Saba Training System: Supervisor Guide

Saba Basics

Start at **http://train.ora.msu.edu**

**Help Desk:** train@ora.msu.edu or 517-884-4600

**Proxy Access:** If you want another person to assist you in monitoring training records, contact the help desk to give that person proxy access to your Team Dashboard. Your proxy can use his/her own NetID to log in and view your team’s training records.

**Navigating the System:** Use tabs, menu items, and links. Do not rely on your browser back button. If you use a back button and get an error, refresh your browser or return to: https://train.ora.msu.edu/Saba/Web/Main.

Accessing Team Dashboard

Select Team Dashboard to monitor employee records.

Team dashboard access granted automatically if at least one team member is assigned.

Teams in Saba

**Direct Team:** Imported periodically from MSU HR. In Saba, employees are only assigned to one direct team. New hires are added and terminated employees are removed regularly.

**Alternate Team:** Manually maintained in Saba. Can be used for research teams or other relationships that are not reflected in MSU HR. Contact the help desk to add or remove personnel. Terminated MSU employees are removed regularly.
Checking Compliance: Certification Summary

A certification is a wrapper that adds due dates, expiration dates, and retraining reminders to a training program. All EHS courses with refresher training requirements are inside certifications.

Adding or Removing Certifications:
Employees can self-register for EHS certifications. Supervisors can also assign certifications. To remove assignments, contact the help desk (supervisors and relevant safety officers are notified when a certification is removed).

Certifications in Saba

Check Assigned and Overdue columns for possible urgent compliance issues.
- **Assigned**: initial training has not been completed OR training has expired and been reassigned by the system -applicable to all EHS training
- **Overdue**: training has not been completed by a designated time frame (e.g. 30 days) -applicable to FCOI training

View all expiration dates for employee.

Switch between direct and alternate teams.
Check compliance for all employees in specified training.

- **Acquired**: compliant; training has been completed and is up-to-date
- **Acquired - Recertification Needed**: training expiring within 30 days
- **Assigned**: initial training has not been completed, or training has expired and been reassigned by the system
- **Overdue**: training has not been completed by a designated time frame (e.g. 30 days)
- **No status listed**: certification not assigned to employee

Other status codes (Expired, Discontinued) may be listed for certifications that are obsolete. Contact help desk for any questions about the meaning of a certification status.
Checking Compliance: Employee Training History

See employee’s complete training history.

Switch between direct and alternate teams.

Scroll, if multiple pages.

Switch Start Date and click Search to see older records (default is past three months).

Scroll, if multiple pages.
Assigning Training: Certifications

Select one or multiple learners, then click "Add Certification."

Enter search criteria, or leave blank to see all available certifications.

Switch between direct and alternate teams.
Assigning Training: Courses

Enter criteria, click Search.

Click Add Learners to open learner search.

Select team, click Search.

Select one or multiple learners, then click Select button.

Click Register Seats and Learners to Finish.