

TIPS/VTA INSTRUCTIONS

For Advancing the Fundamental Sciences Conference October 18 – 22, 2002

Nominee: Please register thru TIPS by using the following procedure:

The following instructions will allow you to access the TIPS Course Training System to register for courses.

1. Access the **Internet Explorer**. Navigate to <http://fsweb.r4.fs.fed.us> and click **GO**.
2. Once the Region 4 Web Page is displayed, click the following menu choices to enter TIPS:
RO Staffs > Human Resources > Training > Tips (See 2a – 2d below for detailed directions)

2a) RO Staffs

The screenshot shows the Intermountain Region website. The top navigation bar includes links for Home, R4.Fin, R4.Nat, R4.Soc, USDA.Nat, WO.Finweb, R4.Finweb, and BMS.Finweb. The main header reads "Intermountain Region" and "R4 Regional Office - Ogden, Utah". Below the header, there are "spotlight programs" and a "service-wide" menu. The "service-wide" menu includes items like Search FSWeb, Notes Webmail, Domino Enterprise Ctr, Phone/Email Directory, Employee Center, Records/Forms, Directives, FS Websites, Headquarters Staffs, Organizational Directory, End User Support, and Tivoli. The "region-wide" menu is also visible, with "RO Staffs" circled in red. The main content area features a "Welcome to Region 4" message, an "End User Support Phone Number" of 1-888-426-3872, and a "connectHR Self Service Dashboard" button. There is also a "Click on a state for a detailed map" prompt.

2b) Human Resources

The screenshot shows the Intermountain Region website with the "RO Staffs" menu expanded. The "RO Staffs" menu includes a list of sub-menus: Acquisition Management, Bio-Physical Resources, Civil Rights, Engineering, Fire Aviation & Air Management, Financial Resources, Human Resources, Information Systems & Technology, Lands, Planning, Appeals & Litigation, Recreation, Heritage & Wilderness Resources, Regional Forester's Office, Safety, State & Private Forestry, Strategic Communications (FOIA), Vegetation Management, and Wellness. The "Human Resources" sub-menu is circled in red.

To enter, type in your **Username** and **Password** (If you've never logged in before, Username = SSN; Password = first four characters of your last name.)



Welcome to the *TIPS* Login Screen

If this is the first time you are connecting to the system, YOUR USERNAME WILL BE YOUR SOCIAL SECURITY NUMBER WITHOUT DASHES AND YOUR PASSWORD WILL BE THE FIRST FOUR CHARACTERS OF YOUR LAST NAME. If your last name is 4 or fewer characters, your password will be your entire last name.

After entering your username and password, you may change your username or password by pressing the button "Change Username/Password." If you have forgotten your username or password, call your TIPS administrator.

Privacy Act Statement

Use the scroll bar to view further text

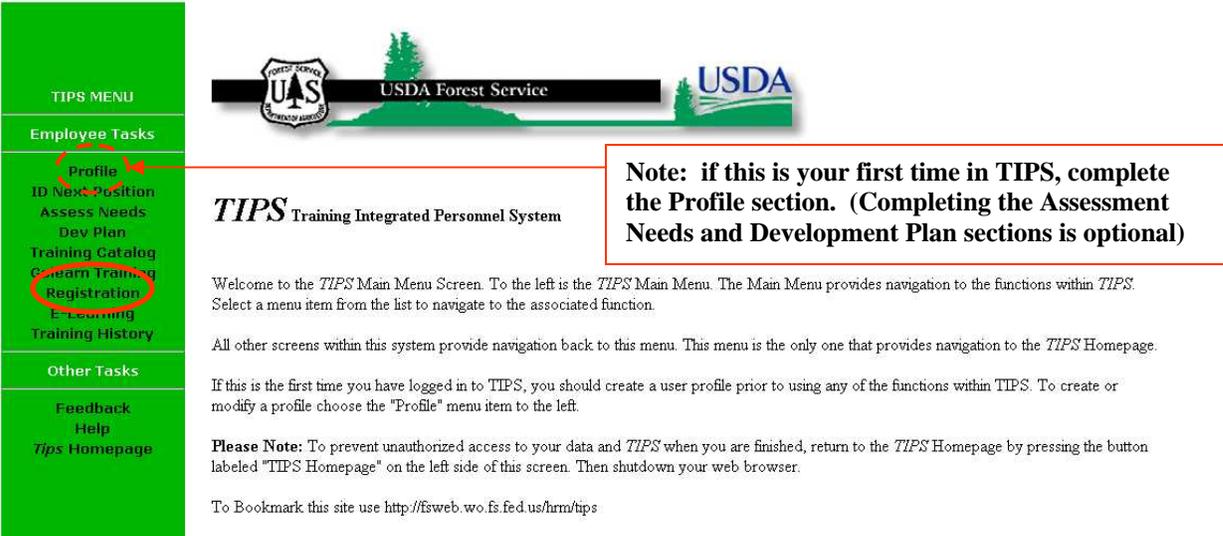
Please sign-in
Your Username is Not Obscured From View

