ROGERS
Behavioral Health

Standard Work Sheet

Denavioral realth	
PROCESS: ROGERS LEARNING AND PERFORMANCE	Purpose:
PORTAL UNIVERSAL PROFILE	
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"	Discover, develop, and reach you Home Learning Performance Succession Reports Welcome Scheduled Tasks Inscript Universal Profile Due Date A DISCOME SCHEDULES FORMER SCHEDULE	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	Bio Stephen to the being from the best flowly part on the configure of the Libertal Profits Ground Professors. The Design the State Stat	User	Depends upon entry
4	Click on the "Resume" tab; to access each information type, click on the "+" next to each section name	© > top lakey > to Bio Since the to to a plange two. The a stated planeday and can be configured in the convent funders between the demands. To concept the to to a plange two. The a stated planeday and can be configured in the convent funders between the total control of the convent funders to	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	Type Charge Section 1. Section 1	User	Depends upon entry
6	Within "Education," provide all formal education that has led to a degree/diploma. Click "Save" after each entry	They Cable The Cable of Telegraph Contact Contact The Cable of Telegraph Contact Contact The Cable of Telegraph Contact Contact The Cable of Telegraph Contact Con	User	Depends upon entry
7	Within "Certification/License" provide all certifications and/or licenses pertinent to your role. Click "Save" after each entry	Tray Casing Section 2 (2012,000) or Section 3 (2012,00	User	Depends upon entry
8	Within "Skills/Special Training" provide any information you believe would be pertinent. Click "Save" after each entry	Troy Dailey Institute of Participation o	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	They Caley The Cale of Control of Cale	User	Depends upon entry
10	Click on the "Career Preferences" tab and then click on the "Edit" button (pencil icon).	Description for the ordinary new This shall glossify and on the configuration the Distance Find's General Endowmen. They Could by Standard Country on This shall glossify and on the configuration the Distance Find's General Endowmen. They Could by Standard Country of the Co	User	10 sec
11	Provide responses to each of the questions/queries presented. Click "Save" when finished.	They (Calley They Calley They	User	2-5 minutes
12	Click on "Skills" from the main page and select "Skills" from the drop-down menu.	your full potential. Welcome to the Rogers Learn Admin Integration Suite Certification Insights ipt Actions * Snapshot User Record \(\triangle \) > Stephen Fletcher > Skills	User	< 1 min
13	Click on Get Started	Discover a new way to learn and develop your career While focusing on the salls that matter to you most Skills You Want to Develop + We'll help you stay on track with your progress and prioritize suggested learning and development paths based on your preferences.	User	< 1 min
14	Follow the prompts to add at least three skills that you already have. Click Continue when completed.	Great! Let's start by adding some skills you already have Defining your skills will help us identify relevant opportunities for learning and career development. Identify 3 or more skills you have C. Enter a skill O/250 Increased a career counseling X	User	3 min

Step	Description:	Key Point / Image / Reason	Who	Cycle Time
15	Select Develop skills from "Skills You Want to Develop"	Skills You Want to Develop We'll help you stay on track with your progress and prioritize suggested learning and development paths based on your preferences. Choose the skills you want to develop We'll help you stay on tack with your progress and prioritize suggested learning and development paths based on your preferences. Develop skills Develop skills	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.	Add skills to develop Q Enter a skill O/250 Suggested Skills to Develop career counseling + databases + facilitation + microsoft excel + supervisory skills + behavioral health + coaching + conflict resolution + feedback + HORA + quality assurance + service + strategy + trainer + training + wellness +	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.	Skills You Don't Want to Develop We'll reduce recommendations for training & development for this skill, so you can focus on your development priorities. Choose the skills you don't want to develop Once you have identified skills you have, you'll have the option to let us know which skills to quiet in related suggestions. Select skills	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.	Manage Skills Select skills you don't want to develop Q Enter a skill 0/250 databases X Your Skills career counseling + facilitation + microsoft excel + supervisory skills Cancel Add	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.			