



Learning Management System (LMS) User Guide

Table of Contents

LOG IN.....	2
HOME PAGE	3
Transcript.....	3
Search.....	4
Certificate Programs	4
Register.....	5
Register for Online Learning.....	6

LOG IN

CORNERSTONE LMS

1. Go to website talent.okstate.edu
2. Log-in using your o-key address and password

OSU A&M System



Enter Login Address & Password

Login Address
osu-trng@okstate.edu

Password
.....

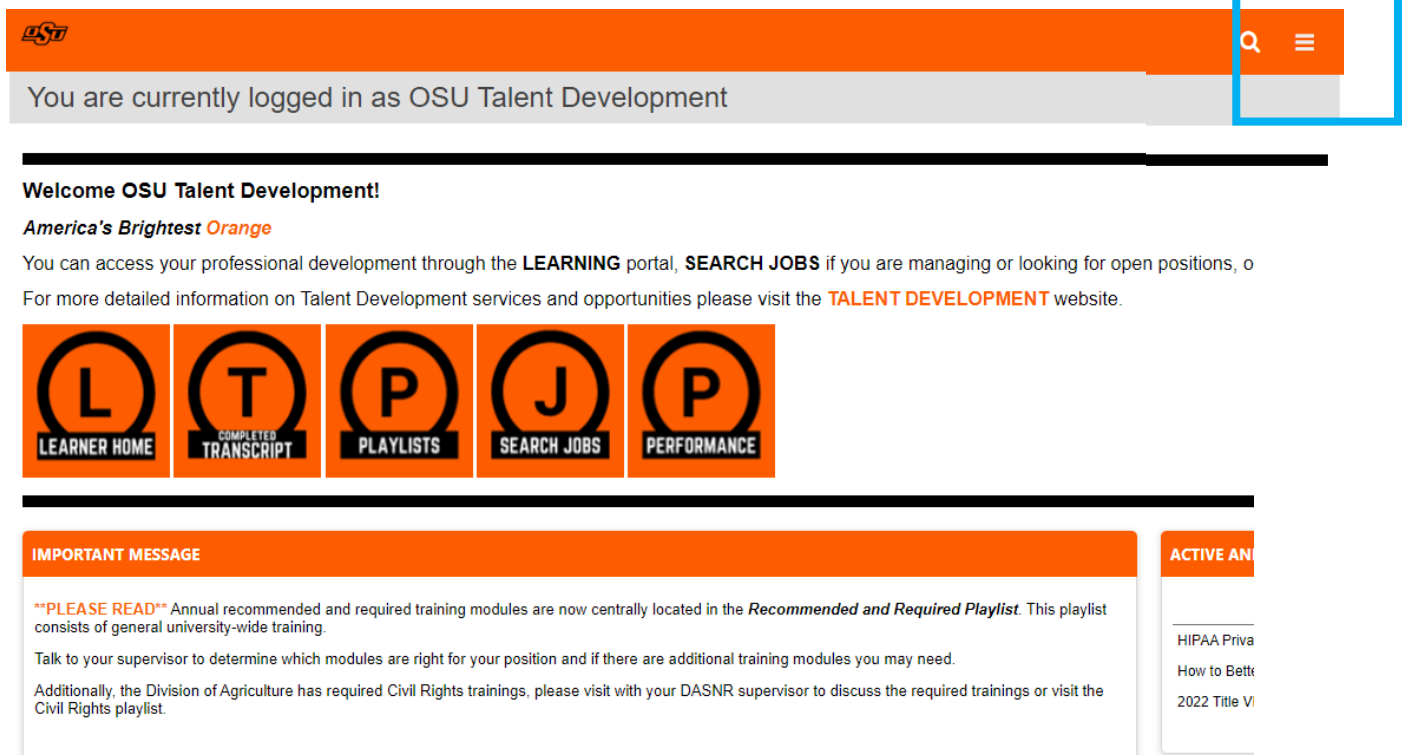
Login

[Forgot your password?](#)
[Activate Account](#)

HOME PAGE

Gives a brief overview of your transcript, featured training, etc.

The Homepage provides quick access to the most popular features in the Talent system. You can select any widget or icon you see on the homepage or use the menu in the upper right corner of the page.



KEY FEATURES

Transcript

Your transcript allows you to view upcoming instructor-led training, active online or computer-based training and allows you to manage your enrollments. You can use drop down menus located by your training title to withdraw, view completion certificates and launch training.

You can access your transcript in many different areas. You can select ACTIVE AND UPCOMING TRAINING or the COMPLETED TRANSCRIPT widget or by using the drop-down menu in the upper right corner of the page by selecting LEARNING>VIEW YOUR TRANSCRIPT.

Once you have completed a training or instructor-led class your transcript will update the status to Completed. You can toggle from Active to Completed by selecting the drop-down menu at the top of your transcript. Your transcript always defaults to ACTIVE.

Please note that all withdrawn and/or cancelled sessions will stay on your transcript under active sessions unless you move them to the archived or removed sections of your transcript.

Search

When searching for training go to the top right corner and select the magnifying glass. You can type in easy search terms to locate training opportunities including instructor-led events, online learning and playlists. When you use this global search option, you are searching the entire library for a specific topic. Events may be listed, but may not always be scheduled. We recommend using the Events Calendar to locate scheduled sessions.

The Events Calendar allows you to view instructor-led options that are currently scheduled. You can use filters to generate classes specific to a certificate program you are registered for or specific topics of interest.

While searching you can add filters to your search. Each learning object in the LMS is assigned a type of training using icons or images.