Username: Password:

[I've forgotten my Username](#) [I've forgotten my Password](#)

Submit Reset Change Username/Password
Obscure Username Home Page HELP

4. At the **TIPS Menu**, click **Registration > Register for FS Courses** (This step takes you to a different data base called VTA – Virtual Training Assistant. See 4a – 4b below for details)
- 4a) **Registration**



Note: if this is your first time in TIPS, complete the Profile section. (Completing the Assessment Needs and Development Plan sections is optional)

TIPS Training Integrated Personnel System

Welcome to the *TIPS* Main Menu Screen. To the left is the *TIPS* Main Menu. The Main Menu provides navigation to the functions within *TIPS*. Select a menu item from the list to navigate to the associated function.

All other screens within this system provide navigation back to this menu. This menu is the only one that provides navigation to the *TIPS* Homepage.

If this is the first time you have logged in to *TIPS*, you should create a user profile prior to using any of the functions within *TIPS*. To create or modify a profile choose the "Profile" menu item to the left.

Please Note: To prevent unauthorized access to your data and *TIPS* when you are finished, return to the *TIPS* Homepage by pressing the button labeled "TIPS Homepage" on the left side of this screen. Then shutdown your web browser.

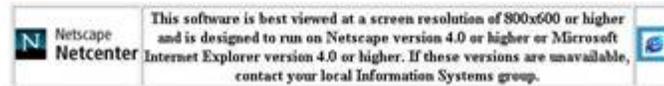
To Bookmark this site use <http://fsweb.wo.fs.fed.us/hrm/tips>

- 4b) **Register for FS Courses** (If you get a run time error click no; click yes to leave secure site)



TIPS Training Integrated Personnel System

Welcome to the TIPS Registration Menu. This menu is used to view training from a vendor outside the Forest Service or to electronically register for Forest Service training courses. Choose the menu item labeled "Register" to view the Forest Service training catalog and to register for Forest Service training courses. Choose the "Training Request" item to the left to start the registration process for non Forest Service courses.



5. You will now be at the VTA Site. Click [Schedule](#) on the VTA screen (See 5a-5c below for details)

News
Help

News Search Reports Logoff
Plan **Schedule** Evaluations More▶

RISC

Welcome to the USDA Forest Service Training Catalog.
Course Registration Instructions

To view course offerings, their descriptions and/or register for a Forest Service training course, click the link "Schedule" at the top of the page. From the new window display change the "View Schedule For" (drop down box) from 1 Month to 12 Months, then change the "Host Site" (drop down box) to the appropriate Region, Station or Area hosting the training. Next click on the "Refresh" button to refresh the screen, at which point any courses offered in the host area selected should appear. In some cases you might need to click the refresh button a couple of times. Next click the "Course Title" to read a brief description of the course you are interested in.

5a) At the [Host Site](#) pull down menu, select **R4**

5b) At the [Course Area](#) pull down menu, select **Technical**; at the [View Schedule](#) pull down menu, select **6 months**.

5c) Select gray Refresh Schedule button to show list.

5b)

Course Area: TECHNICAL
View Schedule For: 6 Months

5a)

Host Site: R4

- R4
- Corporate Training
- FPL
- IITF
- NC
- NE/NA
- R1
- R2
- R3
- R4
- R5/PSW
- R6/R10/PNW

5c) gray Refresh Schedule button below Host Site box once selected

Title	Dates	mes	Location	Status
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6. Scroll down the list until you reach **Advancing Fundamental Sciences** and select it.

