VTrans Learning Management System

Cornerstone Mobile App

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From the home page in the VTrans Learning Management System -
Click on the Settings icon and select 'My Account'.

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My Account

Help

Log Out

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Search

Welcome Jo !

The **VTrans Training Center** (VTTC) team is dedicated to your professional growth and to bringing you high quality, job relevant training. Invest in your career and explore learning opportunities to expand your knowledge base.

We encourage feedback on course offerings, click on the 'Contact Us' button below to send us suggestions.

"Develop a passion for learning. If you do, you will never cease to grow."

-Anthony J. D'Angelo

MY PROFILE

TRANS

My Training

Due Date   Action

Click on 'Devices'.

Search

Home | Learning | ILT | Certification | Reports | Content | Admin | My Team | Integration Suite | Classes/Resources

🏠 My Account ⟩ Preferences

Preferences

Options ▼

Jo Stevens
Maintenance & Ops Bureau
Financial Manager II

Settings

☐ **On Vacation**
(Change your status to Out of Office if you'll be away on an extended leave)

Select Signature

Jo Stevens ▼

Preferences

Devices

So   Devices

3   📱 Devices

Cancel   Save

VTrans *Working to Get You There*
Vermont Agency of Transportation

Home | Learning | ILT | Certification | Reports | Content | Admin | My Team | Integration Suite | Classes/Resources

⌂ > My Account > Devices

Click on 'Add Device'.

5

Add Device

Devices

Register your mobile phone, tablet, or computer by clicking "Add Device". Registering your device will allow you to log into the Cornerstone desktop/mobile app with your unique PIN.

Click the Disconnect button if you want to deregister your device. Please note that you will no longer be able to log into the Cornerstone app using a PIN from this device unless the device is re-added.

🔧 Preferences

👥 Social

📱 Devices

This window will pop up - name your device, and select a 5 digit code that you will remember. Then click 'Next'.

Add Device   ✕
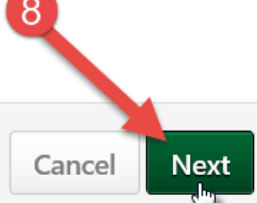
Please follow the steps below to complete the registration process of your device. Please keep this window open until your device has been registered.
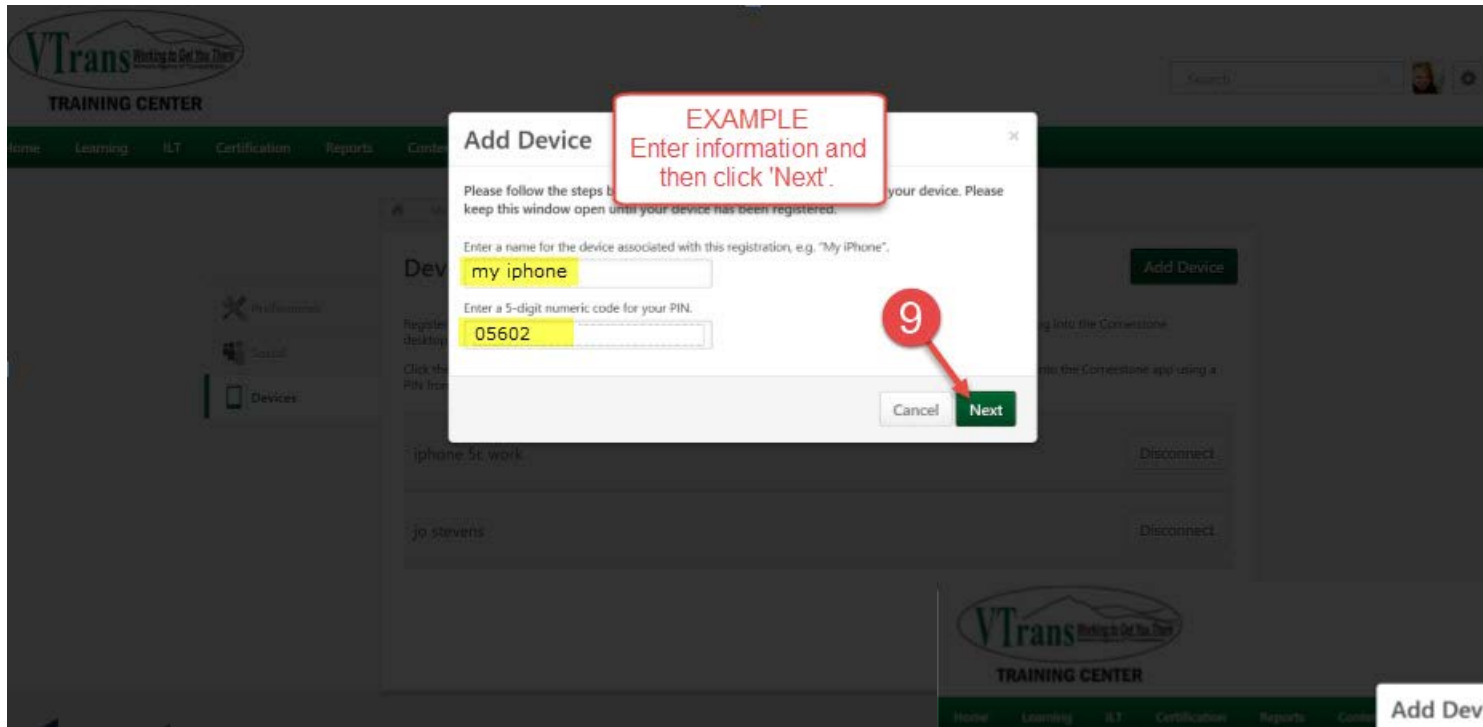
Enter a name for the device associated with this registration, e.g. "My iPhone".
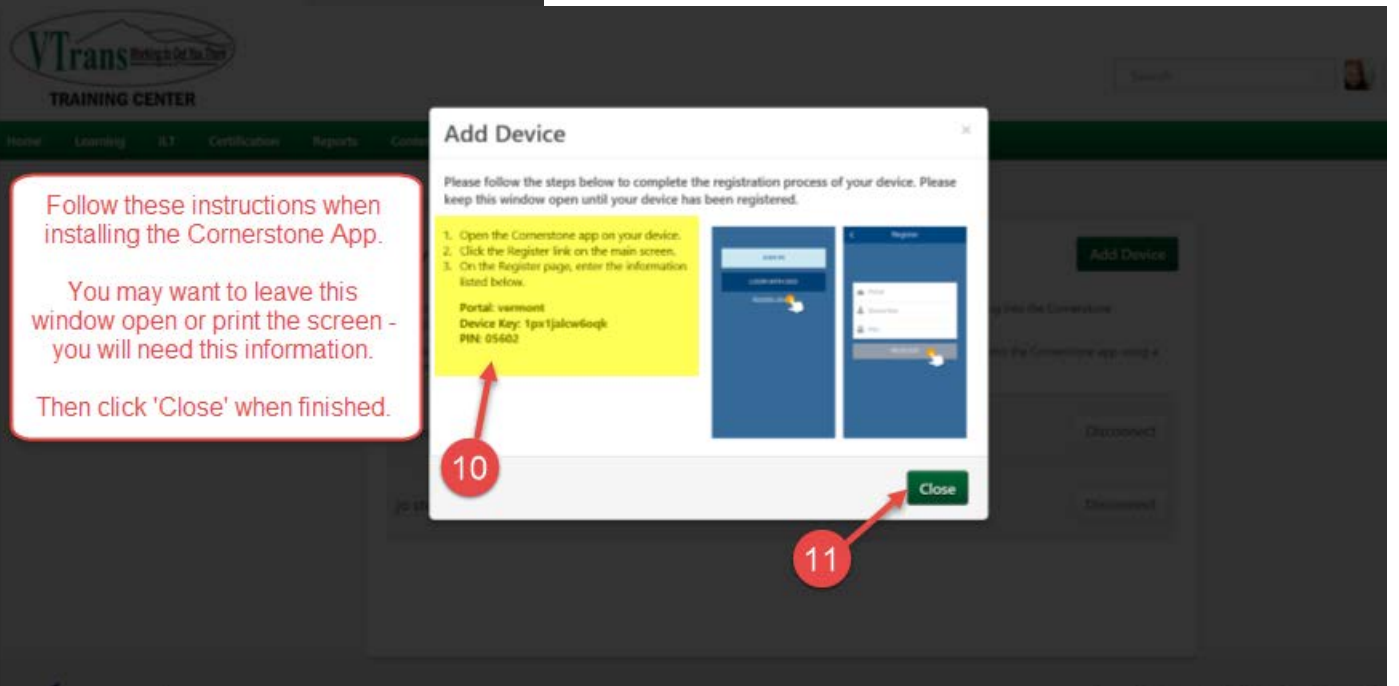
| Device Name | 6 |

Enter a 5-digit numeric code for your PIN.

| PIN | 7 |

8

Cancel | **Next**

EXAMPLE
Enter information and then click 'Next'.

Add Device

Please follow the steps b... ...your device. Please keep this window open until your device has been registered.

Enter a name for the device associated with this registration, e.g. "My iPhone".

my iphone

Enter a 5-digit numeric code for your PIN.

05602

9

Cancel   Next

iphone 5t work   Disconnect

jo stevens   Disconnect

Follow these instructions when installing the Cornerstone App.

You may want to leave this window open or print the screen - you will need this information.

Then click 'Close' when finished.

Add Device

Please follow the steps below to complete the registration process of your device. Please keep this window open until your device has been registered.

1. Open the Cornerstone app on your device.
2. Click the Register link on the main screen.
3. On the Register page, enter the information listed below.

Portal: vermont
Device Key: 1px1jalcw6oqk
PIN: 05602

10

Close

11

CORNERSTONE MOBILE APP DOWNLOAD

Begin by opening up the 'App Store'.
Tap the icon on your iPhone*.
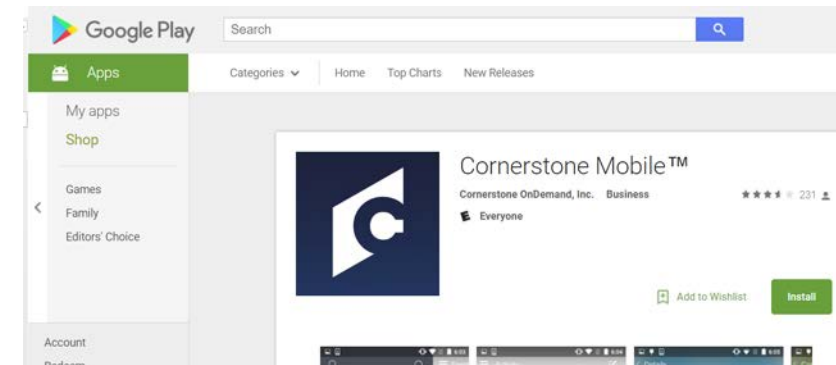
*For Android devices, you will need to visit https://play.google.com/ to download the app to your phone/device.
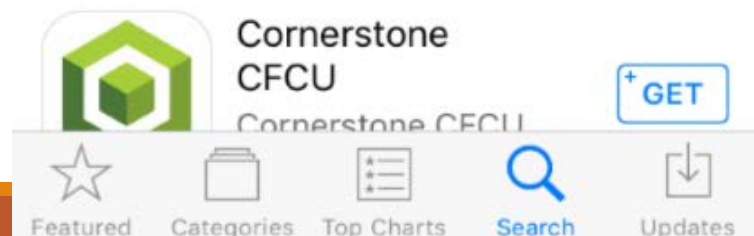
Tap on the 'Search' icon.

Using the keypad, type in 'Cornerstone' to search for the app.