Certificate Programs

Users can register for certificate programs after they have been accepted into the program. You can find information regarding certificate programs offered here: <https://hr.okstate.edu/talent-development/cert-programs.html>.

If an instructor-led session counts towards a certificate program it will be listed under **SUBJECTS**.

Session Details ✕

SESSION

5501

Tue, May 10, 2022, 9:00 AM - 12:00 PM CDT

OKLAHOMA STATE > OSU-Stillwater > Student Union > 408 Case Study 1 Student Union

3 hours

English (US)

Advanced Leadership Program Ambassador Program
Leadership Development Program

No seats available

OSU Talent Development
osu-trng@okstate.edu

PARTS / SCHEDULE

MAY Tue, May 10, 2022, 9:00 AM - 12:00 PM CDT

10 Deep Work
Anna Irwin
OKLAHOMA STATE > OSU-Stillwater > Student Union > 408 Case Study 1 Student Union

\$0.00

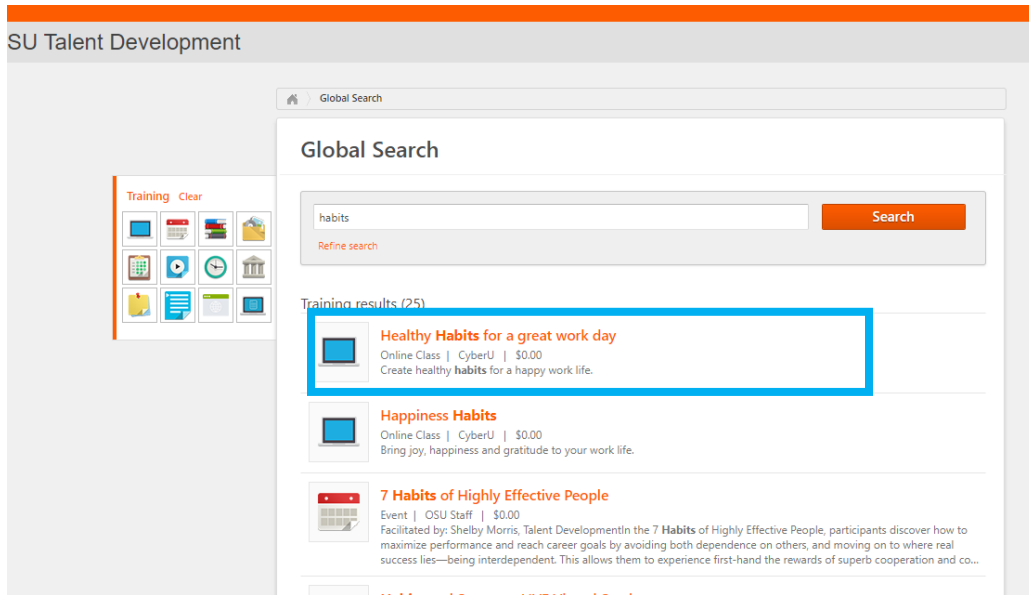
[Edit Training](#)

Register

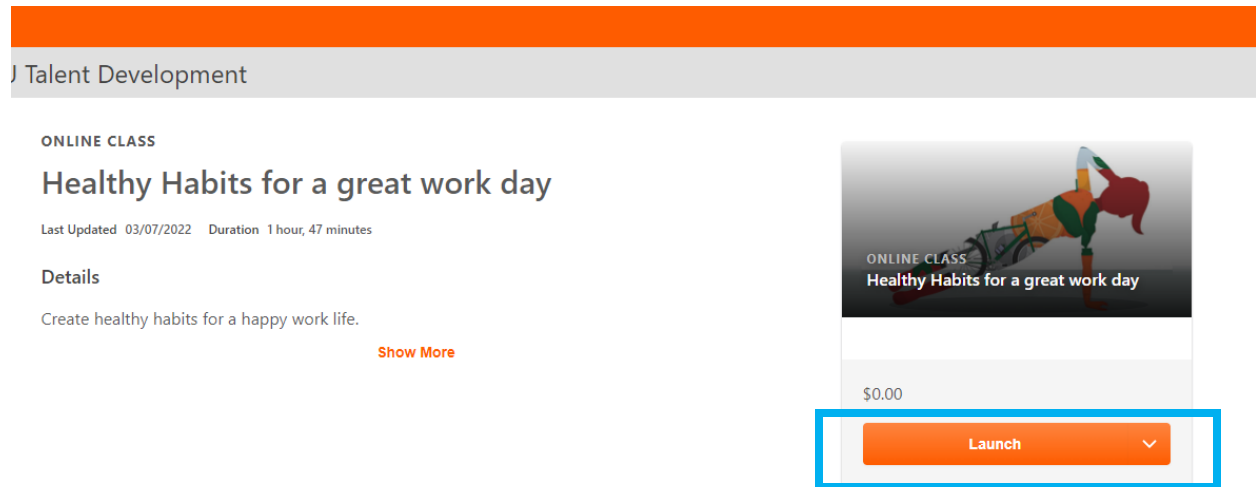
To register for an instructor-led session you see scheduled on the calendar OR in the global search listing select the title of the session and select **REQUEST**. If there are no seats available, you will be placed on the **WAITLIST** for that session. If you are released from the waitlist, you will receive an email from the Talent system advising you to register for the session. These are short windows to register, so we recommend registering as quickly as possible after receiving notice a seat is available.

Register for Online Learning

To register for online learning from the global search list, select the title of the module.



Then you can select **LAUNCH**. This will allow you to start the module on-demand.



If you cannot take the module at that time, just select X and come back to it by launching from your transcript.