Title	Dates	Times	Location	Status
Excel I 6610 Excel Level 1 RO, Ogden June 15	From: 6/15/04 To: 6/15/04	8:30 AM 4:30 PM	RO/Room 4118	OPEN
Excel II 6610-4 Excel II June 16 Ogden	From: 6/16/04 To: 6/16/04	8:30 AM 4:30 PM	RO/Room 4118	OPEN
Intro to CPAIS-Real Property Mgt. 6/22 CPAIS - Real Property Mgt. 6/22-6/24	From: 6/22/04 To: 6/24/04	8:00 AM 4:00 PM	RO/Room 4118	OPEN
Access for SUDS 2700 Access for SUDS June 29-30 Ogden	From: 6/29/04 To: 6/30/04	8:30 AM 5:00 PM	RO/Room 4118	OPEN
Advancing Fundamental Sciences Conference for FS Earth Scientists 10/19	From: 10/19/04 To: 10/22/04	8:00 AM 5:00 PM	TBA	OPEN

7. Click the gray colored Logon button to register for the course.

Class
Help

News Search Reports Logoff
Plan Schedule Evaluations More▶

Logon You must logon to enroll in this class.

Host Site	R4
Course	Advancing Fundamental Sciences (TDCBPR300)
Dates	10/19/04 - 10/22/04
Status	OPEN
Location	TBA
Time	8:00 AM - 5:00 PM
Credit Hours	NA
Topic	Conference for FS Earth Scientists 10/19
Comment	This session will be held at the Shelter Point Hotel, Point Loma Ballrooms, San Diego, California. The session will begin promptly at 8 a.m. on Tuesday and end at approximately 5 p.m. on Thursday, with optional sessions Monday-Thursday evenings and on Friday. The per diem rate for San Diego is \$161 per day, \$110 for lodging, and \$51 for M&IE. You can make hotel reservations by calling 800-649-4494. A block of rooms will be held for your convenience until October 6, 2004. Individuals with special needs should inform the session coordinator immediately in order that proper accommodations can be arranged. Please also visit the conference website, registration page, and submit the additional requested information so that conference organizers can obtain an accurate count on optional activities: http://www.stream.fs.fed.us/EarthScience/NationalConference.html Training Session Coordinators: Bruce McCammon/R6 503-808-2986 bmccammon@fs.fed.us and Bonnie Ilhardt/R9 414-297-3697 bilhardt@fs.fed.us BPR Representative R4 Sherry Hazelhurst 801-625-5755 Optional reply due: September 20, 2004 Cancellation deadline: October 6, 2004 Individuals who do not attend the session after they register and do not cancel, will be billed.

To Logon, enter the **User ID** and **Password**, which should be your **SSN** and the **first four letters of your last name**. (Click forgot your password if this doesn't work to request a new one.)

Logon
Help

News Search Reports Logoff
Plan Schedule Evaluations More▶

Please logon

Virtual Training Assistant
Learner
for the Web

User ID
Password [Forgot your password?](#)

Click the gray Logon button. The Sign Up Screen will open.

8. Click the gray **Sign-Up Button** at the top of the Class description. (If you are already registered and want to cancel, enter the same way as above and click the gray cancellation button.)

The screenshot shows the top navigation bar with 'Class' and 'Help' on the left, and 'News', 'Search', 'Reports', 'Logoff', 'Plan', 'Schedule', 'Evaluations', and 'More' on the right. Below the navigation bar, a 'Sign-Up' button is highlighted with a red circle. The main content area displays class details for 'Advancing Fundamental Sciences (TDCBPR300)' with a yellow background. The details include Host Site (R4), Course, Dates (10/19/04 - 10/22/04), Status (OPEN), Location (TBA), Time (8:00 AM - 5:00 PM), Credit Hours (NA), Topic (Conference for FS Earth Scientists 10/19), and a detailed Comment about the session location and registration information.

9. The next screen should indicate that you have been enrolled into the course.

The screenshot shows the same navigation bar as the previous screen. Below it, a red banner reads 'Enrolled'. The main content area has a yellow background and displays the message: 'HAZELHURST, SHERRY L. has been enrolled in Advancing Fundamental Sciences on 10/19/04.' A 'Continue' button is located at the bottom of the message.

Click the Continue button. The Schedule list screen will re-open. Click the [Logoff](#) button to the right of the word Search. The system will state **Goodbye** to you and that you have been logged out of the VTA Learner. Click the X in top right-hand corner of the **Goodbye** window, and you are done.

Congratulations!!! You made it through TIPS!

For any additional instructions or questions, please contact a member of your unit's training staff, or call Sherry Hazelhurst 801/625-5755.