Standard Work Sheet

PROCESS: ROGERS LEARNING AND PERFORMANCE PORTAL UNIVERSAL PROFILE	**PURPOSE:**
TOTAL CYCLE TIME:	**TAKT TIME:**
WORK IN PROGRESS:	**DOCUMENT OWNER:**
WHEN DOES THIS PROCESS OCCUR:	
REVISION # 1	**DATE UPDATED:**

Step	Description:	Key Point / Image / Reason	Who	Cycle Time
Note:				
1	Log into the Rogers Learning and Performance Portal	[Rogers Learning and Performance Portal link](#)	User	10 sec
2	Access your universal profile by hovering over "Home" and then selecting "Universal Profile"		User	15 sec
3	If you choose to do so, you can enter information in the fields displayed in the "About" tab by clicking on the Edit button (pencil icon) for each in which you wish to enter information		User	Depends upon entry
4	Click on the "Resume" tab; to access each information type, click on the "+" next to each section name		User	10 sec

Step	Description:	Key Point / Image / Reason	Who	Cycle Time
5	Within "Professional Experience," provide information about your employment past, up to 5 positions. Click "Save" after each entry		User	Depends upon entry
6	Within "Education," provide all formal education that has led to a degree/diploma. Click "Save" after each entry		User	Depends upon entry
7	Within "Certification/License" provide all certifications and/or licenses pertinent to your role. Click "Save" after each entry		User	Depends upon entry
8	Within "Skills/Special Training" provide any information you believe would be pertinent. Click "Save" after each entry		User	Depends upon entry

Step	Description:	Key Point / Image / Reason	Who	Cycle Time
9	Within "Awards/Key Accomplishments" provide any information you believe would be pertinent. Click "Save" after each entry		User	Depends upon entry
10	Click on the "Career Preferences" tab and then click on the "Edit" button (pencil icon).		User	10 sec
11	Provide responses to each of the questions/queries presented. Click "Save" when finished.		User	2-5 minutes
12	Click on "Skills" from the main page and select "Skills" from the drop-down menu.		User	< 1 min
13	Click on Get Started		User	< 1 min
14	Follow the prompts to add at least three skills that you already have. Click Continue when completed.		User	3 min

Step	Description:	Key Point / Image / Reason	Who	Cycle Time
15	Select Develop skills from "Skills You Want to Develop"		User	< 1 min
16	Click on a skill to view content related to further development of that skill. Click Cancel to return to selection page.		User	3 min
17	In the Skills You Don't Want to Develop dialog box, click on "Select skills" to chose the skills you do not wish to further develop at this time.		User	< 1 min
18	To select a skill you do not wish to further develop at this time, click on the + sign in the blue tab associated with that skill. Click on the X in the upper right hand corder to return to the selection page.		User	3 min
19	The LMS will save your preferences. All elements of the Universal Profile are retained and can be updated at any time.			