Select
'**Cornerstone Mobile**'
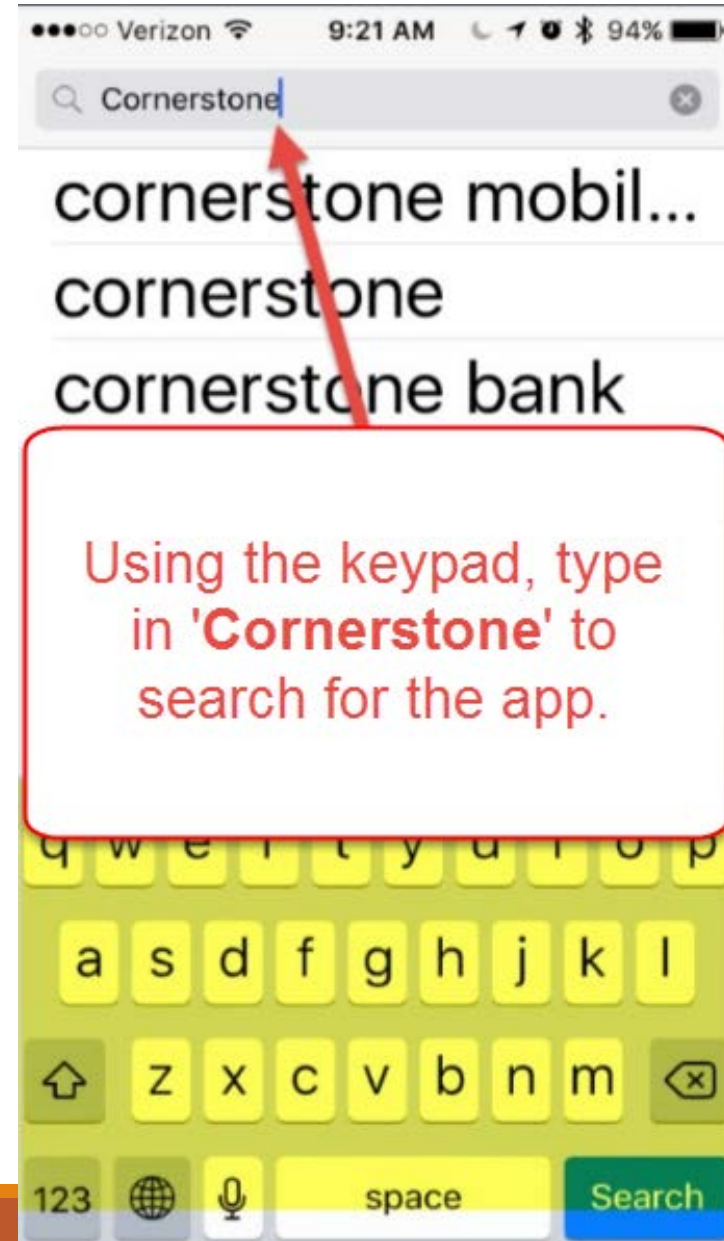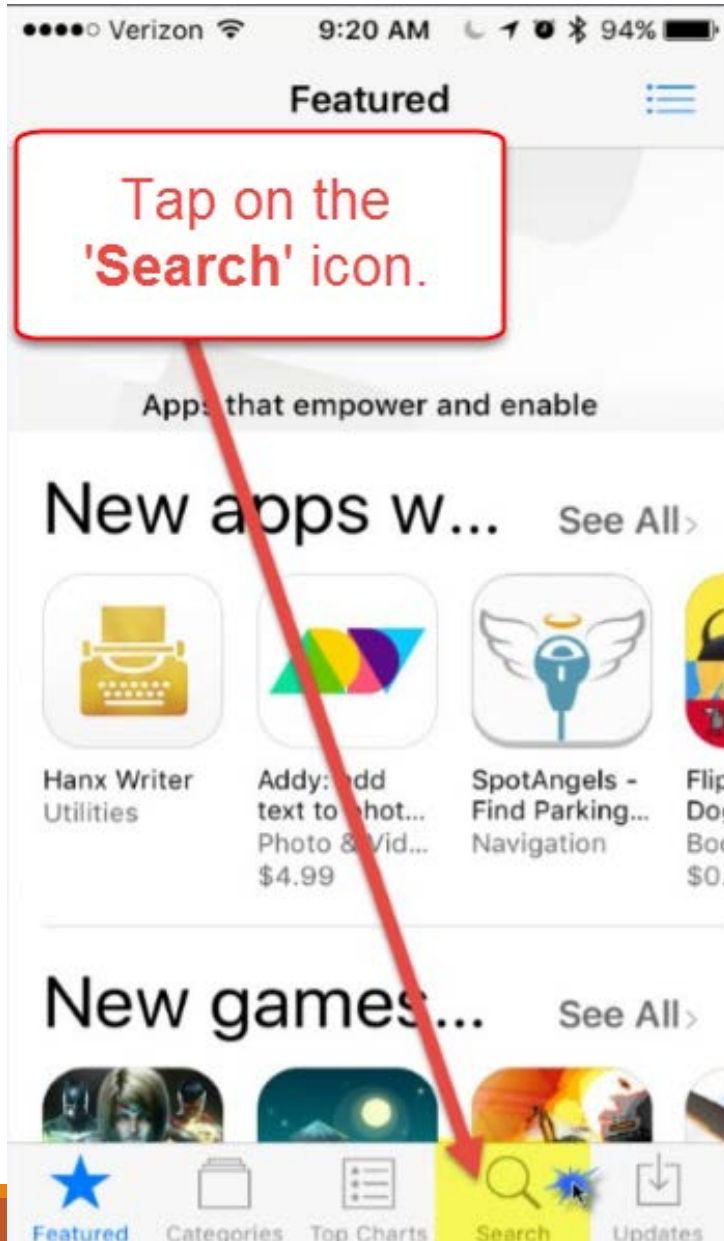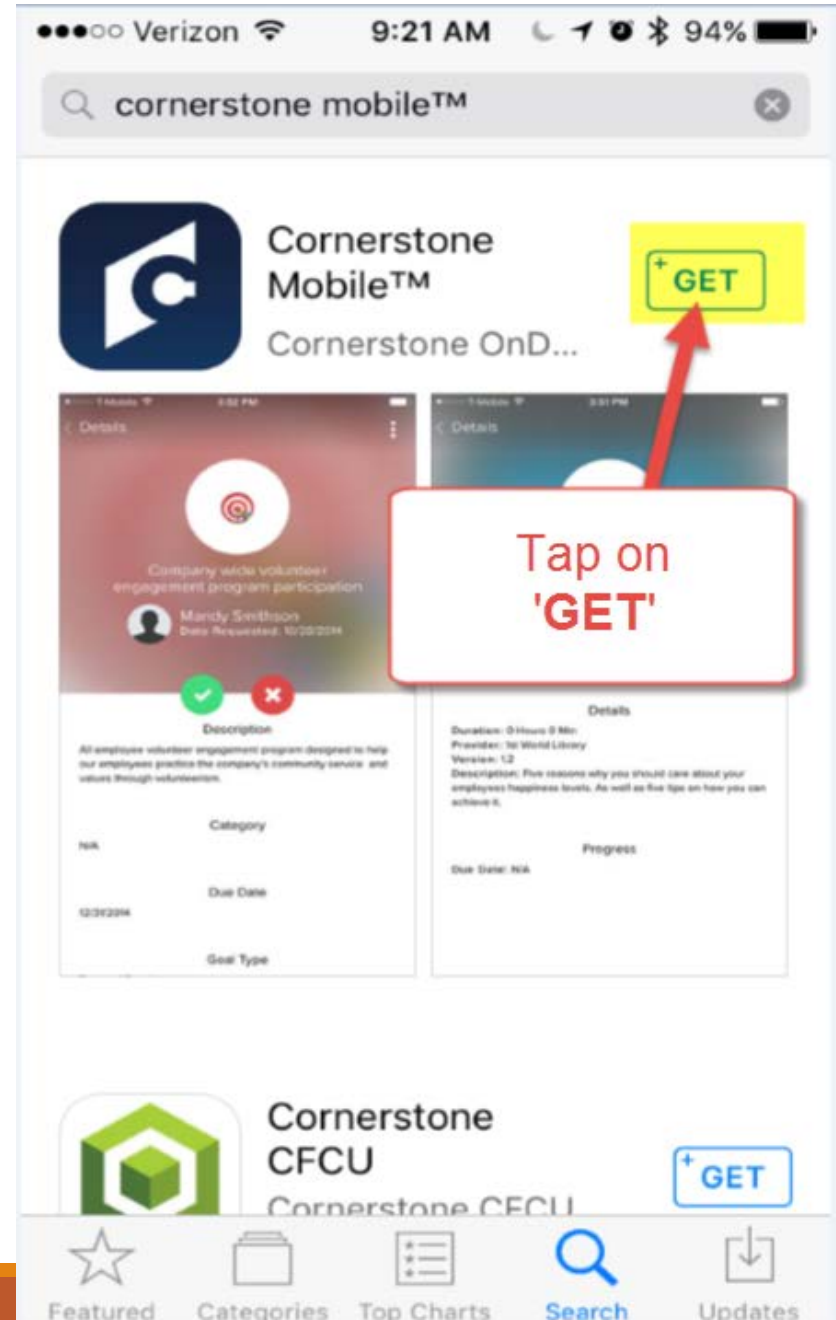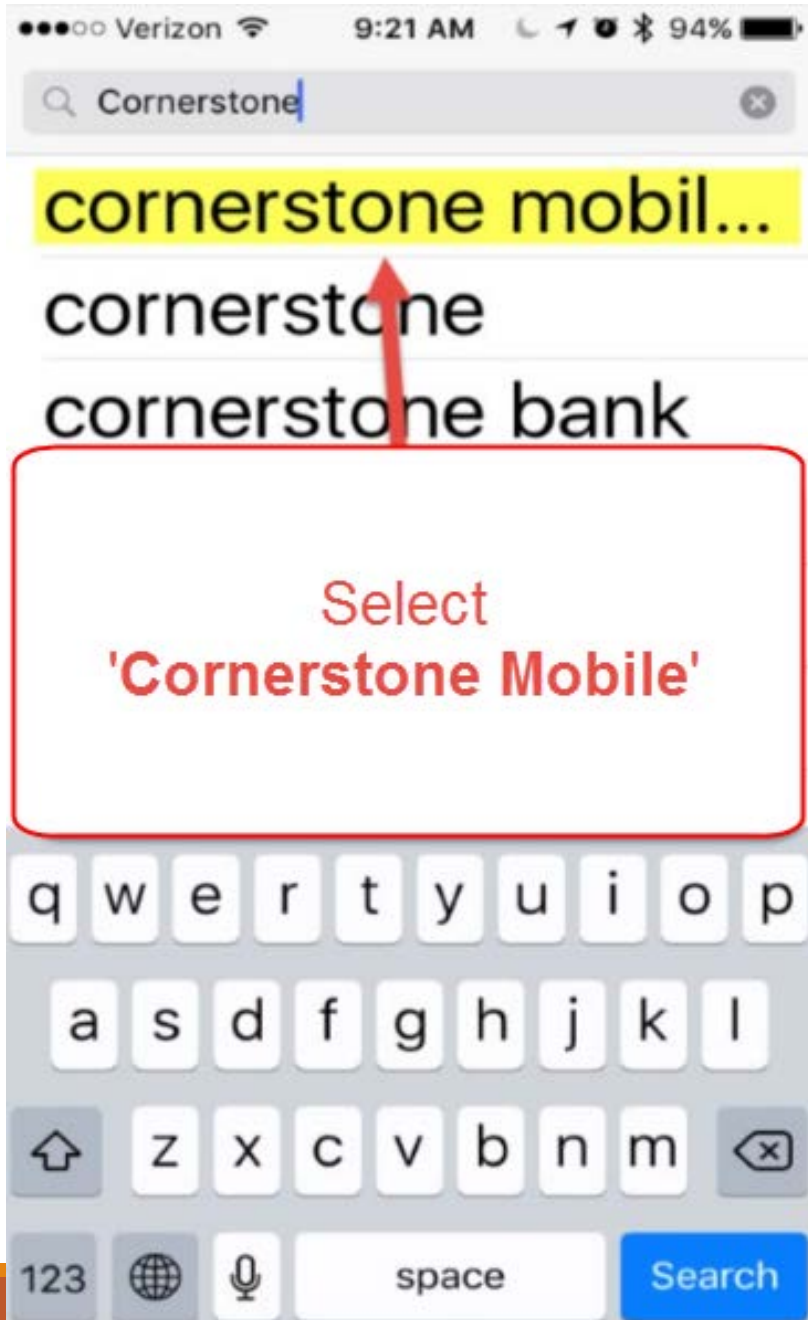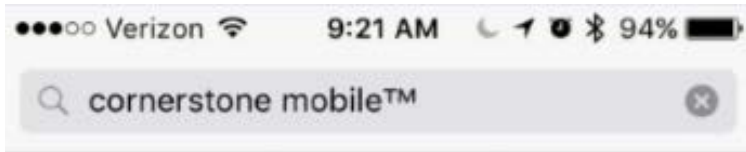
Tap on
'**GET**'

