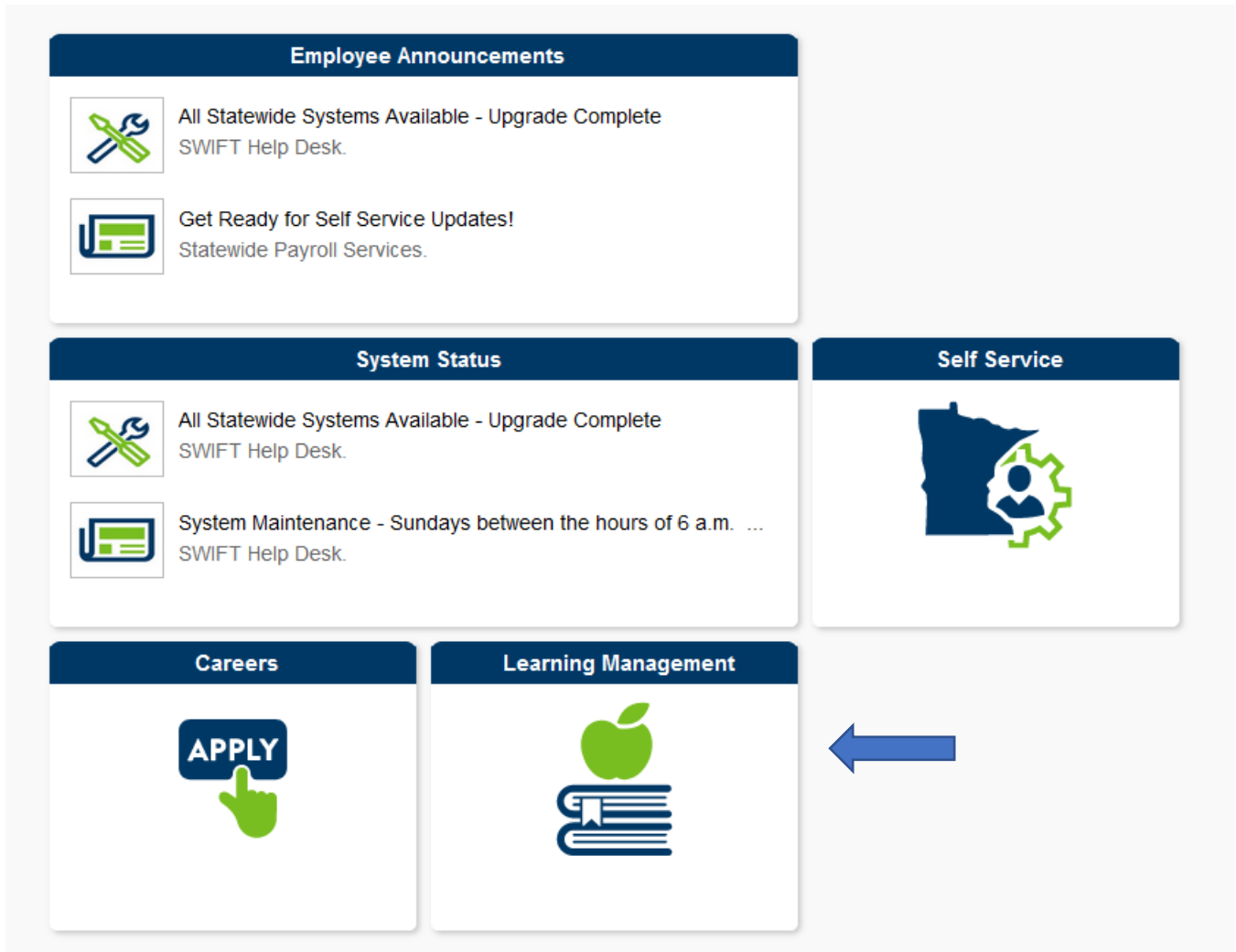
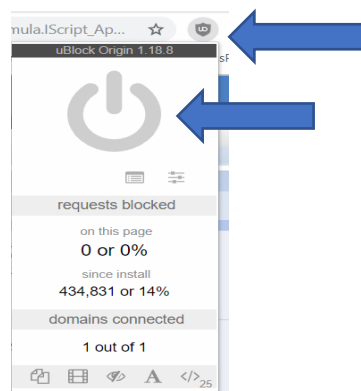


