

Talent Management System Navigation Guide

LCC's Talent Management System offers many programs and opportunities for the continuing education and professional development of all LCC employees, including administrators, faculty, and staff. It also houses reviews and other content related to performance. This guide provides navigation diagrams of several of the most commonly used pages within the TMS.

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Welcome Page

Central starting page for employee professional development and trainings (both inside and outside of the TMS) as well as performance

Main header navigation

My Performance Reviews

Personal reviews related to your own performance and reviews assigned to you for peers and direct reports

My Transcript

Your full TMS training history

My Profile

The Universal Profile, where you'll find your bio, transcript, reviews, and more, as well as those of your direct reports

Featured Training

Brings new and promoted content to your attention

LANSING COMMUNITY COLLEGE

Home Learning Performance Reports Certification

Search [User Icon] [Settings Icon]

Welcome to the TMS, [Name]!
This is your centralized hub for training and professional development opportunities offered to all LCC employees.

Quick Links

- CTE Course Offerings
- TMS Navigation Guide
- eLearning
- Center for Teaching Excellence
- TMS Content Creation Request
- Other TMS Requests

My Profile **My Transcript** **My Performance Reviews** **Training Catalog** **Help Desk**

Featured Training [View More](#)

- ONLINE CLASS
ACCESSIBILITY AT LCC: INCLUSIVE DESIGN FOR FILES, FORMS AND MULTIMEDIA
[VIEW DETAILS](#)
- ONLINE CLASS
25LIVE TRAINING
[VIEW DETAILS](#)
- ONLINE CLASS
ACADEMIC POLICIES AND PROCEDURES
[VIEW DETAILS](#)

My Inbox/Pending Items

[View Transcript](#)
(0 approved training selection(s))
(Registered for 7 training selection(s))

Page Help

Click the gear icon for contextual help provided by Cornerstone, the company behind our TMS

Quick Links

Centralized place to access training as an employee even if the content is not in the Talent Management System, as well as links for TMS help and services

Training Catalog

Learning Search page, where you can use keywords and filters to find and register for trainings on the TMS

Help Desk

5Star Service Center

My Inbox/Pending Items

Displays requests pending your attention, such as performance review tasks or approving a training request

Learner Home

Dashboard for all things related to your trainings

User Profile

Total hours is not in use and will remain at 0; future implementation is anticipated for badges and playlists

Add Subjects

If desired, add subjects you are interested in learning about so the TMS may make relevant recommendations

Transcript

See how many required or assigned trainings you have remaining to complete and their deadline status; link to your full transcript

Upcoming Trainings

Displays your unfinished trainings with those due soonest given priority

Learning Search

Enter keywords to search the entire TMS training catalog

Continue Learning

Displays active trainings on your transcript

Saved for Later

Trainings you have bookmarked to consider taking in the future

Featured Training

Brings new and promoted content to your attention

Menu

Click the three dots to access options for this training, such as requesting it for yourself, saving it for later, or assigning it to direct reports

To navigate to this dashboard from within the TMS, go to Learning > Learner Home.

Learning Search

More advanced searching and filtering options for the TMS catalog

Filter by Type
Useful when searching for a live event versus an online course or curriculum

Filter by Subject
Select desired topics of study

Filter by Provider
Select the training provider

You'll be directed to this page when using the search bar on other pages or by clicking on the Training Catalog button from the welcome page.

Page Help

Click the gear icon and select Help for more details on search methods

Search for Learning Bar

Search the TMS catalog for criteria in the training titles, keywords, and descriptions

Event Calendar

View upcoming live events in a calendar layout

View Details

Click the image or title to view the training's full details page

Menu

Click the three dots to access options for this training, such as requesting it for yourself, saving it for later, or assigning it to direct reports

Reports

For administrators and select support staff with reporting needs

Shared with Me
All reports you have been granted access to view

Report
Click on a report to open it

Filters
Update as needed for filter changes only visible to you

You must have permissions enabled to utilize the reports area of the TMS. If you are in a division or business area and have a need to view reporting beyond your direct reports, please submit a ticket by clicking on **Other TMS Requests** from the welcome page and selecting **Talent Management System (TMS) Reporting Security Request**.

