

*Just launched!!*

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Winter/Spring Term | January – June 2024

## **Registration through My Learning for the Winter/Spring Term is now open!**

The Office of Administration's Bureau of Talent Planning and Development and other learning leaders from across the Commonwealth have come together to provide a varied and valuable offering of learning opportunities for all of you.

The Winter/Spring CU term boasts 130 instructor-led virtual and in-person learning sessions covering such topics as interviewing, communication, time management, supervisory skills, leadership, and so much more.

You may search **My Learning** to view the current class offerings. To do so:

- Go to ESS (<https://www.myworkplace.pa.gov/>).
- Click the "**My Learning**" tile located under COPA Home. "My Learning" homepage appears.
- Under "**Find Learning**," click on "**Browse all courses**".
- Under "Source" on the left side, use the dropdown arrow to select "**Commonwealth University**".

Go ahead, search My Learning now to find something to enhance your professional development, learn a new skill, or brush up on familiar subjects!

Helping you *learn, grow, thrive,* and *succeed!*

## **Booking Policy:**

- The **latest possible booking date** is typically 1 week (7 calendar days) prior to the session unless the course has a fee associated with it. The latest possible booking date for courses with a fee is typically 3 weeks (21 calendar days) prior to the session.
  - Course attendance must be approved by the employee's supervisor. If the course is not approved by the supervisor by the latest possible booking date, the employee will **NOT** be invited to the course.
  - When registering for a course, employees should notify the supervisor so the request can be acted upon in a timely manner.
- Some courses are facilitated by vendors, or include course materials that must be paid for, and therefore include a fee in order to participate. **Please ensure your supervisor is aware of and approves the cost of the course, should there be one.** It is essential that you ensure that you are available to attend on the date requested or cancel your attendance more than 3 weeks (21 calendar days) prior to the course start date to avoid course fees.
  - If you are unable to attend the session, your organization may still be charged the course fees if you fail to cancel your participation 3 weeks (21 calendar days) prior to the course start date, unless a replacement can be found, as the fees are paid to the vendor in advance.
- **Non-Supervisors** are not eligible for "Supervisor Series" courses.
  - Should a special situation exist, please contact [RA-CU@pa.gov](mailto:RA-CU@pa.gov) or 717.787.3813.
- **Contractors** may participate in all eligible web-based training and all no-cost 'Microsoft Skill' series courses with appropriate supervisory approval. Contractors are not eligible for live instructor-led training within the Commonwealth University (CU) 'Professional Development,' 'Supervisor,' or 'Diversity, Equity, and Inclusion (DEI)' series.
  - Registrations by contractors, into courses they are not eligible for, will be cancelled and the contractor will **NOT** be invited to the course.
  - Should a special situation exist, for example a contractor/external partner who may need to attend a session for a specific reason, please contact [RA-CU@pa.gov](mailto:RA-CU@pa.gov) or 717.787.3813.
- Please note that there are many sessions provided outside of 'typical' business hours. These sessions are held to accommodate the needs of our many employees who work varied schedules. Additionally, sessions may be held over standard break/meal periods. With this, if a session occurs outside of your traditional working hours, or over a standard meal/break period, this must be discussed/approved with your supervisor in advance.

- Commonwealth University is unable to authorize overtime, compensatory time, or any change to your standard working schedule.
- Please send requests for **ADA accommodations** to [RA-CU@pa.gov](mailto:RA-CU@pa.gov) or 717.787.3813 as soon as possible.
- **Please contact [RA-CU@pa.gov](mailto:RA-CU@pa.gov) or 717.787.3813 with any questions regarding booking policies.**

## **How to book a virtual or classroom course in My Learning**

Please review the [CU Booking Policies](#) and [CU Cancellation Policies](#) prior to registering for CU classes.

- Go to ESS (<https://www.myworkplace.pa.gov/>).
- Click the **"My Learning"** tile located under COPA Home. "My Learning" homepage appears.
- Under **"Find Learning,"** click on **"Browse all courses"**.
- Under "Source" on the left side, use the dropdown arrow to select **"Commonwealth University"**.
- Click the title of course you would like to attend. The Course Details page appears with the Description and Upcoming Classes.
- Click on the class date and time you would like to attend.
- Click the **"Register"** button on the right side of the page.
- A message that your request has been received and is pending approval appears. Click "OK".

**Helpful hint:** For courses that have reached maximum capacity, you can click the "Waitlist Booking" link to join the waitlist, which works on a first come, first served basis. If you are at the top of the waitlist, you will be automatically booked when a place in the course opens due to cancellation. **Please note:** Being placed on a waitlist does **not** guarantee you a seat in the session.

- The course will appear in your "My Learning Assignments". "Pending Approval" will appear next to the course dropdown arrow until your attendance is approved by your supervisor.