Search Advisory Committee Training Log-In Instructions

1. Log into the State of Minnesota Employee Self-Service website. You can find the link in the bottom right hand corner of the WSU Human Resource page. Or use this shortened ULR: <https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/?cmd=login&languageCd=ENG&>
2. Once logged in select Learning Management:



3. After logging in, ensure that your "Pop-Ups" are turned off.



4. Choose "Finding Learning"

The screenshot shows a dashboard with five panels. The 'Announcements' panel has a megaphone icon and the text 'No Current Announcements'. The 'My Class Schedule' panel has a calendar icon and the text 'There are no classes scheduled'. The 'My Learning' panel has an icon of a person with a book. The 'Find Learning' panel has a search bar with the placeholder text 'Enter Search Criteria', a double-carrot button, and a link for 'Advanced Search'. A blue arrow points to the 'Find Learning' header. The 'Learning Administration' panel has an icon of a person and a checklist.

5. Type in "Search Advisory" and then hit enter or click on the double carrots

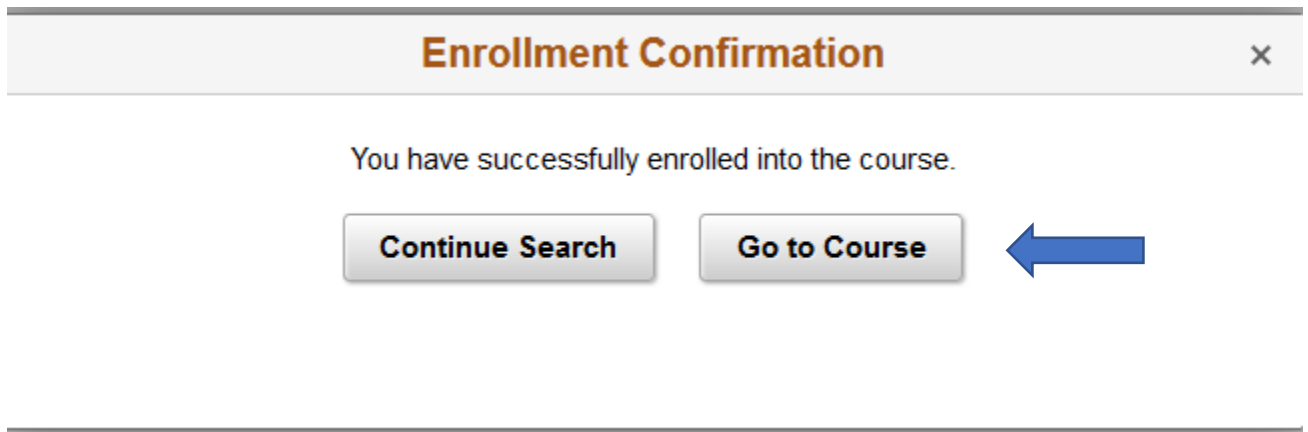


6. Choose the first module "Search Advisory Committee training for Minnesota State Part 1 of 2"

7. Choose "Enroll"

The screenshot shows a course enrollment card. At the top, it says 'Web-Based Launch and Enroll'. Below that, there is a clock icon followed by '35 Minutes Duration'. Underneath, it says 'Enrollment is open' and 'Code E260000LR0019FY22'. At the bottom, there is a light green bar with the word 'Enroll' and a blue arrow pointing to the left.

8. You will be prompted to “Go to Course”



Complete Part 1 of 2

9. Repeat steps 4-8 for Part 2 of 2 titled “Unconscious Bias in the Search Process.”
10. After completing both modules, print, sign and return the Confidentiality Agreement (available at <http://www.winona.edu/affirmativeaction/Media/Confidentiality-Agreement.pdf>) to the AA/Equity & Legal Affairs Office (Somsen 202).