This section offers user information, position details and allows for photo upload.

The screenshot shows the PageUp for Learning dashboard. At the top, there is a navigation bar with logos for OAMC, LANGSTON, NED, OSU, and P. Below the navigation bar, there is a header area with a welcome message "Welcome Roberta, you are logged in" and a user profile dropdown menu. The dropdown menu is open, showing options for "My Performance Reviews", "Recruitment", "Team Performance Reviews", and "My Development". The "My Development" section is expanded, showing a table of activities. A large orange arrow points to the user profile dropdown menu in the top right corner of the dashboard.

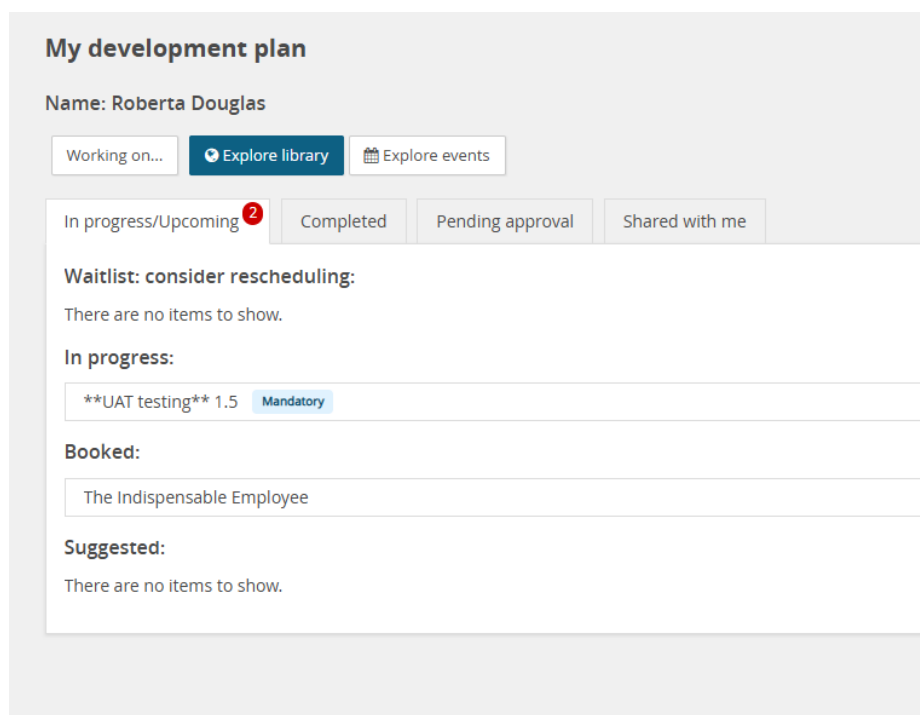
Course name	STATUS
UAT testing 1.5	In progress
The Indispensable Employee	Booked

The blue horizontal navigation menu at the top, offers drop-down features for each heading: “About me”, “My team” (if a supervisor), “My community” and “My useful links”.

Access your “Development plan”



- From the “About me” drop down menu, click on “Development plan”.
- From here, users can explore upcoming, completed, pending and suggested (shared with me) records.

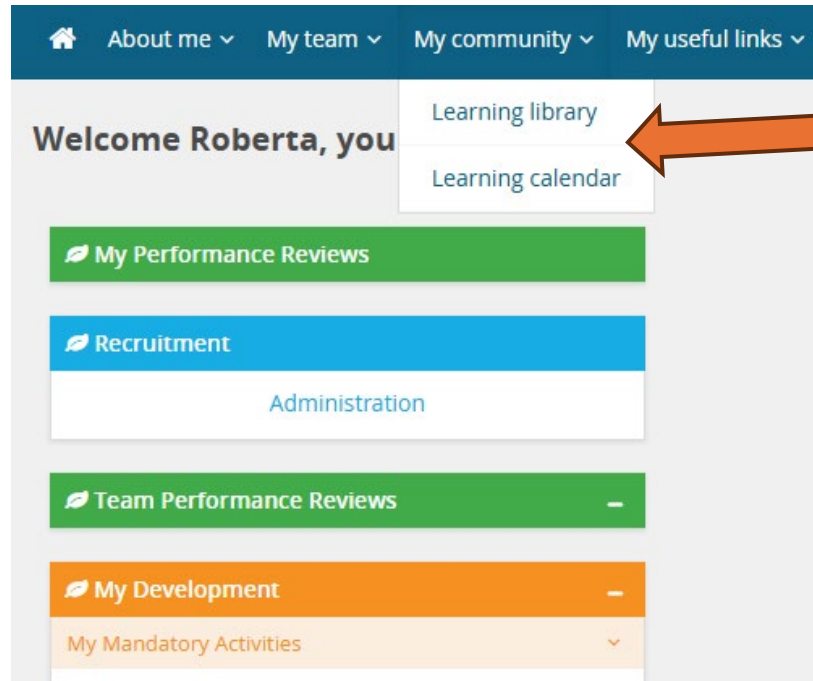


- Users can also explore the Learning Library and events from this location.

