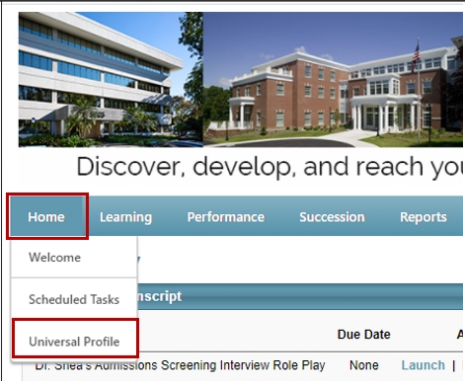
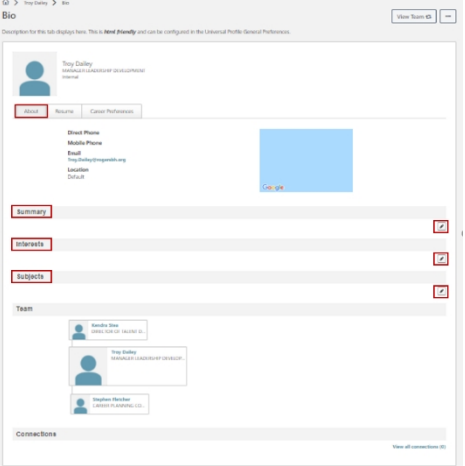
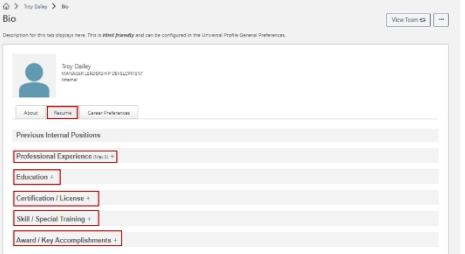
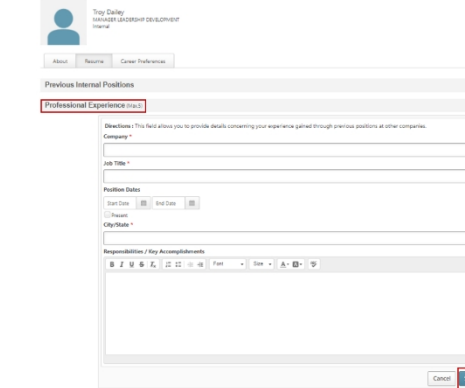
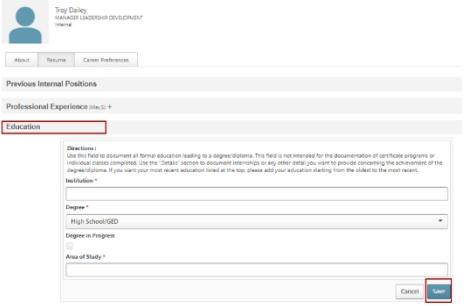
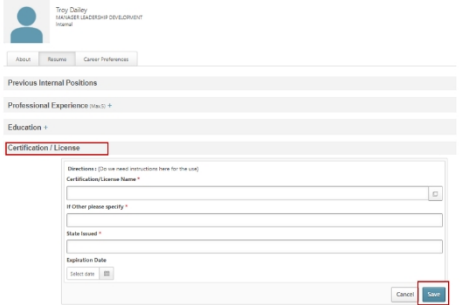
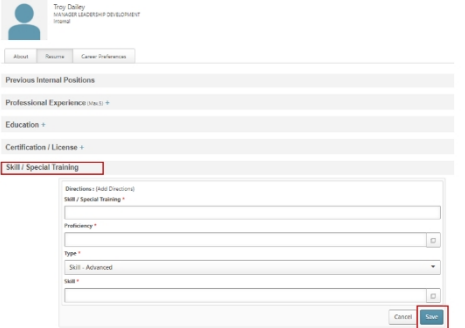
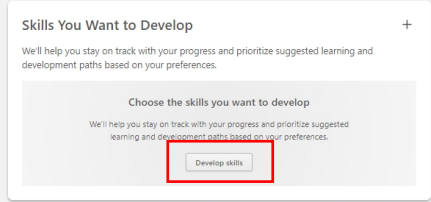
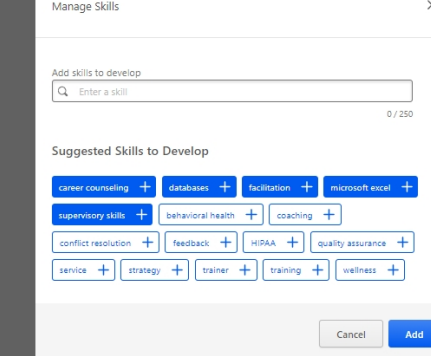
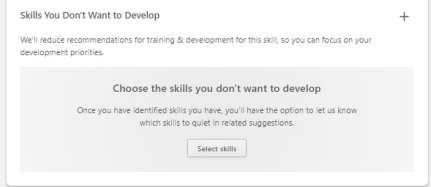
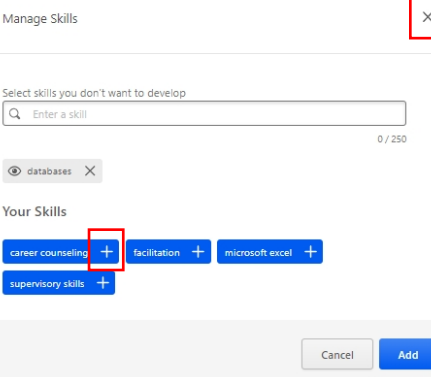


|                                                                          |                        |
|--------------------------------------------------------------------------|------------------------|
| <b>PROCESS: ROGERS LEARNING AND PERFORMANCE PORTAL UNIVERSAL PROFILE</b> | <b>PURPOSE:</b>    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

| Step         | Description:                                                                                                                                                                              | Key Point / Image / Reason                                                           | Who  | Cycle Time         |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------|--------------------|
| <b>Note:</b> |                                                                                                                                                                                           |                                                                                      |      |                    |
| 1            | Log into the Rogers Learning and Performance Portal                                                                                                                                       | <a href="#">Rogers Learning and Performance Portal link</a>                          | 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.                                                                                            |                                                                                     |      |            |