Tap on 'Install'
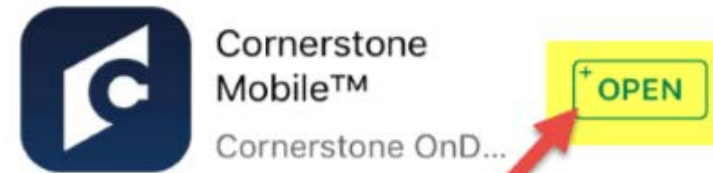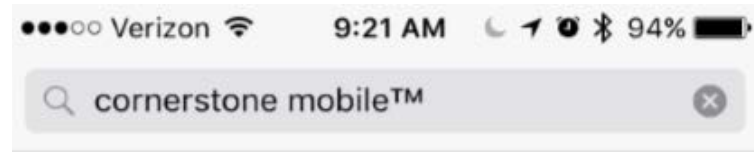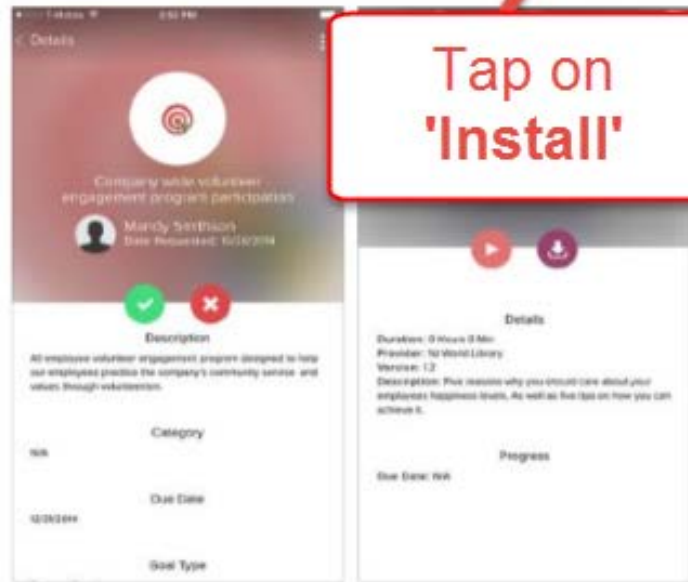
You can tap on 'OPEN' here or go to your home screen where the Cornerstone Mobile icon will be after the app finishes downloading.

Open the Cornerstone App to log on

VTrans Working to Get You There
TRAINING CENTER

Log In with Credentials

Log In with SSO

Log In with PIN

Tap on 'Log In with PIN'

Register Device

Log In

VTrans Working to Get You There
TRAINING CENTER

my iphone

Using the keypad, enter your PIN.
(The 5 digit code that that you used to set up.)

Enter PIN

1 2 3
4 5 6
7 8 9
0
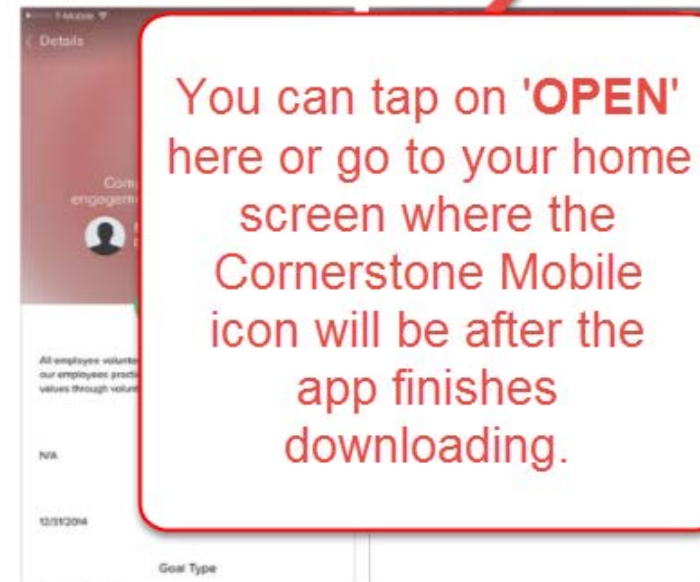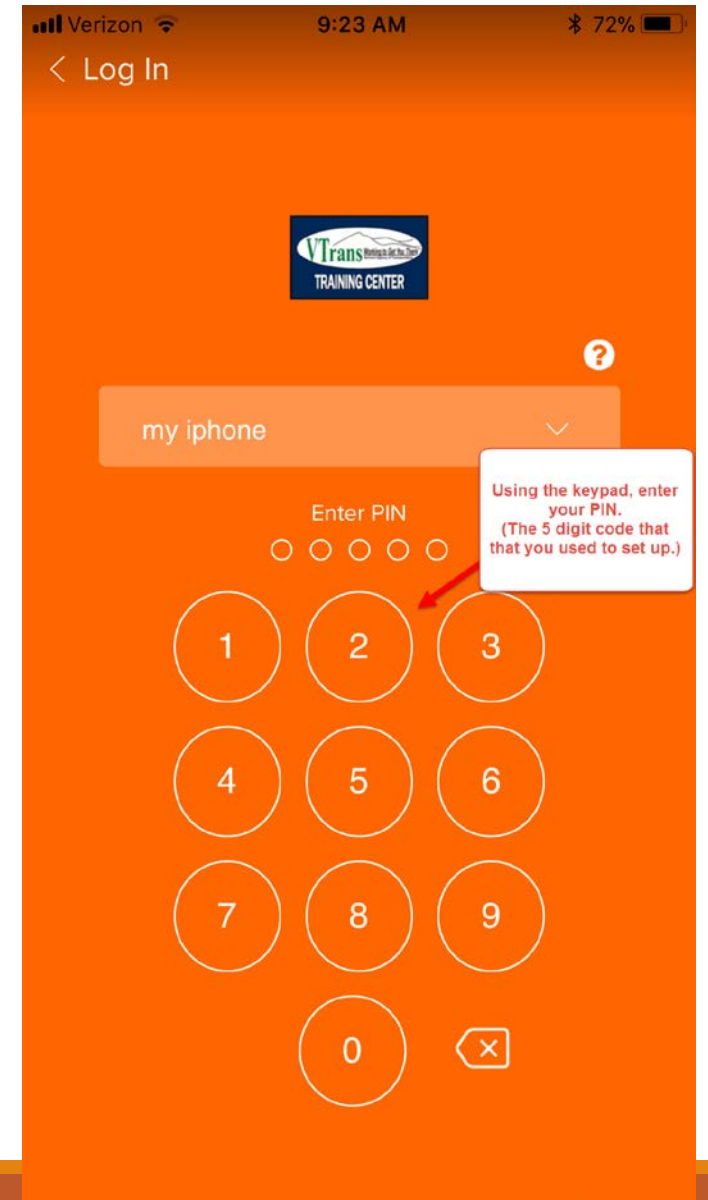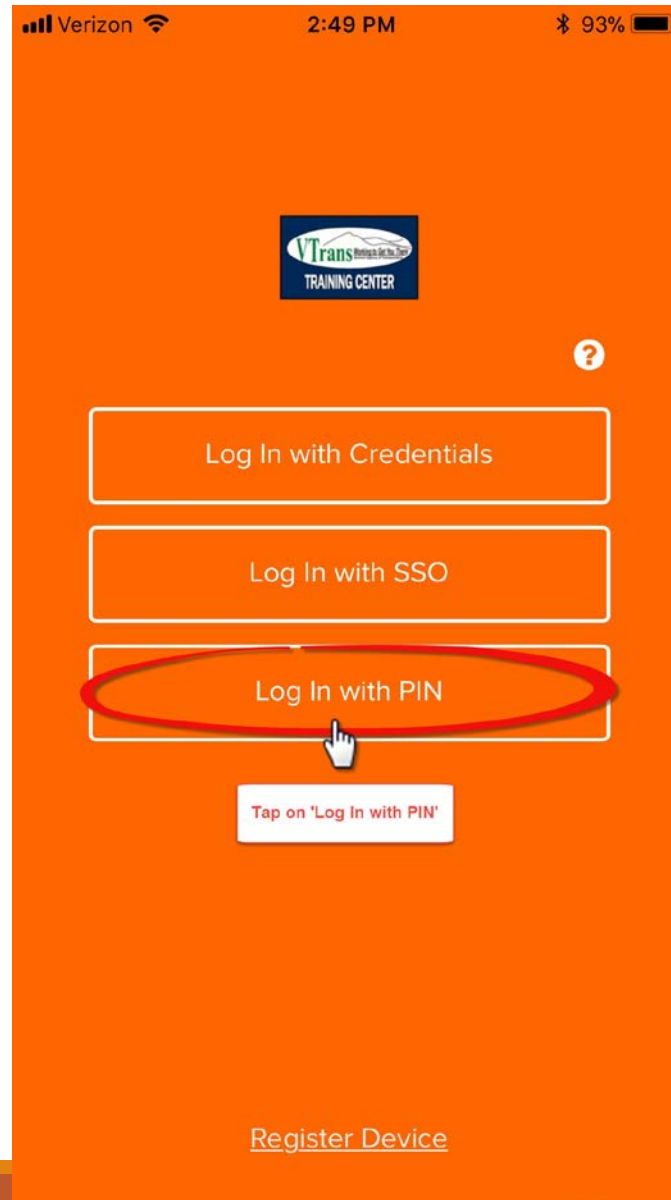
Using the Dashboard

When you enter your 5 digit PIN, you will be directed to the 'Dashboard'. This is a home page that will alert you to any training due or any pending approvals for those who are approving training.

