

**Active Directory Account Login** – This login screen identifies the Employee as a Microsoft Active Directory User.

**Training Group** – District and Headquarters Offices

**Sub-Training Group** – Sectors and Headquarter Sections

**Proxy** – Someone who acts as a substitute for another.

**In-Service Training** – Programs that are listed on the Training Schedule

**Out-Service Training** – All Programs not listed on the Training Schedule

**Training Program** – A group of courses with a common objective.

**Course** – A specific objective

**Supervisor Role** – An Employee in a supervisory classification that has been selected by an Employee as a Primary or Alternate Supervisor.

**Sub-Group Manager Role**– A Sector Superintendent or a Section Manager.

**Manager Role** – A District Superintendent or a Headquarters Office Manager

**Training Coordinator Role** – An Employee designated by the Manager.

**Training Specialist Role** – An Employee that manages In-service Training Programs.

**Instructor Role** – An Employee that has completed an Instructor Development Program or assigned to submit Training Attendance Rosters.

**Information Role** – An Employee who can view all Department Employee's Training Records and Reports.