

SAP LSO Web-Based Training (WBT) Mass Enrollment/Deployment Policy and Procedure for Commonwealth Agencies

Effective March 18, 2013

The following policy and procedure will be implemented on March 18, 2013 to ensure system stability by attempting to control the number of concurrent users in LSO during web-based training mass enrollments and deployments.

Policy

Agency Training Officers will be responsible for notifying OA-HRD at least two weeks in advance of impending web-based training mass enrollments. A form entitled, "WBT Mass Enrollment/Deployment Request", will be provided to Training Officers with this policy, which must be completed and forwarded to OA-HRD. Web-based training enrollment/deployment requests will be honored on a "first come, first served" basis. OA's Human Resource Development Division will be responsible for analyzing the current WBT deployment schedule and determining if the requested deployment/enrollment date is available. All web-based training mass enrollments should occur on Fridays, from 3PM to 5PM, unless a specific business reason for an exception exists.

Procedure

1. Agency business units coordinate web-based training development and LSO upload/testing with the Agency Training Officer.
2. The Agency Training Officer completes the WBT Mass Enrollment/Deployment Request form, and forwards to OA-HRD at ra-lsoadministrator@pa.gov at least two weeks in advance of the requested enrolment date.
3. OA-HRD analyzes the current WBT deployment schedule and determines if the requested date is available.
4. OA-HRD contacts the Agency Training Officer to confirm the requested date or make alternate arrangements if the date is not open.
5. The Agency Training Officer enrolls agency employees in the WBT on the agreed upon date using the LSO Mass WBT Enrollments feature.