Note the 3 lines in the upper left hand corner of the screen. By tapping on these, a menu will display on the left hand side and you will be able to select options from there.
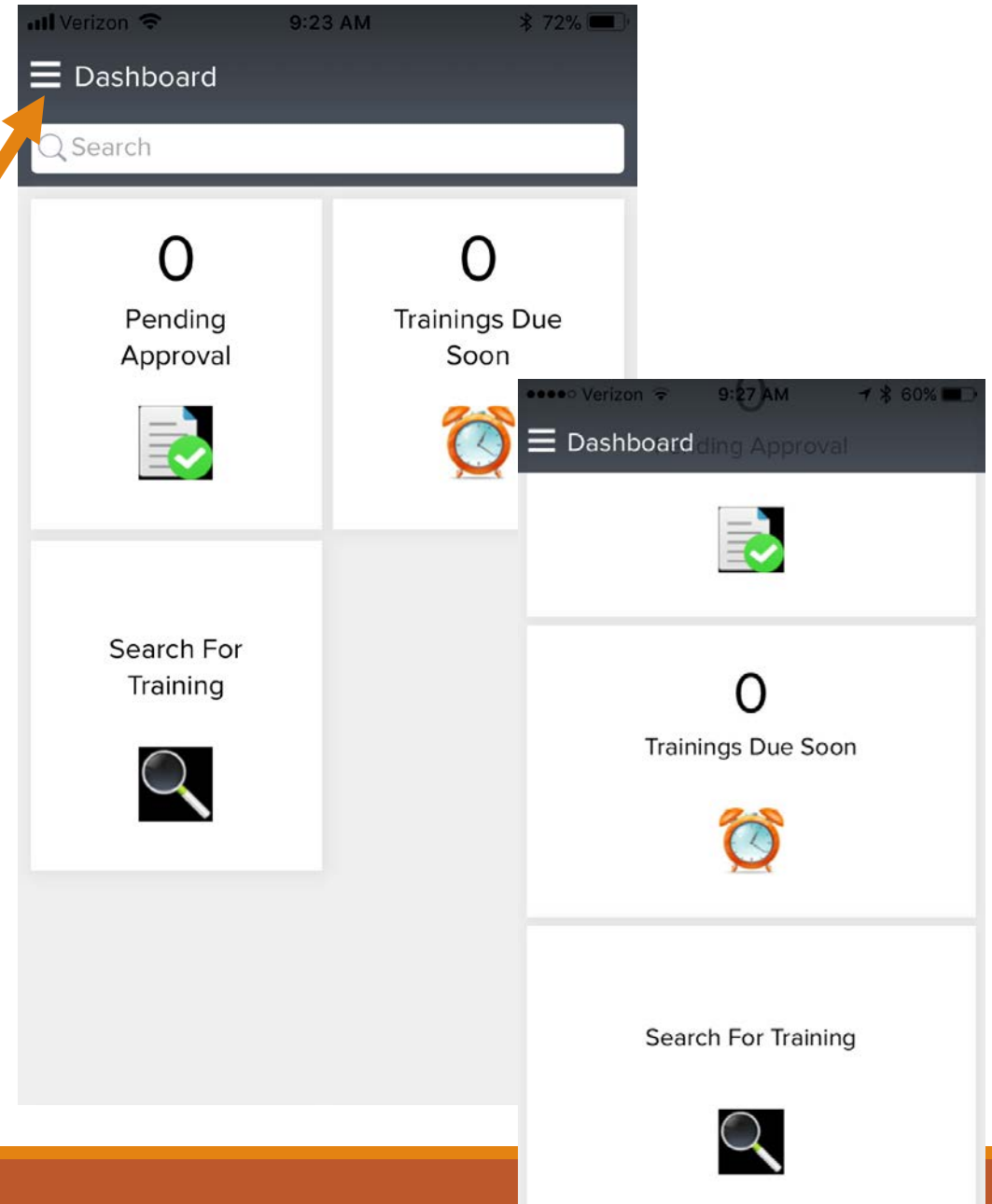
Tap on the Menu icon which are the 3 lines in the upper left hand corner.
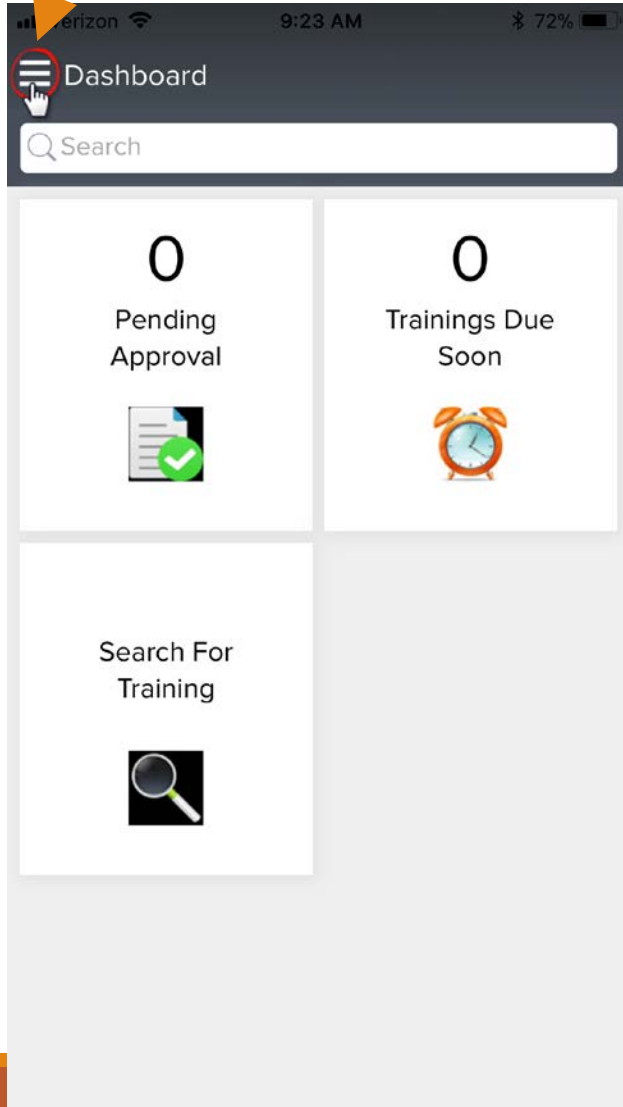
The selections to choose from are:

- **Dashboard** - your 'home page'

- **Team** - your group that you are assigned to with your manager/supervisor

- **Transcript** - active and completed listing of your training

- **Approvals** – only visible to Supervisors, Managers and designees

- **Settings**

- **Sign Out**

We will review each of these functions on the next few slides.

This is what the menu looks like:
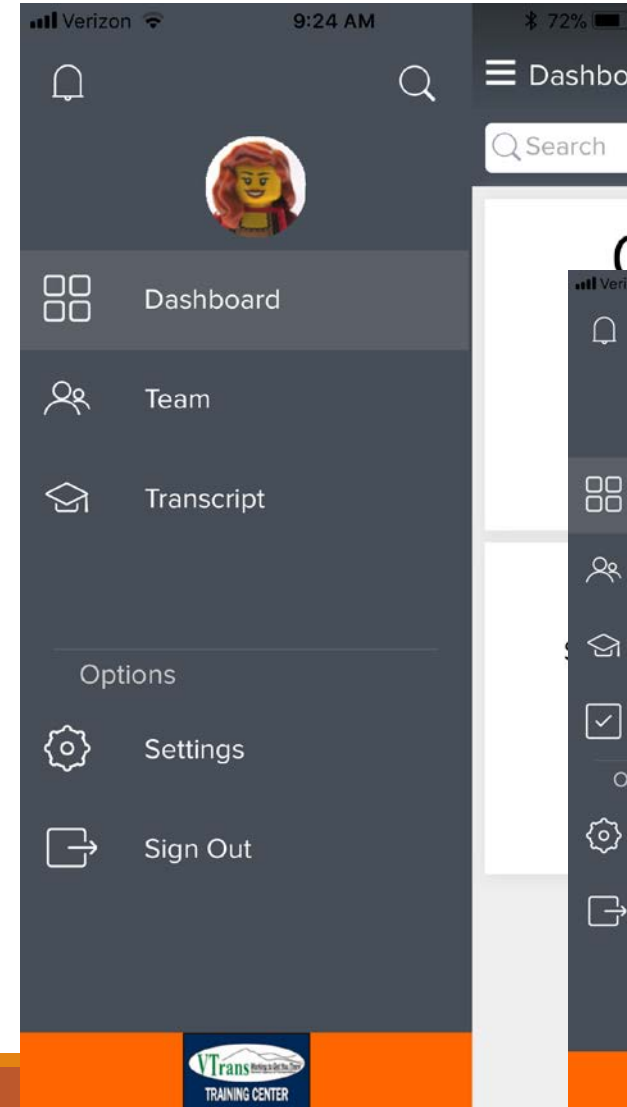
Managers and Supervisors will see this:
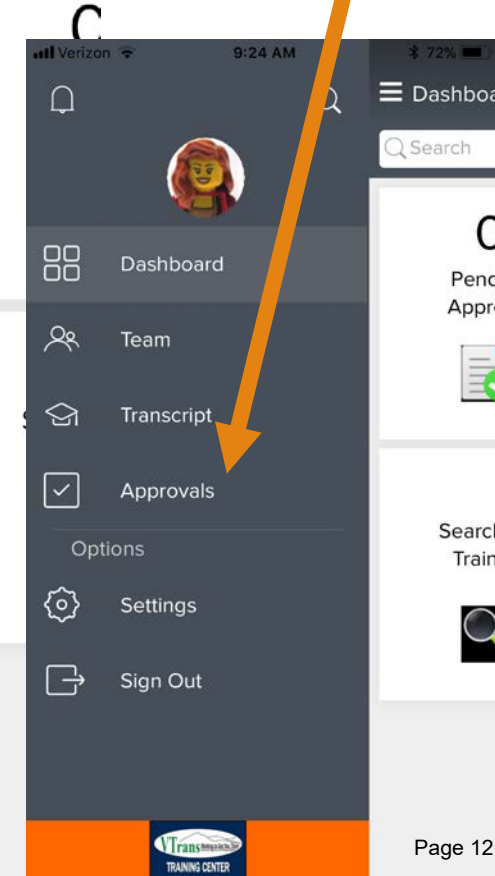
From the Main Menu, tap on '**Settings**'.
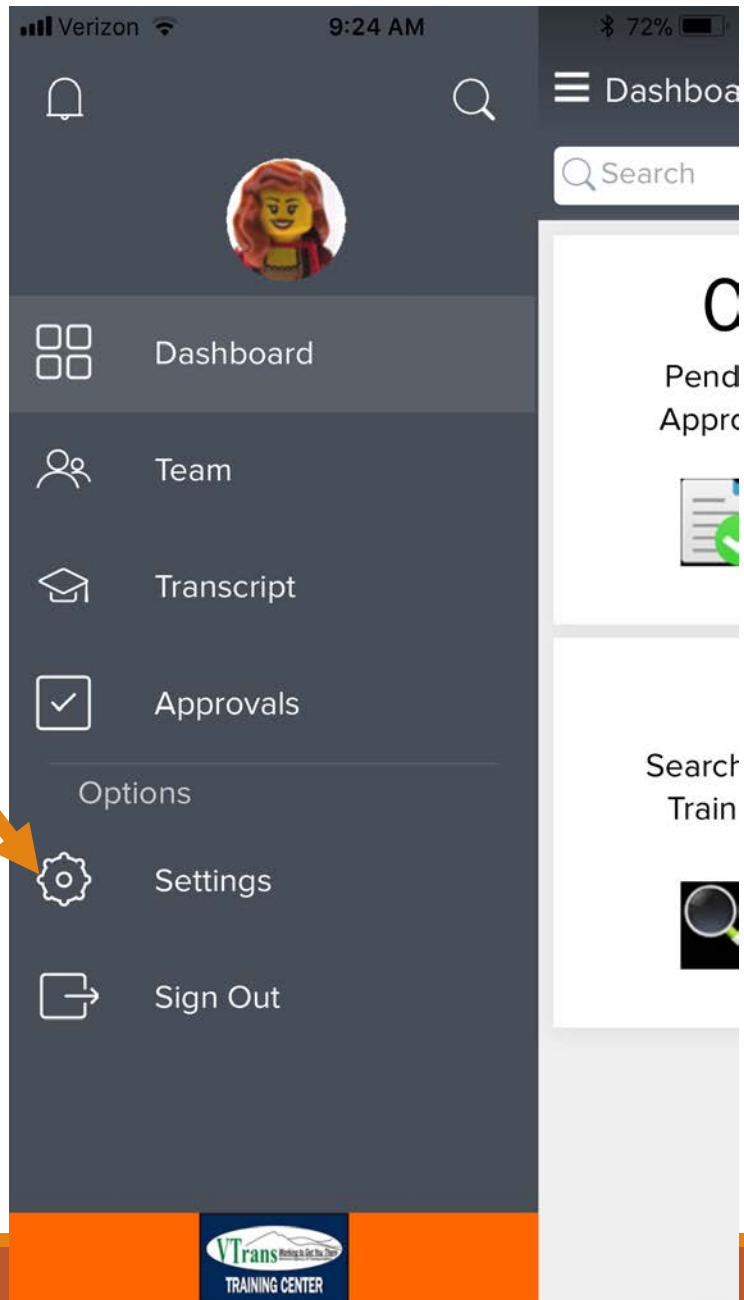
Make sure that '**Notifications**' is turned on by checking the box to the right.
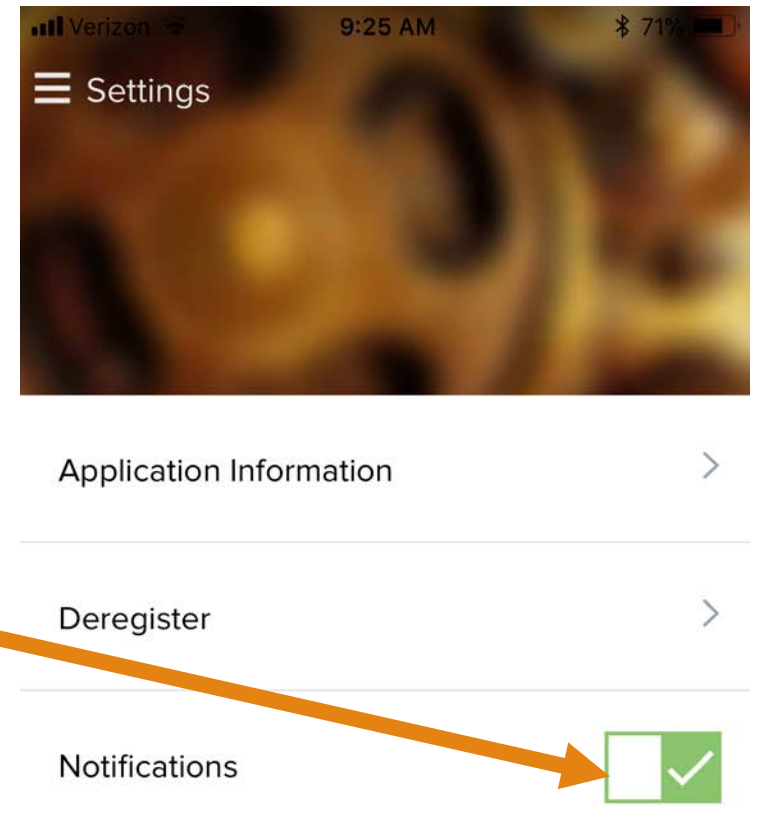
This will allow for reminder alerts on pending items.

