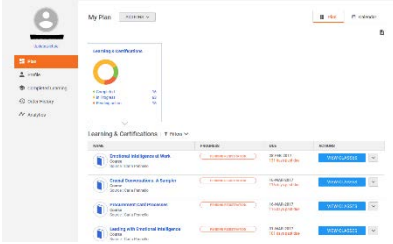
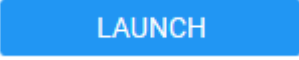



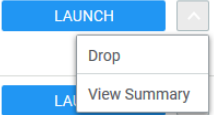


RIT Talent Roadmap: Accessing Online Training Courses in Your Plan

1	Log in to RIT Talent Roadmap using your RIT username and password.	
2	Click the “ME” tab at the top of the page and the “My Plan” page will display. This page shows a list of classes that are either in progress or pending registration.	
3	To start or resume an online course on this page, click the “Launch” button in the “Actions” column next to the course.	
4	After selecting “Launch,” the course will display in a second window. Please note that in order for this to work, you must allow popups from sabacloud.com in your browser’s settings.	
5	Once you complete the course, you should see the word “Successful” in the progress column next to the course on the “My Plan” page.	
6	To print your certificate, click “Print Certificate” and ensure pop-ups are enabled. The certificate will look something like these options:	
7	If you no longer need the course you may drop it. Click the arrow next to the “Launch” button on the “My Plan” page and select Drop .	
8	After clicking Drop , you will be asked if you are sure you want to drop the course. Click Drop . You will be prompted to include a reason for why you are dropping the course. Provide a reason and click “Save.” Then the message that you successfully dropped the course will display.	