**Helpful hint:** Once your supervisor approves the request, you and your supervisor will receive a confirmation from the system. You will also receive a calendar invitation for the session. You must open and accept the calendar invitation for it to appear on your Outlook calendar. *It may also be prudent to place a calendar hold for that time on your personal calendar, just in case.*

If you are unable to self-register/self-cancel CU courses through My Learning, contact [RA-CU@pa.gov](mailto:RA-CU@pa.gov) or 717.787.3813. For courses found outside of the Commonwealth University catalog, please contact your [agency learning officer](#).

## How to book a web-based training course in My Learning

1. Go to ESS (<https://www.myworkplace.pa.gov/>).
2. Click the **"My Learning"** tile located under COPA Home. "My Learning" homepage appears.
3. Under **"Find Learning,"** click on **"Browse all courses"**
4. Under "Source" on the left side, use the dropdown arrow to select **"Commonwealth University"**.
5. Click the title of course you would like to take. The Course Details page appears with the Description.
6. Click the **"Start Course"** button on the right side of the page.

## How to book a web-based training course in Access Academy

Click [here](#) for more detailed booking instructions.

1. Go to <https://copa.levelaccess.us/index.php>.
2. Sign in with your COPA username/password (ex. *jxrsmith@pa.gov*).
3. Click **"Academy"** located on the left-hand navigation menu. "Access Academy" homepage appears.
4. Enter the course name in the **"Search for content"** and click **"Search."** Alternatively, you can click on the topics in the left-hand navigation to browse topics by category.
5. Start the course.

Learners can request accommodations for disabilities through Commonwealth University at [RA-CU@pa.gov](mailto:RA-CU@pa.gov). This includes but is not limited to:

- CART Services (Live Captioning)
- Interpreters (ex. American Sign Language)
- Accessible Materials (PowerPoints, Participant Guides, etc.)
- Etc.

If you are unable to register courses through Access Academy, or need any support, contact the Accessibility Center of Excellence at [RA-OAAccessibility@pa.gov](mailto:RA-OAAccessibility@pa.gov).

## **Cancellation Policy:**

- **No-Fee Courses:** Learners may choose to cancel their attendance in ESS for courses up to 1 week prior to the date of the session. Cancellation requests received after that date should be sent to [RA-CU@pa.gov](mailto:RA-CU@pa.gov).
- **Fee Courses:** Learners may choose to cancel their attendance in ESS for courses up to 3 weeks prior to the date of the session. Cancellation requests received after that date should be sent to [RA-CU@pa.gov](mailto:RA-CU@pa.gov).

***Please be aware that, if an individual is unable to attend the session, organizations may still be charged the course fees if the individual fails to cancel their participation 3 weeks (21 calendar days) prior to the course start date, unless a replacement can be found, as the fees are paid to the vendor in advance to hold the learner's seat.*** Please email [RA-CU@pa.gov](mailto:RA-CU@pa.gov) or call 717.787.3813 with questions.

If you are unable to register/cancel CU courses through My Learning, contact [RA-CU@pa.gov](mailto:RA-CU@pa.gov) or 717.787.3813. For courses that occur outside of the Commonwealth University (CU), please contact your [agency learning officer](#).

### **How to cancel your attendance in a virtual or classroom course in My Learning**

1. Go to ESS (<https://www.myworkplace.pa.gov/>).
2. Click the **"My Learning"** tile located under COPA Home. *"My Learning" homepage appears.*
3. Under **"Learning Assignments"** on the left of the screen, find the course that you are currently booked into and would like to cancel your attendance from.
4. Click on the dropdown arrow and select **"Withdraw"**.
5. The *"Do you want to withdraw from this session?"* pop up window appears. Click **"Yes"**.
6. The Withdrawal Reason page appears. Use the dropdown arrow to select the appropriate withdrawal reason and click **"Submit"**.

If you are unable to register/cancel CU courses through My Learning, contact at [RA-CU@pa.gov](mailto:RA-CU@pa.gov) or 717.787.3813. For courses that exist outside of the Commonwealth University catalog please contact your [agency learning officer](#).

## **Team Development, Management Development & Strategic Planning Assistance**

Need teambuilding or a group morale boost? How about better communication within your work unit? The Office of Administration's Bureau of Talent Planning and Development is pleased to offer organizational development consultations for intact teams on a variety of topics.

A trained consultant will meet with you, listen to you, and help you arrive at the root cause of the situation. After analyzing your unique circumstances, the consultant will provide a professional recommendation on the best process or training to get your organization where you'd like it to be – and partner with you each step of the way.

So, if your group would benefit from strategic planning or tailored training to meet targeted educational or behavioral goals, please contact your agency learning officer or submit an Ask HR Training Support Request. We look forward to helping you!

### **Questions:**

Any questions related to CU policy may be directed to [RA-CU@pa.gov](mailto:RA-CU@pa.gov) or 717-787-3813. For courses found outside of the Commonwealth University catalog, please contact your [agency learning officer](#).