Tap on 'Team'
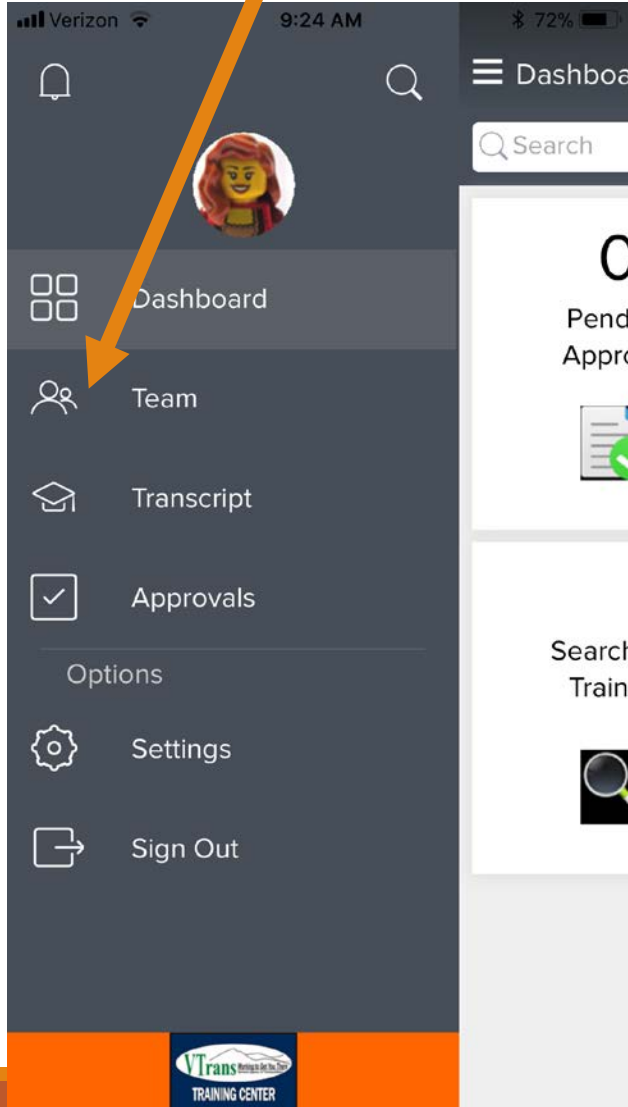
Your Team will display.
If you find any subordinates or your reporting manager/supervisor *is not correct* – please notify Cheryl Blake to report the information.

This data comes from the State of Vermont VTHR system and needs to be corrected through Human Resources.
Cheryl.blake@Vermont.gov

Tap on the Menu icon to return to the main menu.

MaryAnn Borland
Bus Application Support Spec

Tammy Kelley
Administrative Srvcs Cord I

Gretchen King
Administrative Srvcs Cord I

Christine Hetzel
VTrans Training Ctr Prog Mgr
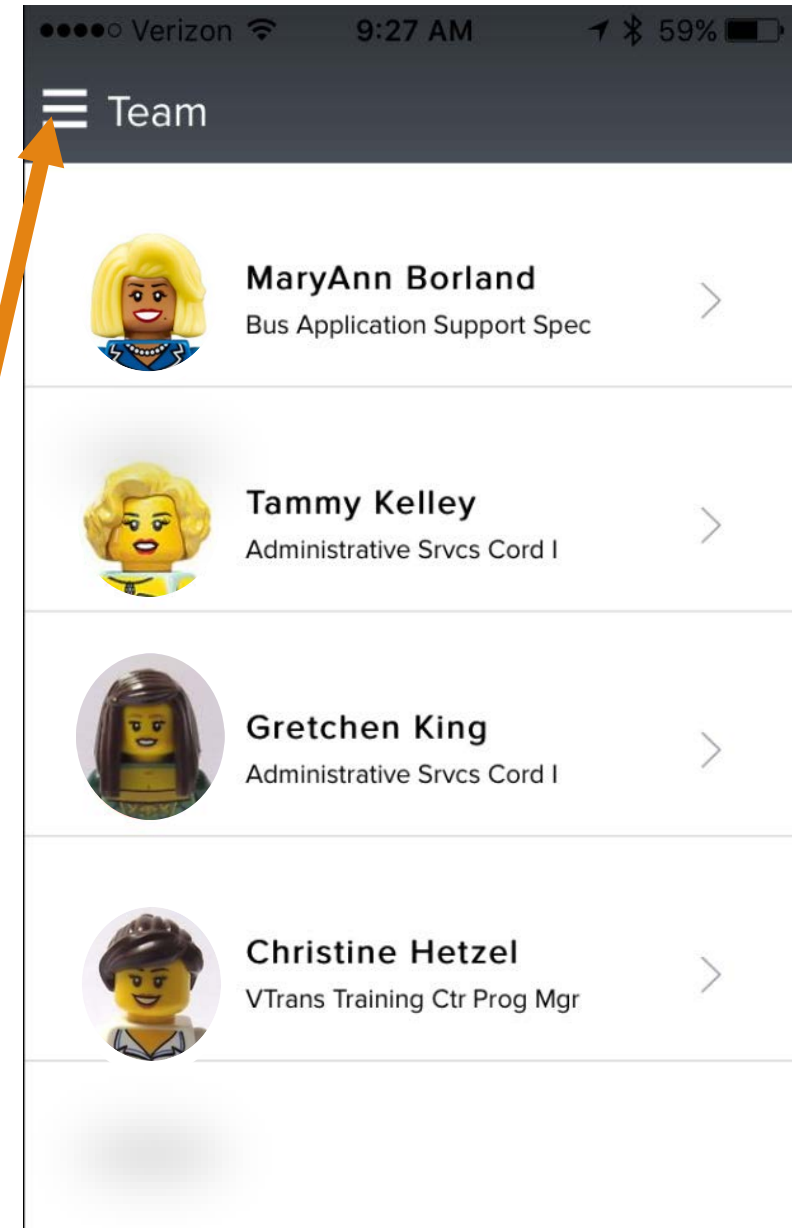
Tap on '**Transcript**'
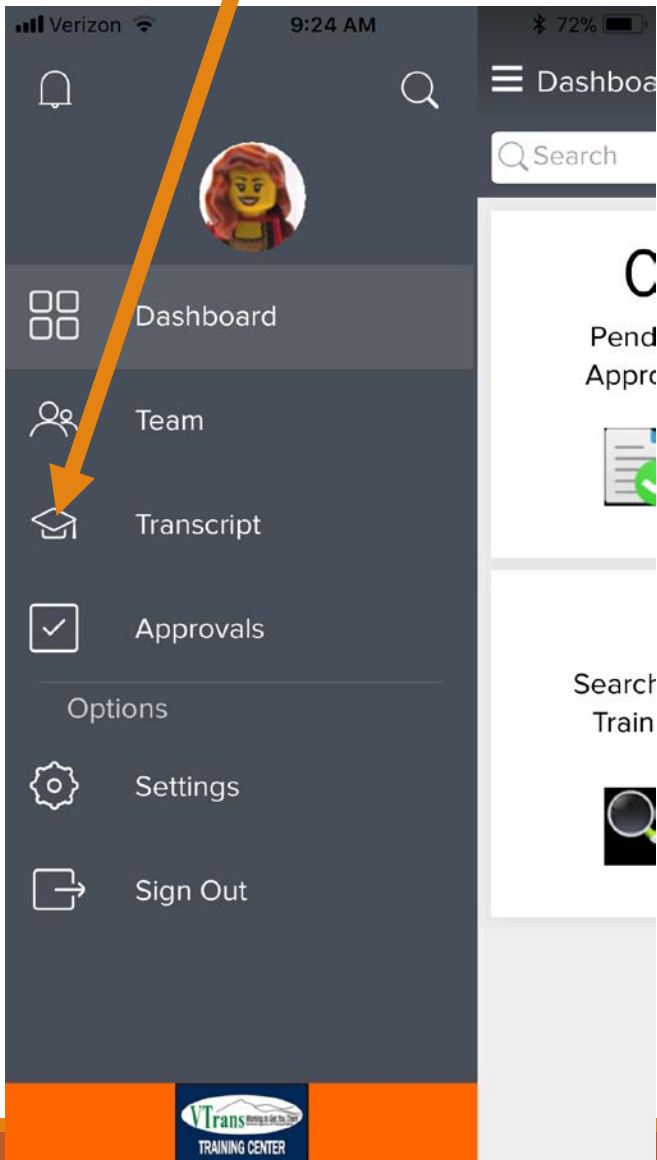
Your **active** training will appear. Tap on the 3 dots in the upper right corner.
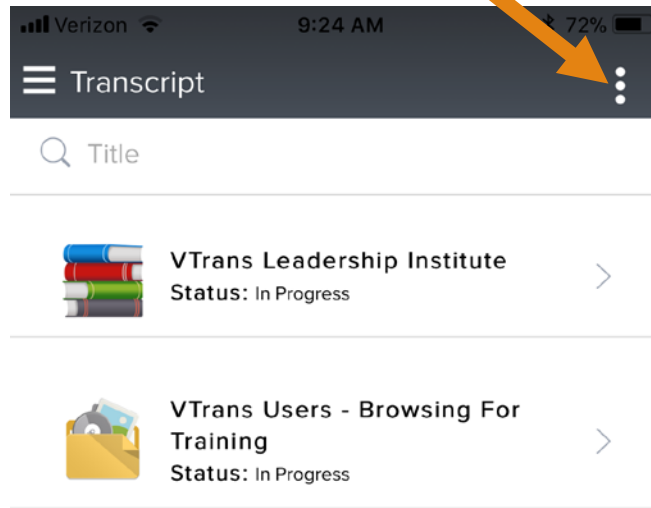
Tap on '**Completed**'
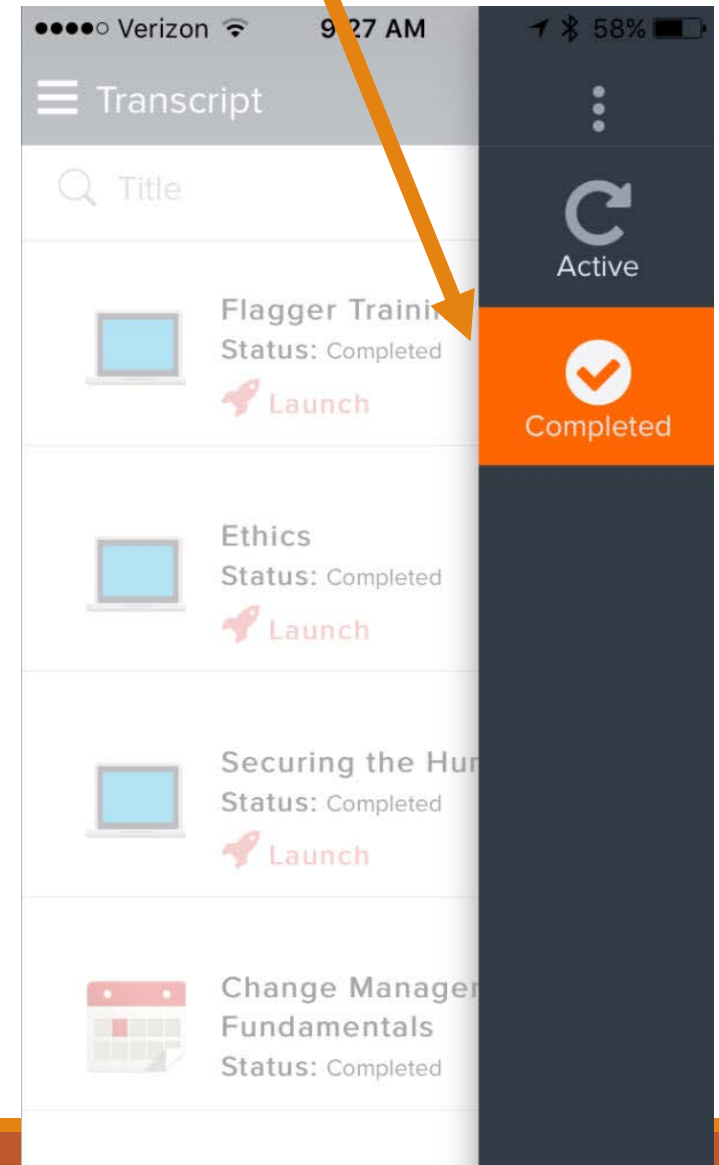
You can view all your training that is in **completed** status here by scrolling through.

