Introduction:

The Learning Center is your one-stop portal for LPL Financial Learning & Development. The Learning Center allows easy enrollment and participation in many forms and types of learning and education topics. This guide will help you navigate and get the most from the Learning Center.

Look for these helpful icons:

- Alert or Important
- Information or Note
- Quick Tip

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You as a Learner

Learning Center Landing Page

Use the Resource Center to access the Learning Center (enter these words in the Resource Center Search box if you do not immediately locate the link). This link will automatically log you in using Single Sign-On (SSO).

1. The Learning Center Landing Page is made up of several sections:
   a. The Browsing portlet allows you to browse the entire training catalog by topic or search by keywords.
   b. The Monthly Calendar link brings you to the full calendar of all scheduled training events for the firm, shown below.

   While the Calendar page initially shows the Month view for all scheduled events, you can also view by Day or Week. You can apply filters on the left-hand side to customize the types of events visible to you.

   To show only those events for which you have enrolled, select My Events.

   c. The My Learning portlet shows the list of your enrolled courses.
   d. The Completed Learning portlet shows the courses and curricula you have completed.

   Includes training you completed after 1/1/2015. Training prior to that date has been archived.

   e. The Popular Learning Events portlet shows the courses most commonly taken by others.
Required Training

The Required Training items are highlighted so that you can easily distinguish the Required Regulatory Training items from the optional training items. New advisors and OSJs can also easily access their training.

Catalog Search

1. There are three ways to search the LMS using the Catalog Search.
   a. Search the LMS with specific keywords using the Search bar.
   b. Look through the entire catalog by the Browse button.
   c. Browse the catalog by topic.

2. The Browse page has three areas.
   a. The left column includes filters that will narrow your search.
   b. New Learning shows new courses available.
   c. Popular Learning shows courses most commonly taken by other users.

Registration

In order to complete or participate in a learning course, you must first complete the Enrollment or Launch process.

1. From Catalog Search results, if the course is delivered as an on-line learning, then click the Launch button. The course will automatically begin in a new window.
2. From the **Catalog Search** results, if the course is an instructor-led or virtual classroom:
   a. Click the **View Classes** button to view the classes for that course.

   b. Click the **Enroll** button to enroll in that specific class session.

3. To register for a curriculum, click the **Register** button.

4. You’ll be able to view the details of the curriculum on the next screen. Verify the details. Then click the **Complete Registration** button.

### Add Learning

Rather than prescribe learning plans, we have enabled you to create your own. This gives you the flexibility to choose the volume and pace.

⚠️ Required or mandatory regulatory training will continue to be assigned to you.

1. To add a learning event to your plan, click the **ME** tab from the landing page.

2. The **My Plan** page appears. Click **Actions** to display the drop-down menu.

3. Select **Add Learning**.

4. The **Assign Learning** window displays.
   a. Click the magnifying glass to search the catalog.
   b. When the results appear, click **Select** next to the item(s) which you’d like to add.
Your selected learning event(s) appear in the Selected Learning section on the right-hand side. Once you’ve made your selections, click Add to Plan.

Cancellation
1. To cancel an enrollment, click the Drop button from the View Summary drop-down menu.

2. A pop-up window will display, asking you to confirm that you want to cancel. Click Yes.

You as a Manager

My Team
1. To view your team details, click the MY TEAM tab from the homepage. On the homepage you’ll see the following tabs:
   a. Overview
   b. Learning
   c. Analytics

Team Overview
2. The Overview page lists the members in your team based on the filters set by you. You can choose to set any of the following filters:
   a. Team Overview: In the drop-down menu, Direct Team is available. Other options may be available depending on your role.
   b. Organization: You can search for a team member based on the organization they belong to.
   c. Job: This options allows you to search for search for your team members based on their registered job.
   d. Search: You can also search for a team member using the Search functionality.
On the **Team Actions** section, you will see the following:

- **Assign learning**: This portlet allows you to create a learning event for a team member.
- **Request Learning**: This portlet allows you to request a learning for any member in your team.
- **Launch Org chart**: From here, you can view your team members’ picture, contact details and department. You can also export this chart to PowerPoint.
- **Assign Checklist**: From this portlet, you can assign a checklist to a team member.

### Assign Learning

1. Under **Team Actions**, click the **Assign Learning** link.

2. The **Assign learning** window opens, beginning with the first step, **Select Learning**. Click the radio button to select whether you want to **Register** the learner for a specific class session or **Add to plan** so each learner can go into their learning plan to register themselves for the specific session they wish to attend.

