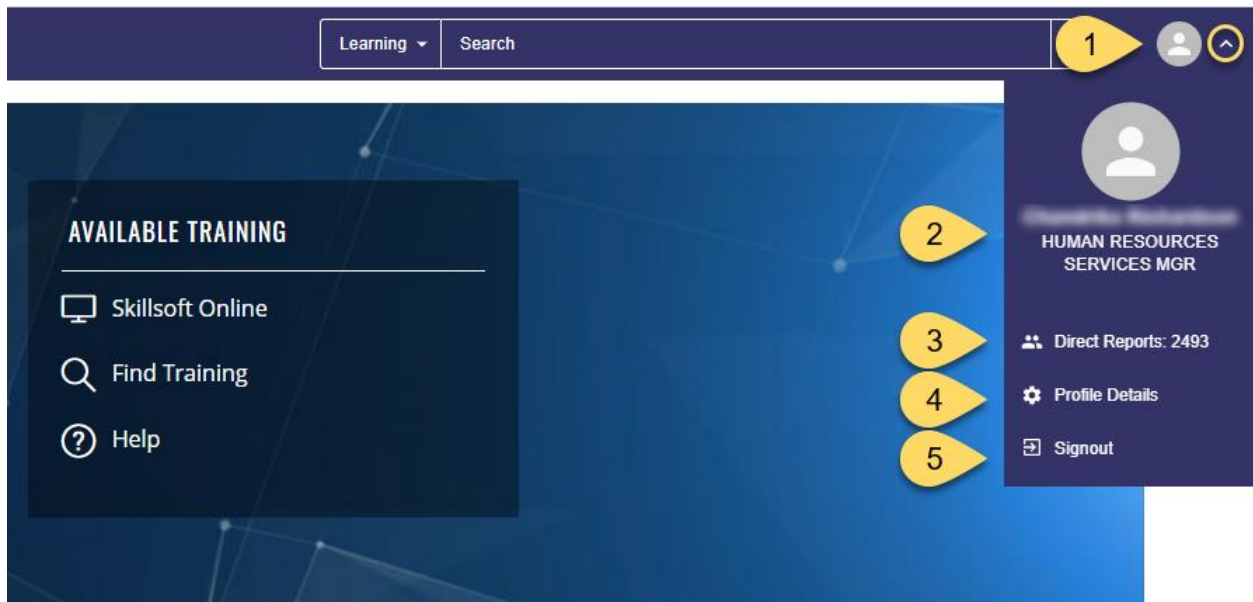


An Introduction to the User Profile on COR Learning Management System (LMS)

Updated LMS Navigation coming July 26th

The new User Profile menu displays in a dropdown slider exposing your profile picture (if available), your name and job title, and several links that enable you to quickly find information. It's a wealth of information at your fingertips!



1. Click on the dropdown to reveal your profile selections.
2. Click on the View Profile link, displayed as your name and job title, and your own timeline opens.
3. If you have Direct Reports, the number of direct reports is listed. Click on *Direct Reports* to view your team information and to select from several links allowing you to view your team's transcripts, timelines, past due trainings, and much more.
4. All County employees can click on *Profile Details* to view their personal and contact information and edit their profile photo.
5. Sign Out option

More information on the new navigation available before go-live on July 26th.

No Action Required by Employees