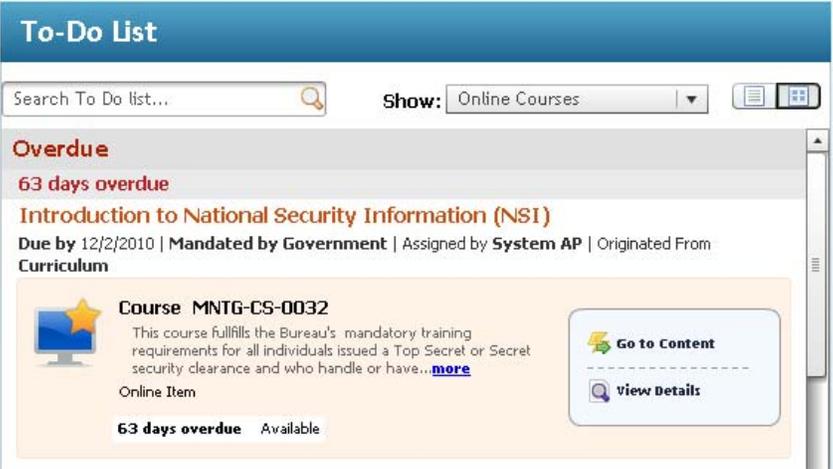
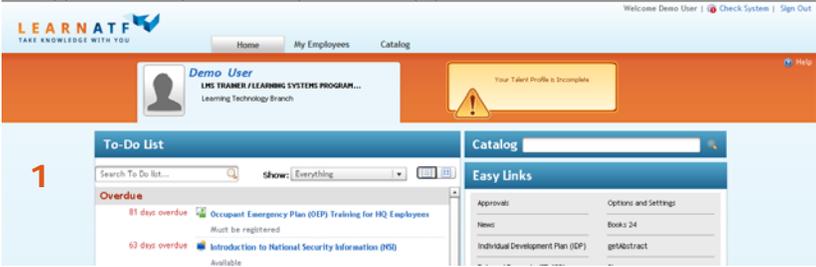


<h2 style="color: #E67E22;">Before You Start:</h2>		<p>Users will access the <a href="#">To-Do List</a> from your <a href="#">Home</a> page. If you are a Supervisor, go to the <a href="#">My Employees</a> tab and then click on one of your employees to access that person's <a href="#">To-Do List</a>.</p> <p>This job aid is divided into sections that show you how to change the view on your To-Do List and how to perform various actions such as launching training and removing training when it is allowed.</p>
<p><b>1.</b></p>	<p>On the Home page of <a href="#">LearnATF</a>, you will see two icons above your <a href="#">To-Do List</a>.</p>	 <p>The screenshot shows the 'To-Do List' header with a search bar and a 'Show: Online Courses' dropdown. Below the header, there is a section for 'Overdue' items, with one item listed: 'Introduction to National Security Information (NSI)' which is '63 days overdue' and 'Available'. Two icons for switching views (list and card) are circled in orange in the top right corner, with a '1' next to them.</p>
<p><b>2.</b></p>	<p>The icon on the left is the <a href="#">List View</a> (default), the icon on the right is the <a href="#">Card View</a>.</p>	 <p>This screenshot is identical to the previous one, but the two view icons (list and card) are circled in orange, and a '2' is placed to the right of the circle.</p>
<p><b>3.</b></p>	<p>The default view is <a href="#">List View</a>, if you wish to view in <a href="#">Card View</a>, select the icon to the right.</p>	 <p>A close-up of the two view icons: a list view icon on the left and a card view icon on the right. The card view icon is circled in orange, and a '3' is placed to its right.</p>

<p><b>4.</b></p>	<p>Your <b>To-Do List</b> is now displayed in <b>Card View</b>.</p>	<p><b>4</b></p> 
<p><b>How to Remove Training:</b></p>		<p><b>IMPORTANT:</b> You may not remove mandatory training. Most Mandatory Training begins with the prefix MNTG. If you believe you have been assigned mandatory training in error, review the mandatory training FAQs or contact the OST Help Desk at 877-875-3723.</p>
<p><b>1.</b></p>	<p>Log in to <b>LearnATF</b>.</p>	<p><b>1</b></p> 

<p><b>2.</b></p>	<p>Locate the course you would like to remove on your <a href="#">To-Do List</a>.</p>	
<p><b>3.</b></p>	<p>If you are in <a href="#">List View</a>, Hover over the course that you wish to remove from your <a href="#">To-Do List</a>.</p>	
<p><b>4.</b></p>	<p>A <a href="#">Confirmation</a> appears confirming that you want to remove the course. Click on <a href="#">Yes</a> to remove the course.</p>	

## Sorting the To-Do List:

Follow these steps to find specific types of training on your [To-Do List](#). To make this process more streamlined, switch to [List View](#) as indicated above. To see more details, switch to [Card View](#) as indicated above.

