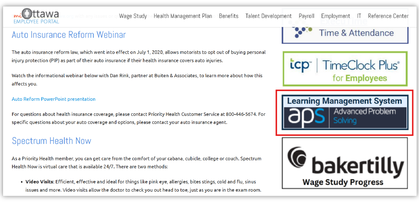
APS Learning Management System Navigation Guide

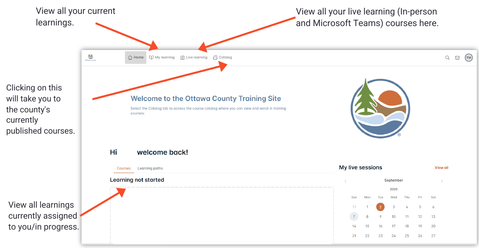
1 LOGGING IN

- Go to the miOttawa Employee Portal. - **employee.miottawa.org**
- Scroll down on the portal's home page until you see the Learning Management System button (pictured below).
- Click the button to access APS.
- If you are signed into the computer with your AD credentials, you should automatically log into APS.
  - If you do not have an AD login, you will need to be emailed your username and password. Contact HR for assistance with this.



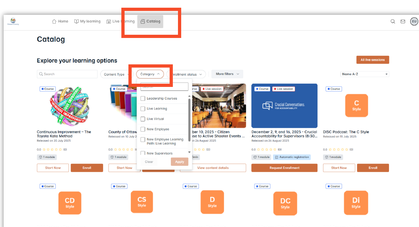
2 GETTING STARTED

The home page of APS



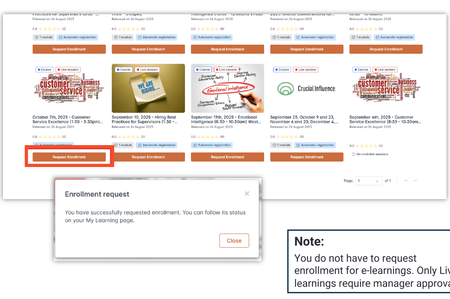
3 VIEWING THE CATALOG

- Once in the catalog, you can view all of the County's published courses, including both live learning sessions and e-learning courses.
- Use the **Category** drop-down menu to filter courses by type.



4 How to Enroll for a Course

- You must request enrollment for all live learning courses.
  - Click the **Request Enrollment** button under your desired course. Once submitted, an enrollment request pop-up box will appear (shown below).
- Your request will be sent to your manager for approval. After approval, you will be officially enrolled in the course.
  - You will receive a calendar invite once your enrollment is approved.
  - If the class will be held virtually, you will also receive an email with a Microsoft Teams link.

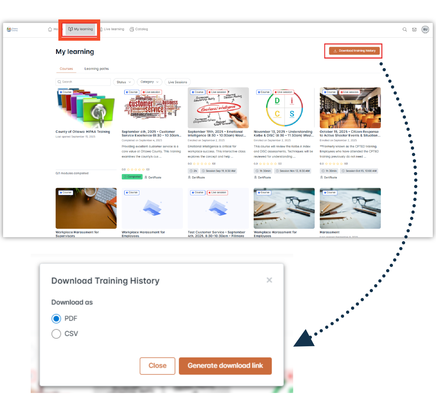


Note:
You do not have to request enrollment for e-learnings. Only Live learnings require manager approval.

5 Viewing Training History

Accessing and Downloading Your Training History in APS

- From the top-left menu, select "My Learning."
- On the My Learning page, you can view all past, current, and upcoming training courses.
- To download your training history, click "Download Training History" in the upper right hand corner.
  - You can choose to download the file as a PDF or CSV.



Have fun!

Questions? Contact Emma Urbaniak at eurbaniak@miottawa.org