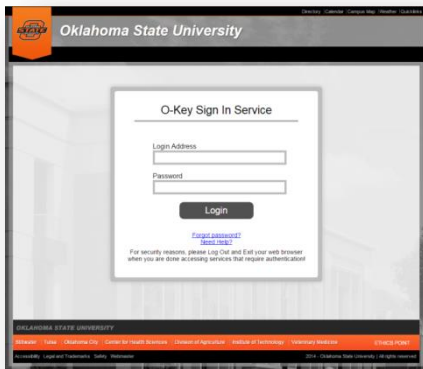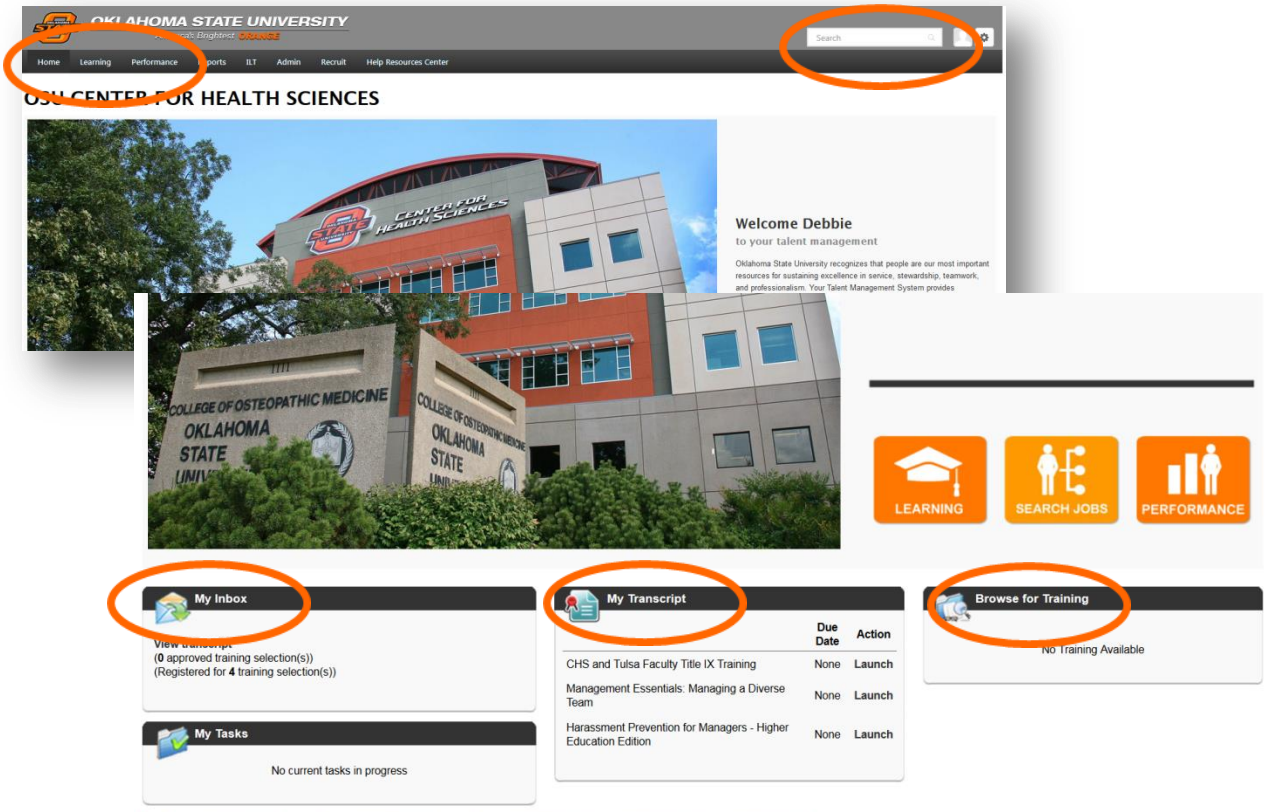# Getting Started with the Cornerstone Learning Management System (LMS)

➢ The website uses your O-key login and works best from Google Chrome or Firefox.
➢ Do Not use Internet Explorer.
  ➢ Copy and paste http://talent.okstate.edu or type talent.okstate.edu into the address bar
  ➢ Click "Enter" and Log in using your **O-key**

➢ Reach **Campus** landing page (OSU-Center for Health Sciences or OSU-Tulsa)

➢ The **Learning** landing page includes:
  • Learning tab, search bar, my inbox, my transcript and browse for training

TRAINING OPPORTUNITIES

To search for **upcoming training**:

➢ Click in the Search bar at the top of page and enter the title or a portion of the title and click enter.

- Search in top right search bar for example "customer service"
- Select course example "Customer Service Fundamentals"
- Select "Request" and it will add to "My Transcript"

KEY

 Online training includes e-learning opportunities.

 Live events are instructor led training held in classrooms.

 The Curriculum option allows you to enroll in a certificate program.

 Course materials may be available for various training opportunities.

OR…

➢ Click the Learning tab, select Events Calendar, or Browse for Training

- Events calendar is an expanded version of the landing page calendar
- Browse for training allows you to view a catalog. You can sort by:

     online training, live event, curriculum, or material.

- You can also sort by date range, location, most recently added or keyword in the top right search bar.

If you are having trouble, please contact Debbie Butler in Human Resources at 918-594-8316 or email debbie.butler@okstate.edu