3. To register participant(s) for a specific class session:
   a. Click the radio button next to **Register**.
   b. Search the course catalog in the **Available Learning** box. To list all available courses, click the magnifying glass. You can also type search text or use filters to narrow the search.
   c. Your search results display a list of courses with available classes. To select a class, click **Select Class** for the course for which you wish to register the participant(s).
   
   Curricula do not appear in these search results, only courses. To assign a curriculum, you would need to use **Add to Plan**. See Step 4 for instructions.
   d. The drop-down menu displays all class sessions available for the course. Click the class to select it.
Roll your mouse over a class session to display additional information in the **Session Info** pop-up window.

**e.** Click **Select** under the **Actions** column to move the class into **Selected Learning**.

**f.** The class you selected now appears under **Selected Learning**. You can select as many other classes as you’d like. Once you’ve finished making your selections, click the **Next** button to continue. Skip to Step 5.

4. To add a course or curriculum to participants’ learning plans:
   **a.** Click the radio button next to **Add to plan**.
   **b.** Search the catalog in the **Available Learning** box. Click the magnifying glass to display all courses and curricula. To narrow your search, you can type search text into the text box or use filters.

   **c.** The search results display. Once you see the course or curriculum you want to assign, you can set a **Due Date** by clicking the **Select date** link and selecting the date from the calendar. This field is optional.
   **d.** Click **Select** under the **Action** column to move the learning item into **Selected Learning**.

   **e.** The course or curriculum you selected appears in the **Selected Learning** column. If you selected a due date, that will also appear. You can select additional courses/curricula as well. Once you’ve made all your selections, click **Next** to move to the next step.
5. Next, you need to select the learners who will complete this training. Note that this step is the same whether you are registering participants for a class, or adding a course/curriculum to their plan.
   a. Search for people using the same process you did when you selected learning items.
   b. Click Select for the learners you want to add.
   c. The participant(s) you selected will display in the Selected People column. Click Next to continue.

6. The Review Your Selections step lists the classes/courses/curricula you added. Use the Back button, x or Edit link to make necessary changes. Once you’ve confirmed the information is correct, click the Register or Add to Plan button.

7. The system displays a confirmation message.
   a. If you registered your participant(s) for a class, the Order Number will appear. Click the Start a New Registration button to add another registration, or click X to close the window and exit Assign learning.
   b. If you added courses/curricula to participants’ learning plans, a View Summary pop-up window appears and tells you the learning event(s) were successfully assigned. Click Close or X to close the window and return to Assign Learning.
View Team Progress

1. Click the team members’ name link to view their Plan, Profile, Learning Credits, Completed Learning Order History and their Learning & Certification progress.

2. If your team member’s status shows Requires your attention, it indicates that your team member has an overdue activity. The overdue activity can be anything from registering for a course or completing a course.

3. Click Overdue activities to view the details. The number in parentheses indicate the number of overdue activities.

   a. From the Overdue Activities pop-up screen, click the course/training name to view the current status.
   b. Click Drop if you wish to drop the training for the team member.

4. If your team member’s status shows On target, it indicates that the team member doesn't have any overdue activity. For the team member with On target status, you'll only see the details of their Upcoming activities.

5. Click Upcoming activities to view the details.

   a. From the Upcoming Activities pop-up screen, click the course/training name to view the current status.
   b. Click Drop if you wish to drop the training for the team member.

Learning Tab

When you click the Learning tab, the Learning Request Dashboard displays by default. You will also see the following sections:

1. On the left of the page, there are three dashboards:
   - Learning Request Dashboard
   - Evaluations Dashboard
   - Manager Dashboards

2. When you click a dashboard, the details display on the right-hand side of the page.
Manager Dashboards

As a manager, you work with several reports. There are some that the system automatically launches. These are the ones you see in the Manager Dashboards from the Learning tab.

1. Click Manager Dashboards on the left-hand side of the screen.

2. Use the Select a dashboard drop-down menu to select a dashboard.

3. The reports within the dashboard you selected display as a grid of portlets.
   a. Click the Download button and select PDF to export the reports to a PDF file.
   b. To refresh an individual report, click the Refresh icon in the top right-hand corner of the portlet. This updates the data on the report.
   c. The Options icon gives you additional options for the report.

4. To use filters:
   a. Click the Options icon.
   b. Select Show Filters.
   c. The Filters pop-up window opens. Update your filter settings as necessary.
   d. Click Save and Run or Run. The report then updates based on your new filter settings.