When you want to return to the 'Active' training you can tap on the 3 dots in the upper right hand corner.

When you want to return to the 'Main Menu' you can tap on the 3 lines in the upper left hand corner.

Return to Main Menu

Select 'Active' Training
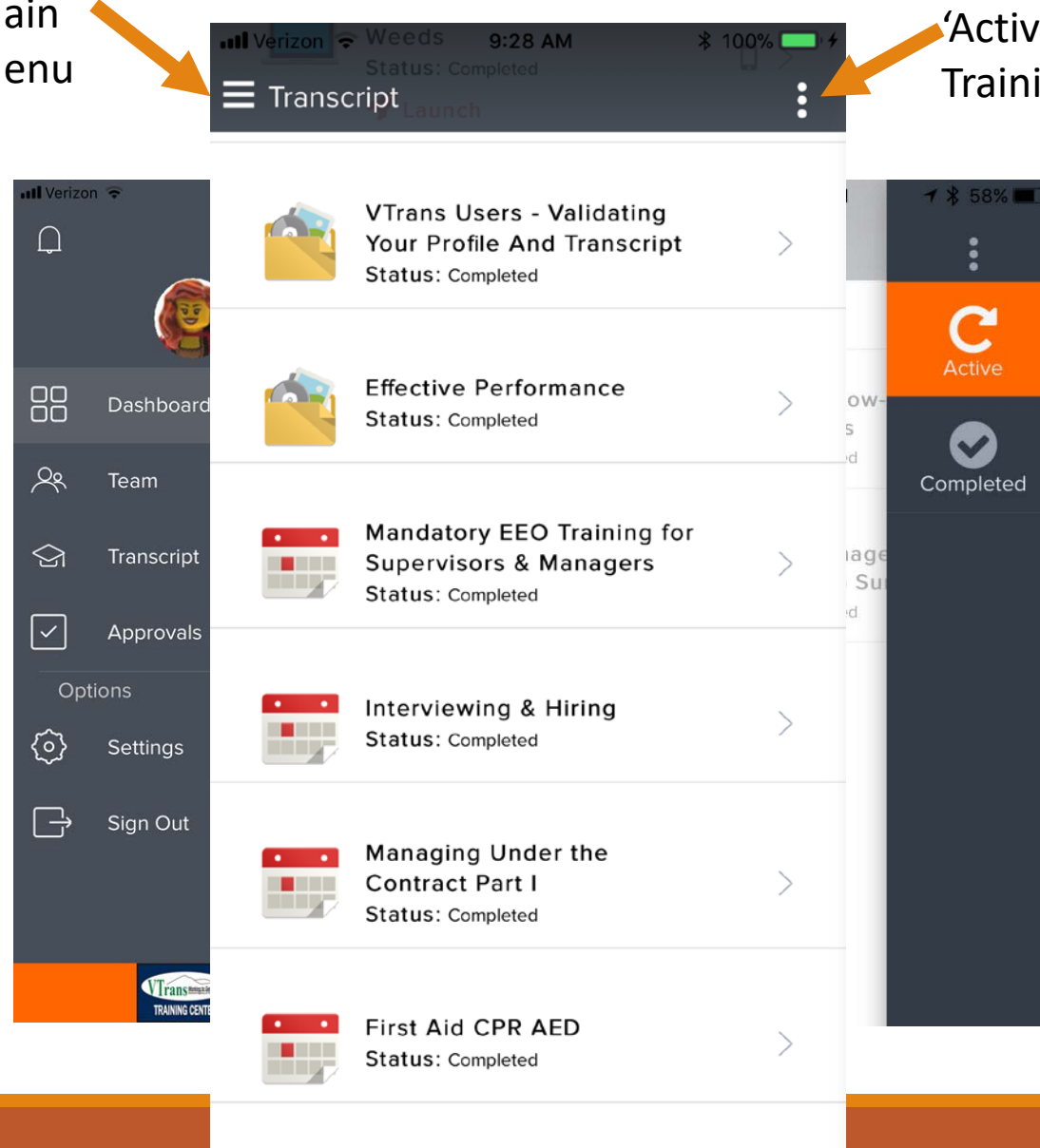
Next, we will go over '**Approvals**' for Managers, Supervisors, or designated Approvers.
There are a couple different ways to view them. The first is to go from the Main Menu and select 'Approvals'.

The notification that shows you there is a pending approval is in the upper left corner of this screen. The number inside the red circle indicates how many items are waiting for your action.

On the Dashboard, the number in the 'Pending Approval' box indicates the number of approvals waiting for your action.

Tap on 'Approvals'
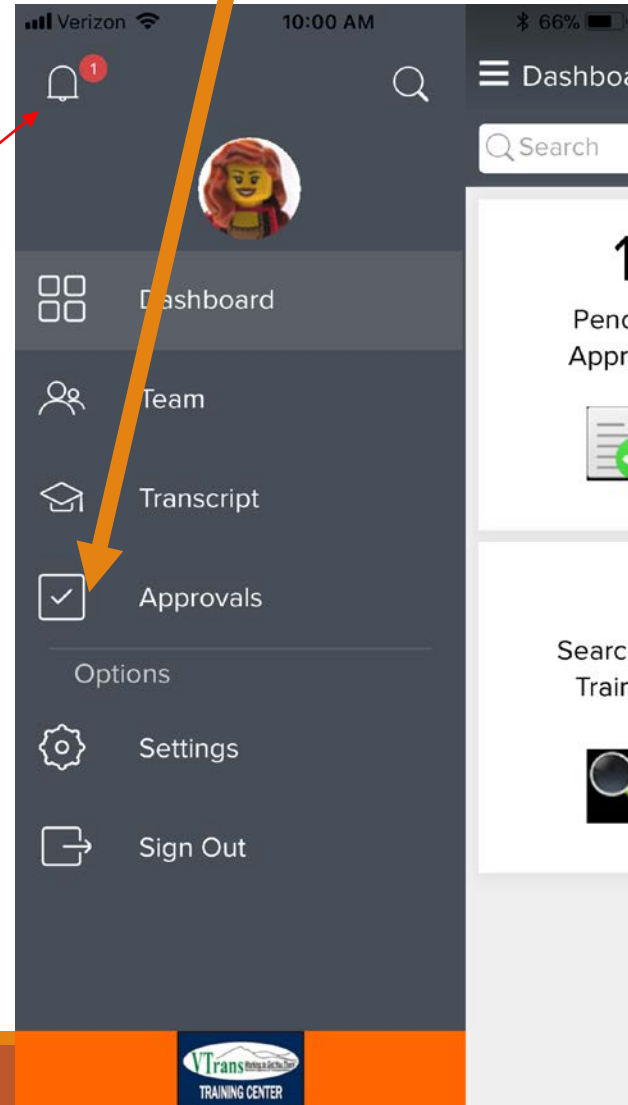
Or from the Dashboard, tap on 'Pending Approval'.
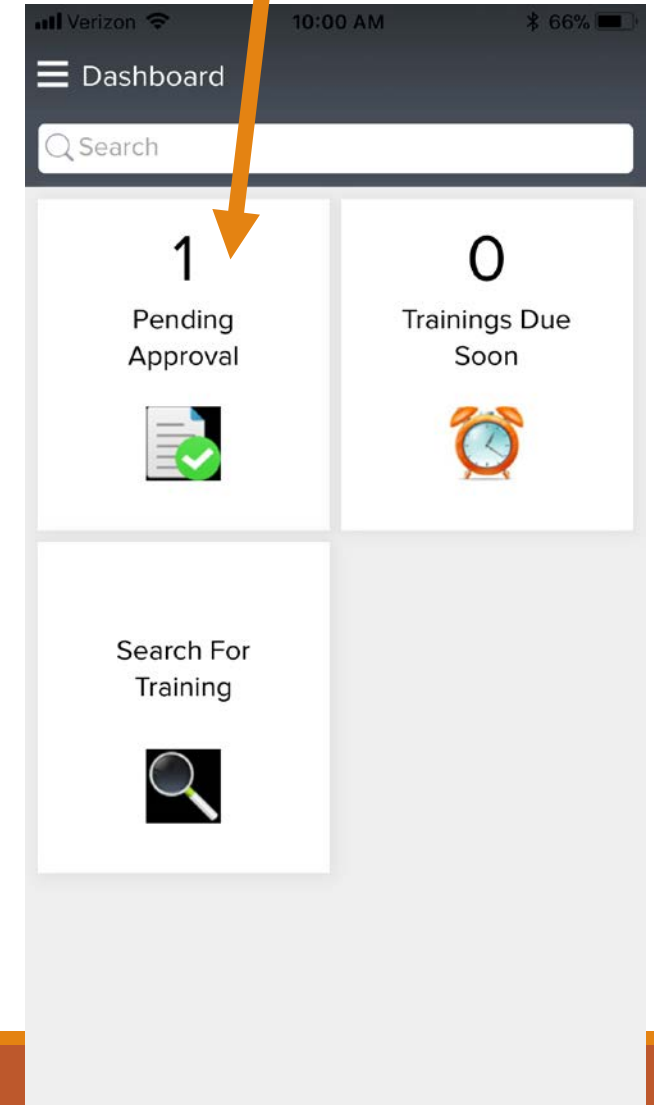
This screen will appear and you will tap on the '>' on the right hand side.
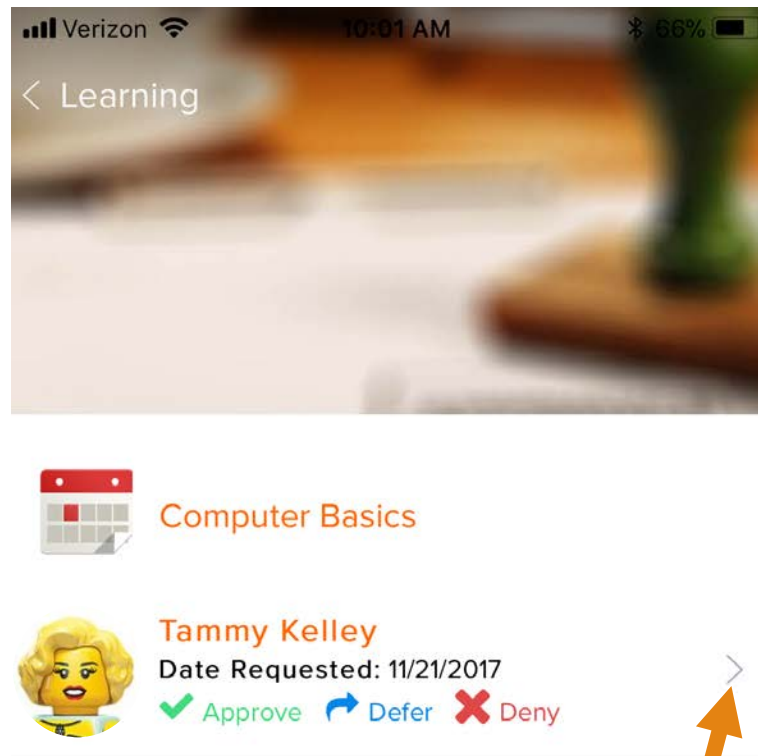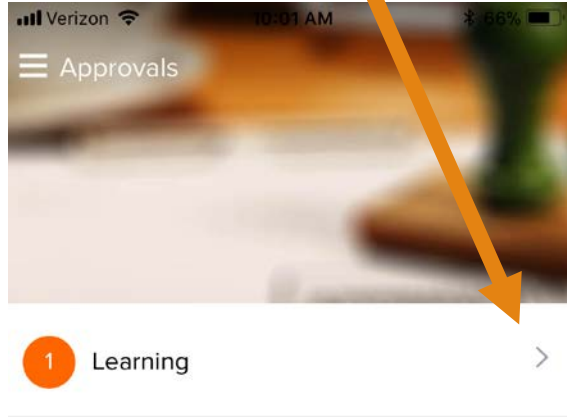
From here you can view the details of the requested training by tapping on the '>' again on the right.

