

Your training may be a good fit if:

- Training is for safety, security, research integrity, MSU policy, or legal requirement
- Requires automated email notifications for training due dates and expirations
- Instructor-led classes, self-paced online course, assessments, or blended model
- Requires reporting based on department, course, instructor, research project, time-frames

Registration/Assignment of training to required trainees

Courses that are legally mandated or required by MSU policy/procedures can be assigned to employees/students in one of several ways.

Currently available

1. **Owner of training assigns** the training to individual (staff login, find employee/create new hire's account, and assign).
2. **Department/unit** assigns training for individual employees in Saba.
3. **Employee** logs in and registers self with NetID (or MSU affiliate gets CommunityID)
4. **Import a list.** You provide a list of all personnel required to complete your training (&/or who have completed it in the past). Upon import, the system assigns the certification for that training. Compliance/exception reporting becomes available.

Future Option:

HR-EDW Connection to Saba will periodically update the list of those MSU employees who are required to complete a specified training and assign that certification (weekly is the current plan).

Reporting Options

There are different levels of access to reports – you must have a documented need for training data and acceptance of data privacy policies.

Current options for reports

- Run a training transcript report for a **specific person** (by name, NetID, APID, ZPID)
- **Departments** can run a report to determine who has completed a course the date/s (using their MAU code).
- **Units can export data for importing into their in-house training system.**
- **MSU-wide** compliance report is available to show completion date/s and scores where applicable.

Require Set-up Prior to Reporting

- **Exception report** (who has NOT completed required training) is available if ALL required trainees are in Saba. The assignment of a training requirement is currently done through an import of a list provided OR the owner of the course (or designate) manually assigns the training as 'required' and thus reportable for non-compliance.
- **Team report** gives a view for a specified **manager** (team list is needed in advance; updates to the list maintain accuracy).

Contact the Office of Regulatory Affairs for assistance.

Helpdesk: train@ora.msu.edu , 517-884-4600