



Follow the steps below to enroll in and launch training courses using ATMS.

1. From <u>www.aqua.gov</u> , click <b>ATMS</b> in the Quick Links column	Quick Links         • Phone list         • PeopleSoft@         • Access Valley Water (staff login)@         • After-hours Hotines         • After-hours Hotines         • ALERT system@         • ATMS: Automated Talent Management System         • Board agendas @
2. Click ATMS System Login	Control       Control       Description       Description <thdescription< th="">       Description       <th< td=""></th<></thdescription<>
<ol> <li>The login screen displays</li> <li>Enter your SCVWD</li> <li>Username         <ul> <li>a. Username is typically the first four letters of your first and last names</li> </ul> </li> </ol>	Sociel Caso Maley Sociel Caso Maley Porgot username? Password Remember username Sign in
<ol> <li>The ATMS homepage displays</li> <li>Click Learning</li> </ol>	Sorto Coo Velay Weldo Delet Welcome Rachel Daniels Feedback - Direct Manager: Garret Dickinson Edit Profile Hy Tasks
7. From the Learning page, enter a portion of the name of the course you want to search for	Sorte Caro Voley       Woler District       Home       My Performance       Learning       Icarning       Id       Page 1 of 16
<ol> <li>A list of results will display         <ul> <li>b. In this case there is only             one course with that word in             the name</li> <li>9. Click the course name</li> </ul> </li> </ol>	Sorta Goro Voley       Woher Disking       Home     My Performance       PeopleSoft       Learning       Id     Page 1 of 1  >> >       Title +       PeopleSoft Timesheets @





10. The course information will	
display	
11. Click the Enroll button to enroll in the course	
12. The Learning Activity window displays c. If you want to add this course to your Development Plan, do that now, otherwise just click OK	Learning Activity     2       PeopleSoft Timesheets
<ul> <li>13. You are back on the homepage and are ready to launch the course</li> <li>14. Click the link that says "You have one or more new learning activities"</li> </ul>	States Subscription       Welcome Rachel Daniels <pre></pre>
15. Click the 🕑 icon to launch the course	State State State         Nome       By Yorkshower         By Performance         Protein Grade         Description         Descrinter         Descr
Note: If you see a pop-up blocker message, select <i>Options for this</i> <i>site</i> and <i>Always allow.</i> You will need to login in again and repeat steps 12-15	Lacondi in Laurch in Handstorr. I Resources ID Send to Hall I Optical in I Optices for this site  Attempt Explorer blocked a pop-up from global.bgacloud.com. Allow once Optices for this site  More settings