



LMS Tips & Tricks

How to get the most out of LMS

www.slc.gov/hr/employee-resources/employees-university/

1

Add Subjects

Add subjects to your profile first so that the LMS can recommend courses that may be of interest to you.

2

Back Button

The back button on your browser is not always compatible with LMS, so please use the back buttons on the page itself when available.

3

Hover

Hover on the navigation bar above, then click the link below it.

4

How to Withdraw

To withdraw from a class, go to My Training — View My Training, then click the teal button to withdraw.

5

Instructor-led Courses

Instructor-led courses (i.e. anything in-person) need your supervisor's approval before attending. When your supervisor approves it, you will then be registered and on the roster. Your supervisor will receive an email when you Request the course.