PLAYLIST

USER GUIDE
Click the link for your certificate program provided in the Talent Development Newsletter. The link will take you to the **SIGN-IN SITE** for the **LEARNING MANAGEMENT SYSTEM**.

Use your **O-KEY ACCOUNT ADDRESS** and **PASSWORD** to **LOG-IN**.
You will then be taken to the Certificate Program **PLAYLIST PAGE**

Each playlist contains trainings specific to your certificate program.

You will receive one credit for each training on the playlist that you complete. However, courses or links within these playlists labeled with “Optional” will not be counted for a credit.
Click the **TITLE** of the training you wish to complete.

We recommend that you **FOLLOW** this playlist, by clicking **FOLLOW**. By following this playlist, it will show on your Learner Home Page and your Playlist list.
Once you click the title of the training, you will be taken to the training details page where you will click **REQUEST**.

Then click **LAUNCH**

*Please note: Talent Development understands that these steps are monotonous. Unfortunately, we are unable to change these steps.*

The training will open in a pop-up window.
Please note: If the training does not pop-up, you may have your pop-up blocker on. Please work with your IT Department, to ensure that your pop-up blockers are turned off.

Once you complete the training it will then go to your **COMPLETED TRANSCRIPT**.

To continue to complete the trainings, go to the **LEARNING** tab in the Learning Management System and select **PLAYLIST** from the drop-down menu.

![Learning Management System](image)

Click the **PLAYLIST** for your program.

![Toby's Playlists](image)

Follow the steps above to continue completing the trainings within your program.
Please note: the playlist *will not* show up on your *ACTIVE* transcript. To get to the training materials, you must do so by going to the *Learning Tab* and selecting *Playlists*.

Please contact Talent Development at osu-trng@okstate.edu with any questions.