Computer Basics
Status: Pending Approval

COMPUTER BASICS
Instructor: Joseph Leclair (Primary)
Start Date: 12/13/2017 3:30 AM EST
End Date: 12/13/2017 9:30 AM EST
Location: VTTC Extension Building Computer Room
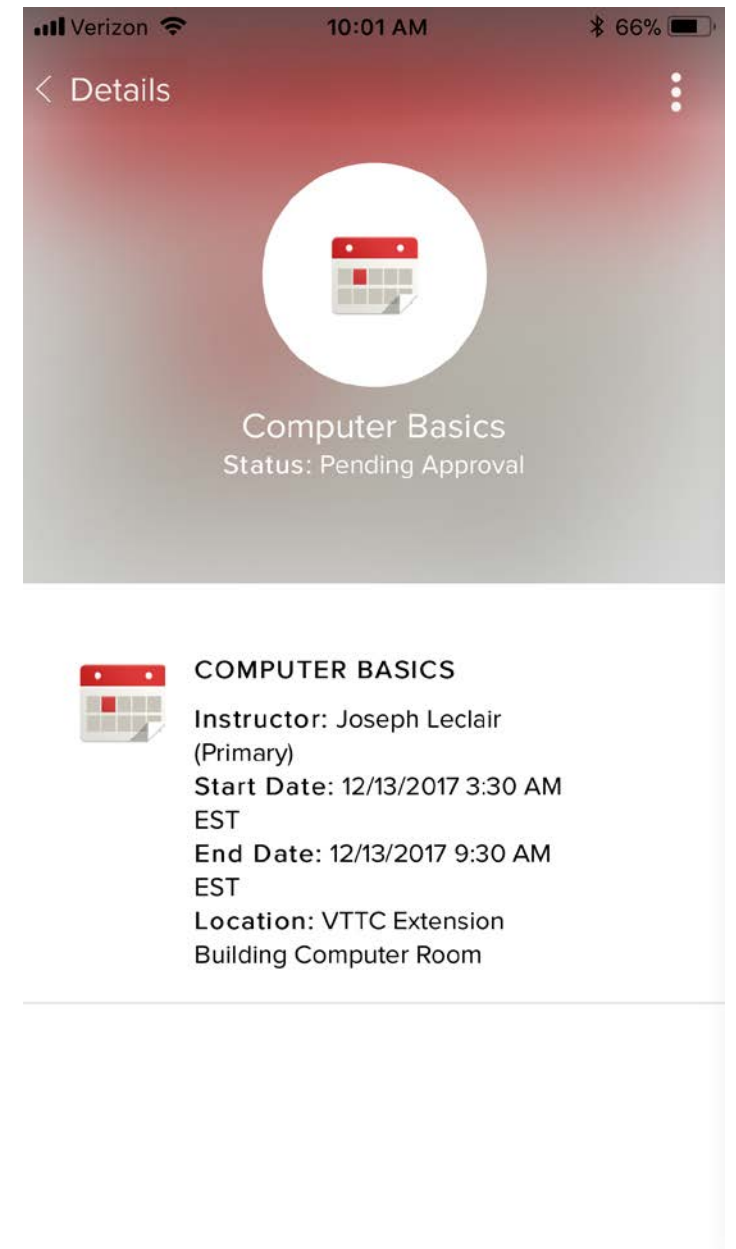
Once you are done reviewing the training information, you may **approve** or **deny** the training from here. Just tap on the corresponding action.
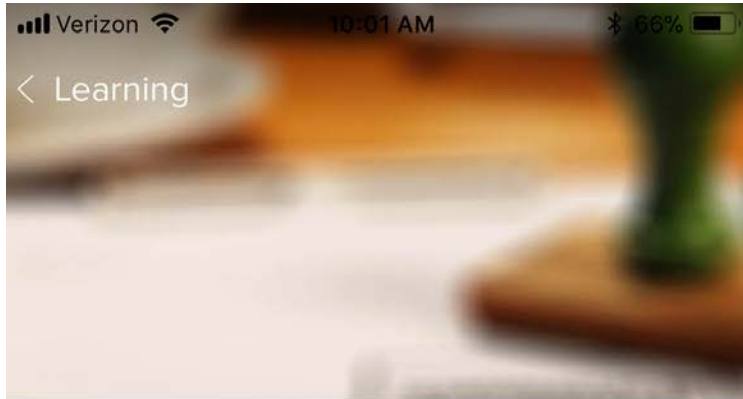
The next screen is a comments section. This is an option, however, we recommend leaving a comment when denying a training. When completed, tap on '**Submit**'.
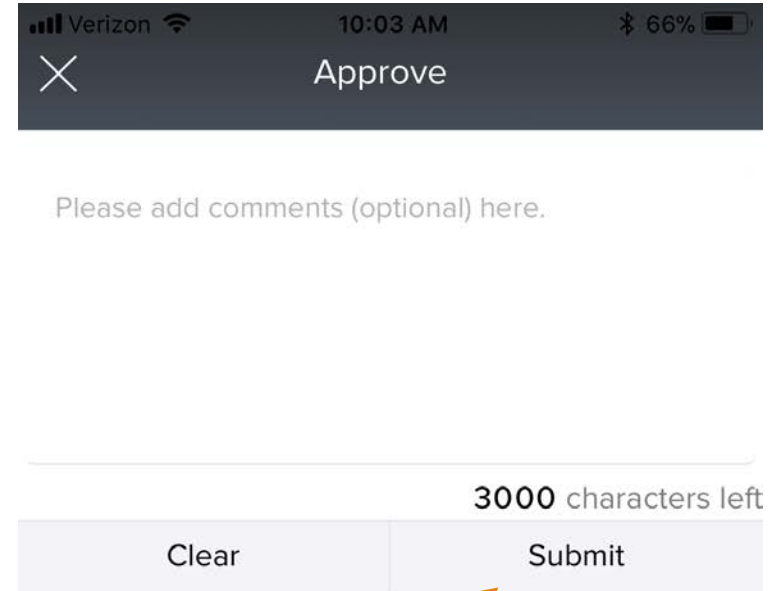
Once you have approved or denied the trainings that were pending, there will no longer be a red circle next to the Notification symbol in the upper left hand corner.

The 'Pending Approvals' box on the dashboard will also reset to zero.
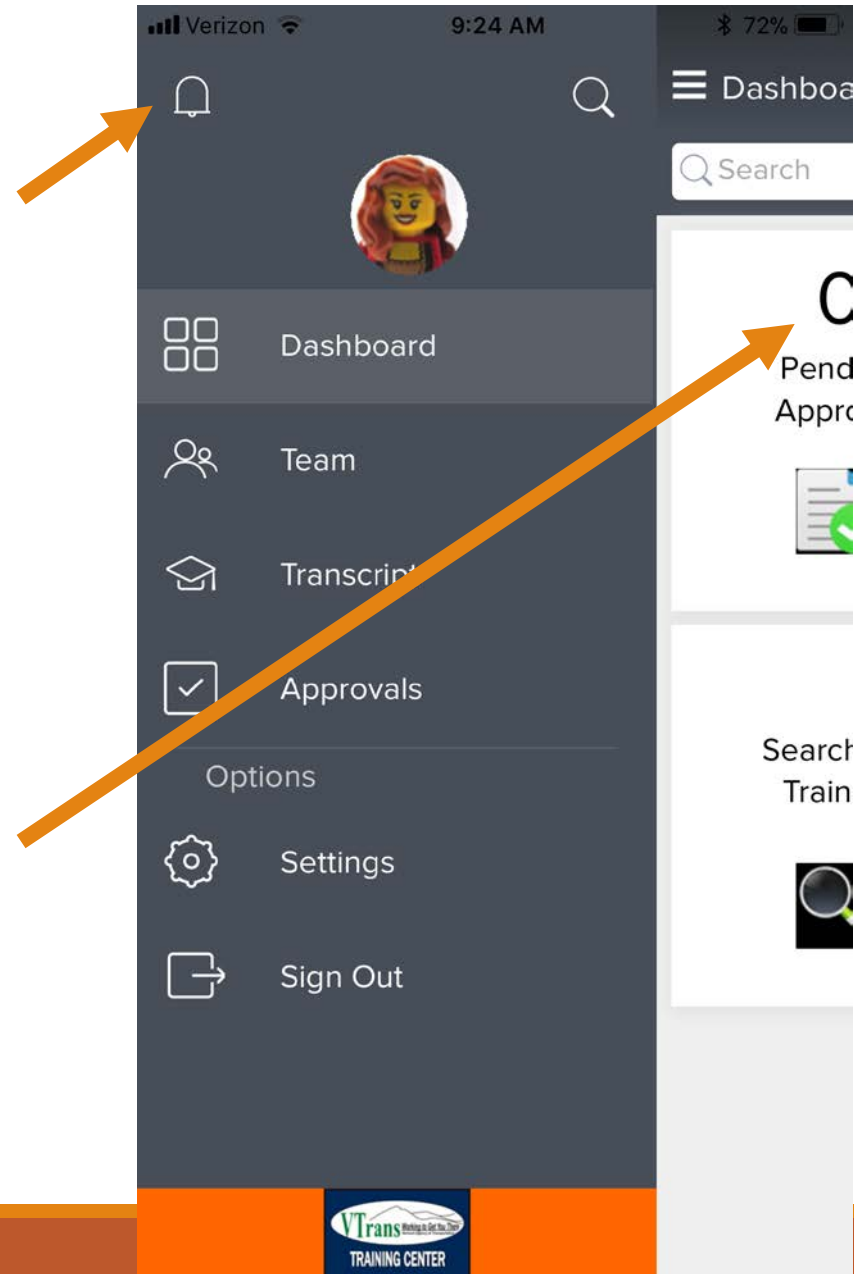
Using the Search Feature

To begin a **search**, tap on the magnifying glass icon that appears in the upper right hand corner of the Main Menu.
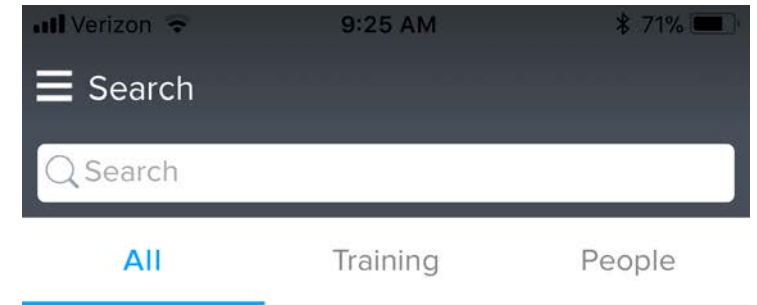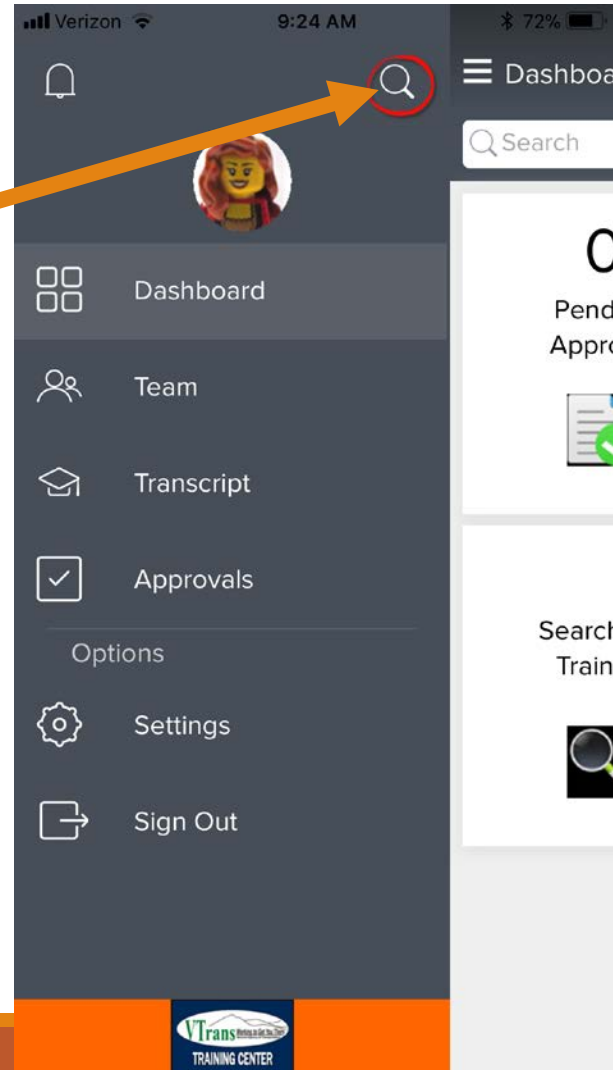
This screen will appear.
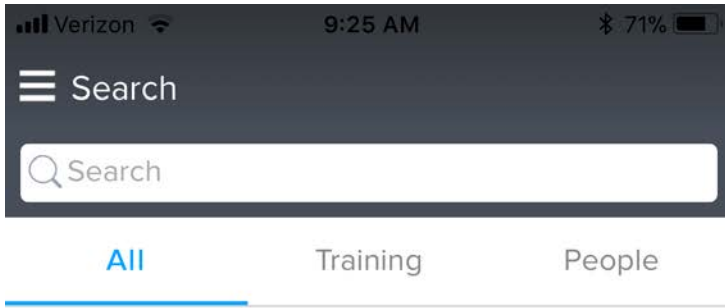
1 - Start by tapping on the '**Training**' selection.