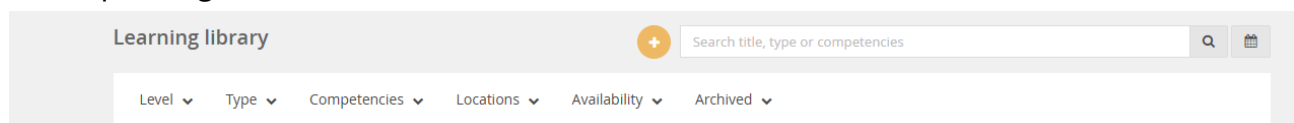
- To navigate back to the Dashboard, click the home icon on the top left of the screen.

To find and book an upcoming event

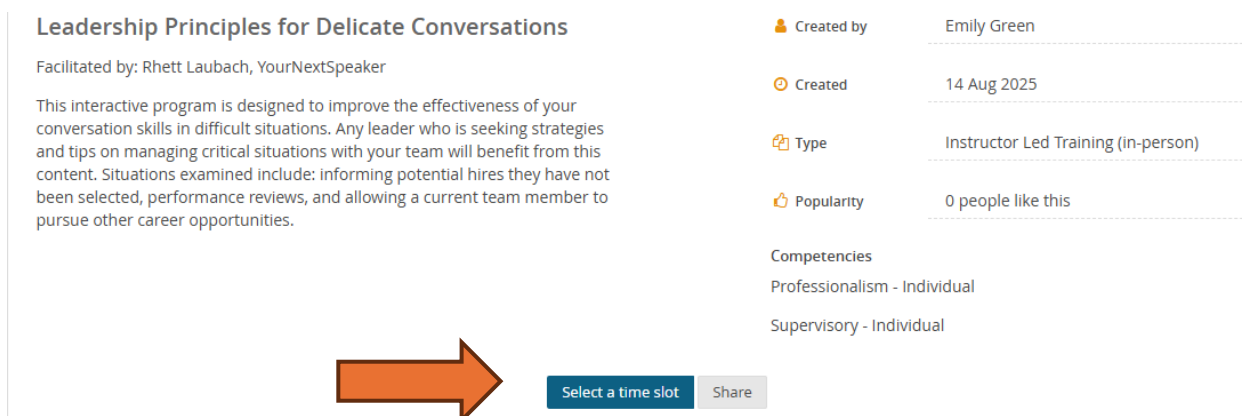
- From the home page, use “My community” drop down menu to access the “Learning Library” or “Learning calendar.” Both offer the same content, in different formats.



- Once in the “Learning library” or “Learning calendar”, the horizontal navigation bar offers available filters. Each filter is designed to guide to specific Learning Activities that best suits learning development goals.



- Note the open search bar at the top right for additional search functionality.
- After a Learning Activity is selected, the details and opportunities to select a time slot are offered.



- Users can enter any additional details for “Planned action steps” or “Desired outcomes” (this is optional) and will then click the link to “Book”

Leadership Principles for Delicate Conversations

Do you have anything to add before we change the activity to 'Booked'?

Planned action steps	List the actions you will take to achieve your objective. Ensure that these actions are specific, measurable, achievable, realistic and timebound.	
	<div></div>	
Desired outcomes	What outcomes do you hope to achieve as a result of your planned action steps? Set a timeline for completion. Also consider how you will track ongoing progress, and by which measures you will assess your development.	
	<div></div>	
Supporting documents	<div>Upload document</div>	

Local time (show in venue time)	Venue	Available positions
<div> <div></div> <div>19 Nov 2025</div> <div>1:30 PM - 4:30 PM (-06:00)</div> </div>	<div>OSU Stillwater Student Union - 408 Case Study 1</div> <div>100 South Hester Street, Stillwater, Oklahoma, United States, 74078</div>	<div>40</div>



[Book](#) [Cancel](#)

- An automated email confirmation will be sent to the user.
- Selected upcoming sessions/activities will now appear in user’s “Development plan” located in the “About me” menu.
- Users are able to “Remove activity” as needed from here as well.

Access LinkedIn Learning

- Utilizing the Single Sign On feature, full-time faculty and staff have access to LinkedIn Learning, an on-demand video platform with more than 17,000 online courses and videos.
- Hover over “My useful links” in the blue horizontal navigation menu.