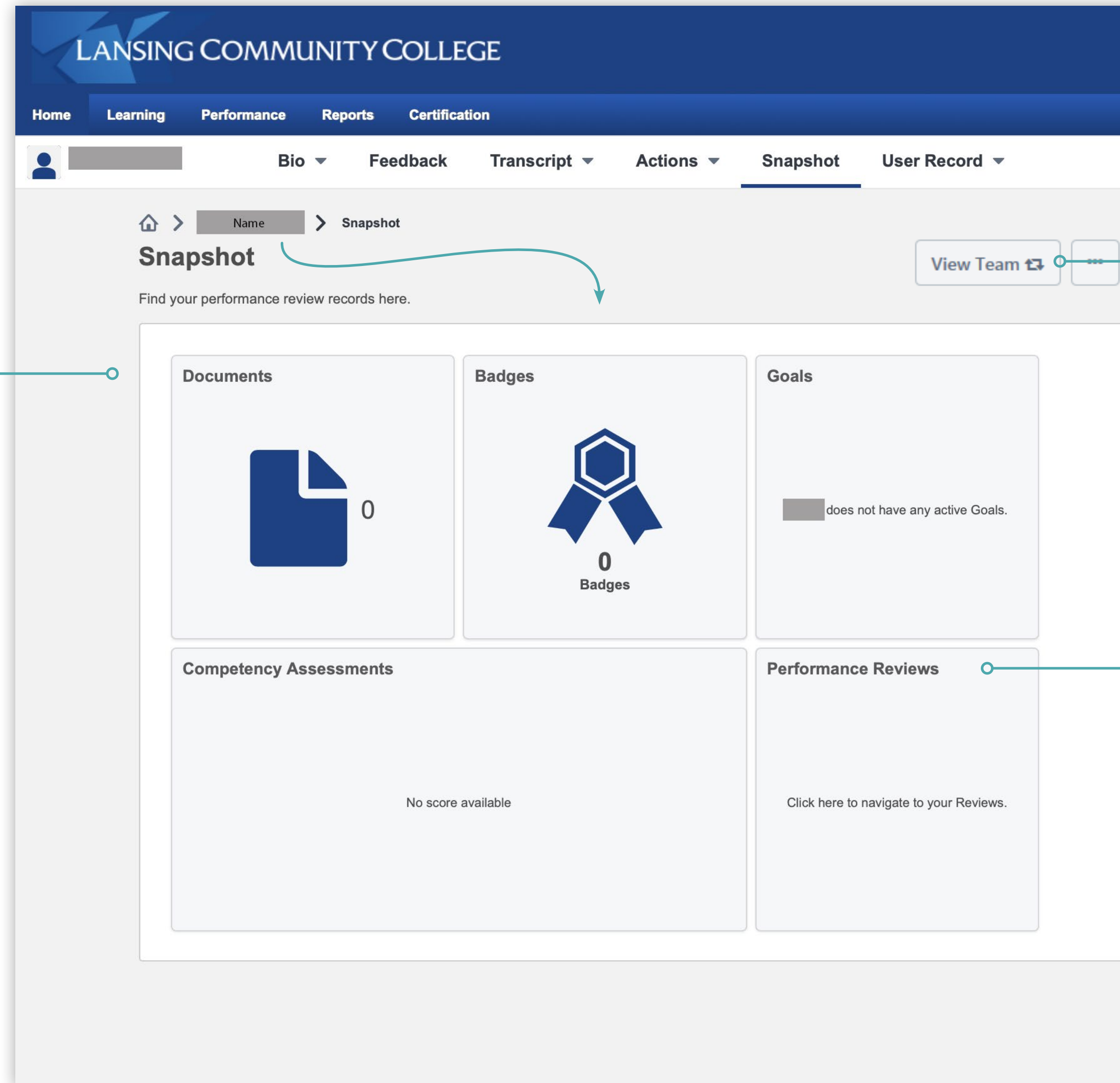
The screenshot shows the 'Reporting 2.0' interface. At the top, there is a navigation bar with 'Home', 'Learning', 'Performance', 'Reports', and 'Recruit'. Below the navigation bar, the title 'Reporting 2.0' is displayed, followed by 'Shared With Me'. On the left side, there are 'Quick Filters' and 'My Reports' sections. The 'My Reports' section shows a list of reports under the heading 'Shared With ...'. The reports are listed in a table with columns for 'NAME', 'OWNER', and 'ACTIONS'. The first report is '2024-2025 TMS Learning Plan Rep...' owned by 'Stephanie Boledovi...'. The second report is '2025-2026 TMS Learning Plan Rep...' also owned by 'Stephanie Boledovi...'. The third report is 'A&S Past Performance Reviews ...' owned by 'Stephanie Boledovi...'. Below the reports, there is a 'Filters' section with several filter criteria: 'User - User Status' (is one of, Active), 'Training - Training Title' (is one of, Select Training, 1 selected), 'Transcript - Transcript Assigned Date' (is between, 08/01/2025 and 08/13/2025), and 'Transcript - Greatest Registration Number' (is, Yes). At the bottom of the interface, there is a message 'You need to refresh to see report data' and a 'REFRESH REPORT' button.

Excel
Click to export the data as an Excel spreadsheet

Refresh Report
Click to view the report data in spreadsheet format

Snapshot

Dashboard within the Universal Profile to access performance reviews, goals, documents, badges, and more



Documents

Snapshot can be used to upload documents for a number of reasons including performance reviews, faculty portfolios, external training, or certifications

To navigate to this dashboard from within the TMS, go to Home > Universal Profile > Snapshot.

Documents FAQ

Can my supervisor, peer reviewer, or administrative reviewer view documents I upload? **YES**

Can my supervisor delete anything I upload? **NO**

Can my supervisor upload documents to my Snapshot? **YES**

Can I delete a document I upload? **YES**

View Team

If you have direct reports or individuals you are reviewing as their peer, access *their Snapshot* from here to view or post documents to their record (as permissions allow)

Performance Reviews

Additional way to access performance reviews