2 - Enter in the name of the training you are researching.

3 - Tap on '**Search**'.
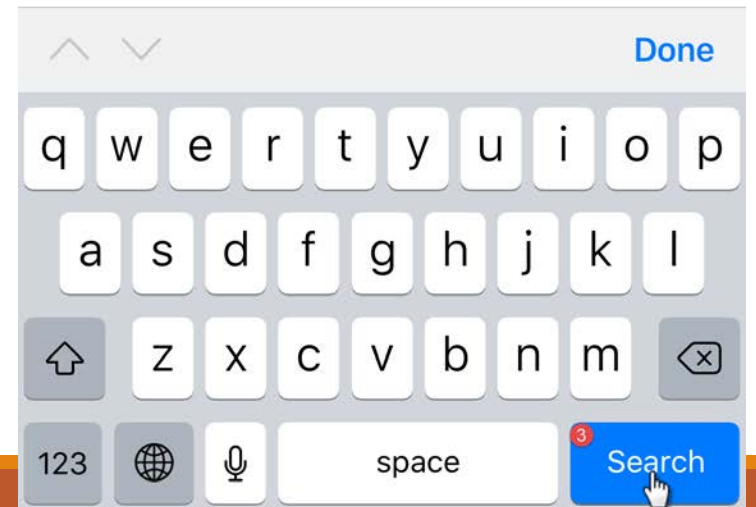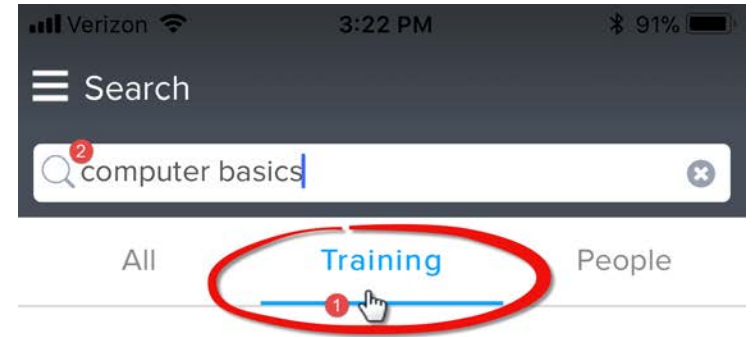
The training titles will populate and you can view details by tapping on the '**>**' symbol next to the class you would like to view.
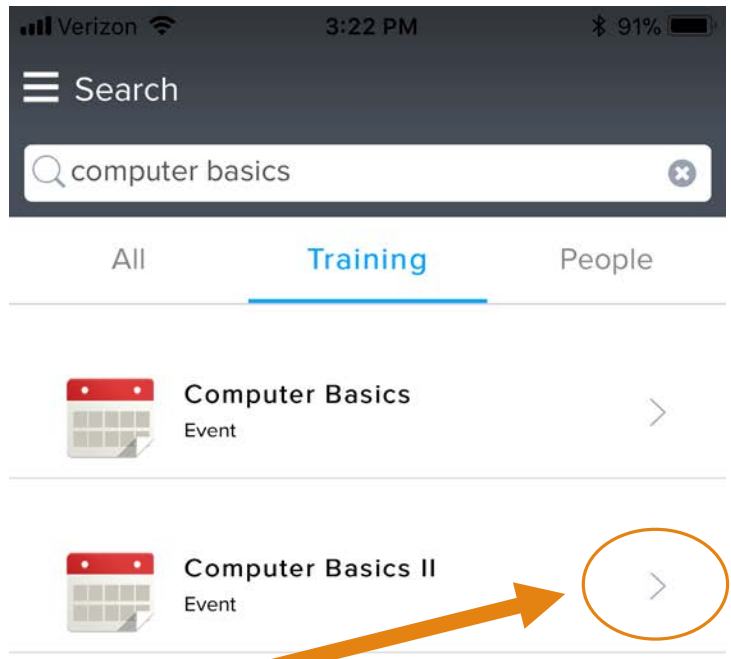
The details of this class are opened.

The symbol here will be available for Managers, Supervisors or designees to assign training to staff.
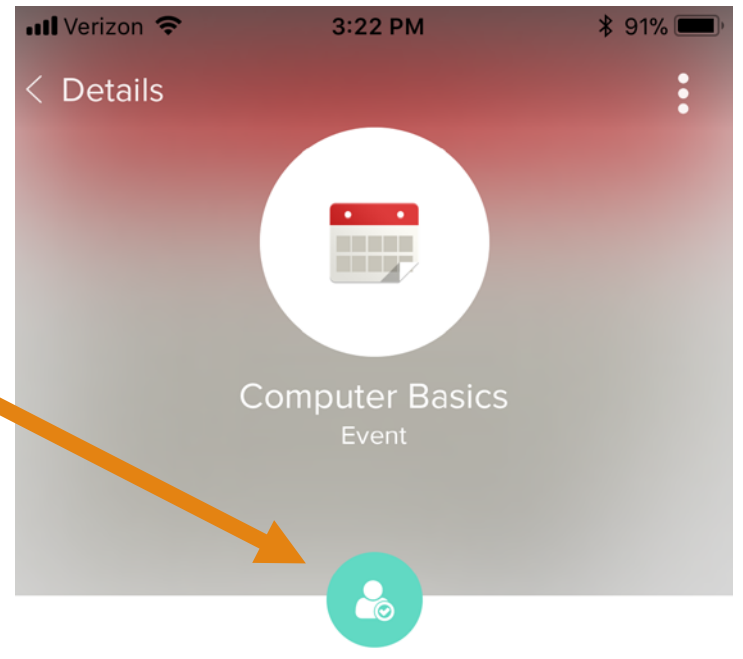
Tap on '**Show All**' to view the full description of the class.

Scroll down to view the Sessions available.

Computer Basics
Event

Description

This class is intended to inform students with little or no computer exposure to the basics of computers. Additionally this class is designed to introduce Windows 7 and demonstrate the majority of user...
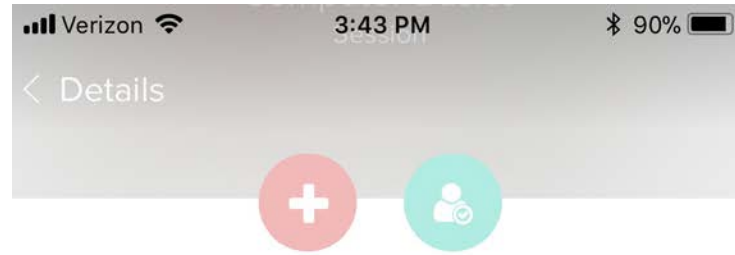
Show All

Details

Price: $0.00
Training Units: N/A
Language(s): English (US)

This is the full description of the class displayed.

If you scroll down further the session(s) will appear. For this class there is only one date available and can be selected by tapping on the session title.

If there are more sessions to view, you may tap on *Show all* which also indicates how many sessions are available in parenthesis.

This is where you can request training.
If you *scroll down*, the details of the location and time will appear as shown on the image to the right on the bottom.

Tap on the '**+**' sign in the red circle.

You will be asked if you are sure this is the class you want to register for. If so, tap on the '**Yes**' button. Tapping on 'No' will cancel the request and send you back to the prior page.

The status on both the session screen and your transcript will update to '**Pending Approval**' until this class is approved by your Manager, Supervisor or designee.
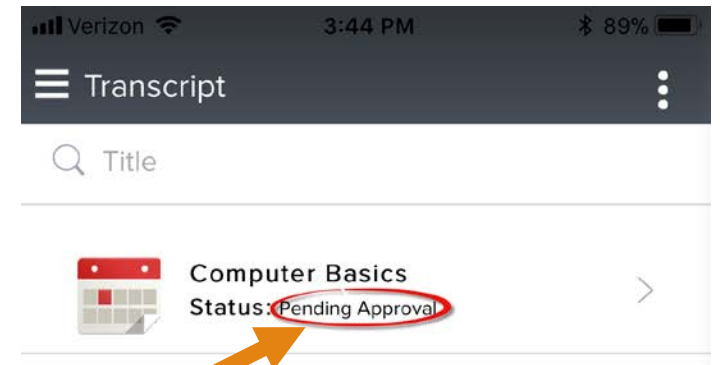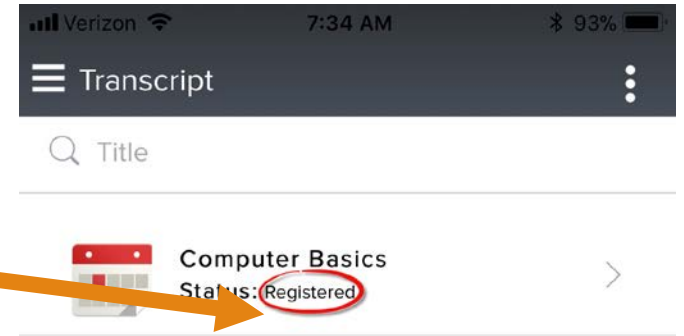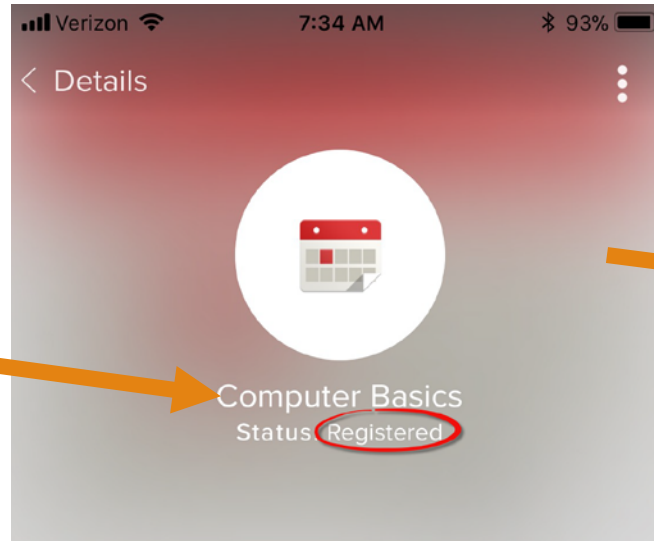
Once the class has been approved, the status updates once again to '**Registered**'.

If you need to withdraw from a class, you will need to log in to the VTrans Learning Management System to process that request.
In the event that you are unable to do so, please call (802) 828-3768
or email
AOT.VTTCRegistration@vermont.gov

Support for Mobile App

If you need assistance please call (802) 828-3768
or email
AOT.VTTCRegistration@vermont.gov

Note: The 'Launch' feature is disabled for use at this time and users will be notified when it becomes available.

High Visibility Garments
Status: In Progress
Launch