1.

At the top of your [To-Do List](#) there is a drop down menu. Click the **arrow** to view the drop down.



2.

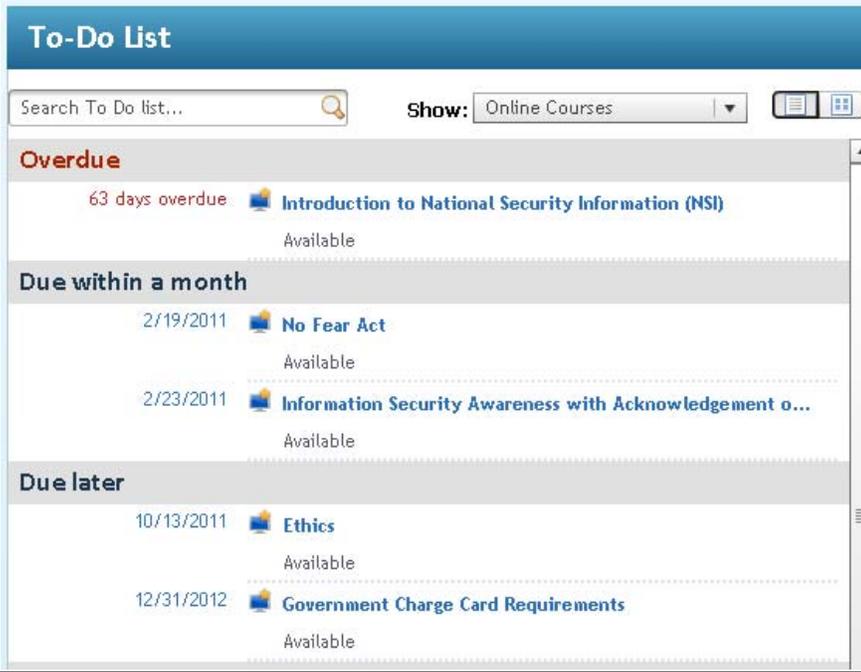
From the drop-down menu, you may select **Online Courses**, **Registrations** (internal Training), **External Requests** (SF-182), etc. Select the training type you want to display.

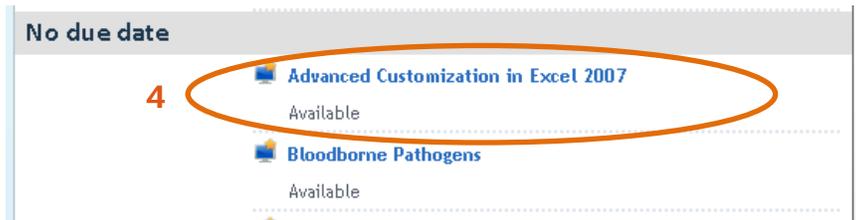


3.

Now only the type of training you selected appears. To change your view back to **All** or another type of training, follow steps 1-2 again.

3

		 <p>The screenshot shows the 'To-Do List' interface with a search bar and a 'Show:' dropdown set to 'Online Courses'. It lists three categories of courses: 'Overdue' (63 days overdue), 'Due within a month' (2/19/2011 and 2/23/2011), and 'Due later' (10/13/2011 and 12/31/2012). Each course entry includes a title and the status 'Available'.</p>
<p><b>Launching Online Content:</b></p>		<p>Follow these steps to launch online training from your <b>To-Do List</b>. To make this process more streamlined, switch to <b>List View</b> as indicated above. To see more details, switch to <b>Card View</b> as indicated above.</p>
<p><b>1.</b></p>	<p>If you are not already in <b>List View</b>, click the <b>List View</b> icon on the upper right corner of your <b>To-Do List</b>.</p>	 <p>This screenshot is similar to the first one but shows the 'Show:' dropdown set to 'Everything'. A red circle highlights the 'List View' icon (represented by a list of three horizontal lines) in the upper right corner of the interface.</p>

<p><b>2.</b></p>	<p>On your <b>To-Do List</b>, scroll down to the online course you wish to access.</p>	
<p><b>3.</b></p>	<p>Hover over the desired course with your cursor.</p>	
<p><b>4.</b></p>	<p>When the pop-up appears, click on <b>Go to Content</b>.</p> <p>For more information on Launching and taking online training, see the Launching Online Training Job Aid.</p>	