5. To launch the report:
   a. Click the Options icon.
   b. Select Launch Report from the drop-down menu.

Whenever you launch a report, you’ll see the following notification.
The report launches in a new pop-up window.

6. Once the report is launched, you can click a specific numeric value from the chart to view the corresponding detailed report data.

![Image](image_url)

When you select a specific section of the chart, you see the following notification (shown below). Click on the notification to remove the filter.

![Image](image_url)

7. The detailed report of the selected filter displays at the bottom.

Analytics Tab

When you click on the Analytics tab, you will land on the Reports page. From the Reports page, you can do the following:

1. View All the reports, the Recently Viewed or your Favorites.

![Image](image_url)

Each tab displays the total number of reports within it. For example, All [18] indicates that there are 18 reports under the All tab.

2. In the Category drop-down menu, click the desired category to expand the list of reports in that category. The All option allows you to see all available predefined reports.

Run Reports

The Reports section under the Analytics tab displays a list of reports that you can launch. Some of these reports require you to apply some filters in order to launch. One such example is the Course Completion and Activity Details report.

1. From the Reports section, click Course Completion and Activity Details report.

![Image](image_url)
2. A pop-window opens where you need to enter the filter values in order to launch the report. Fill in the required details by typing or selecting information from the drop-down menu.

Note that the fields marked with a red asterisk are mandatory. The report won’t be launched if mandatory fields are kept blank.

3. Click Run to launch the report.

The report gets launched in a new pop-up window and shows the details about all your team members. You can adjust the default view of the report. For example, if you’d like to hide the graph and just view the data below, you can click the up arrow. The system will remember your selection the next time you run this report and will hide the graph.

4. Alternatively, after filling in the required details, you can click Save and Run. This option saves your applied filters and launches the report automatically next time, without you having to apply the filters again.

If you click Save and Run, when you close the report and return to the Reports screen, you’ll see the Revert to defaults button beside the report name. Click the button to remove your saved filters.

Download a Report

1. To download a report, click the Download button from the upper-right hand corner of the report launched.

2. Select the desired format from PDF, XLSX and CSV options.

3. Report downloads are a background system task, which is indicated in a dialog box at the bottom of the screen. Click the Download option to save the report on your computer.
Add a Report to Favorite

1. On the Reports page, click the grey star icon from the upper-left corner of the report name.

2. The star icon becomes yellow. Now you can quickly access the report from the Favorite tab.

Create Proxy for Delegates

The proxy functionality allows managers to designate other users to perform certain tasks on their behalf. The proxy user has almost all the permissions and capabilities of the original user and can do almost anything the original user can do in the selected role.

Both the original user and the proxy user receive notifications generated in proxy mode.

Add a New Proxy

1. At the top of the Learning Center landing page, locate your name. Click on the drop-down arrow next to your name.

2. Select Proxy Settings.

3. The My Account: Proxy Settings window opens. Click the Add New Proxy link.

4. The Add New Proxy window opens. Here you need to fill in the information about your proxy.
   a. Type in or search for the delegate’s name (the delegate must be within your organization).
   b. Designate the period of time that this person will be your proxy by entering the Start Date and End Date.
   c. Select Team Dashboard from the Proxy Access List by clicking the check box.
   d. Click Save.
Edit a Proxy

1. Click the arrow by your name on the Learning Center landing page.

2. Select Proxy Settings from the drop-down list.

3. The My Account: Proxy Settings screen appears, with your proxy assignment(s) listed. Click the View/Edit link under the Actions column for the proxy you’d like to edit.

   Once you’ve added a proxy, you can only change the Start Date and the End Date for that particular proxy. You cannot edit the proxy name. However, you can always add a new proxy by clicking the Add New Proxy hyperlink.

4. The Proxy Settings: View/Edit Proxy screen appears. Make your edits, then click Save once you’re done.

Terminate a Proxy Assignment

To terminate a proxy assignment:

1. Click the arrow by your name on the Learning Center landing page.

2. Select Proxy Settings from the drop-down list.

3. The My Account: Proxy Settings screen appears, with your proxy assignment(s) listed. Click the Delete link in the Actions column for the desired proxy user.

   You will then get a pop-up notification asking whether you are sure to delete the proxy. Click OK.

For system questions or technical support, please contact Tech Support by email techsupport@lpl.com or phone (858) 450-9606 ext. 6357.