

Navigating the Portal Apps

10

Navigating the Portal Apps: The Time Functions

The screenshot shows the SAP CityLink Employee Self-Service portal for The City of Portland, Oregon. The user is logged in as Charlie Dudley. The main navigation bar includes tabs for Overview, Personal Information, Compensation, CityLearner, Help, and Time. The Overview section is currently selected, showing a grid of service categories: Personal Information, Time, Compensation, and Help. Each category has a brief description and a list of quick links. The 'My Time Sheet' link under the Time category is highlighted with a red rectangular box.

In Navigating the Portal Apps, we'll cover in this basic tutorial the two most used: Time and CityLearner. Most of the other functions are fairly easy to navigate, but contact EBS if you have further questions or Consult the **SAP Employee Self-Service Portal Guide** on the EBS website located [[HERE](#)].

Let's get started with the Time Functions.

01

Click on the My Time Sheet to view or record your working time.

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Overview of the SAP CityLink Timesheet:

The screenshot shows the SAP CityLink Timesheet interface with several key sections highlighted:

- Personnel Information:** Located at the top right, containing fields for Personnel No., Employee Name, Position, Supervisor (Sharon Wolf), Time Keeper (Linda Rains), and Contact No.
- Quota Balances:** A table on the left showing quota details for Sick Leave, Vacation Leave, and Vacation Over Maximum.
- Time Request Overview:** A table on the right showing request details, with a note indicating "No Time Requests exist."
- Time Sheet Buttons:** A row of navigation buttons including "Prev. Pay Period", "Current Period", "Next Pay Period", "Save as", "Save", and "Refresh".
- Time Sheet Display Options:** A row of checkboxes for "Certify", "Cancel", "Hide clock times", "View unscheduled days", and "No. of days to display: 3 days".
- Time Sheet Certification:** A section for entering certification information.
- Time Code Entry:** A table for entering time codes, including columns for Activity, Rec., Rec. O., Rec. W., Att./Extern., Job, and FML.
- Hours Worked and Absences:** A detailed grid showing planned and actual hours worked and absences for specific dates (Thu, 12/19; Fri, 12/20; Mon, 12/23).

The My Time Sheet view shows you what time information has been entered into SAP up to the current date and time. There are a couple of important notes regarding time entry and its visibility to you.

If you are a negative-time entry employee, the only hours you will see on your time sheet are those which have been charged to a:

- Cost center that is different from your home cost center
- WBS Element or project
- Internal order
- OR hours which deviate from your normal work schedule, such as overtime, vacation and sick time.

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Personnel Information

The top of the page is where you can view your personnel number and name as well as your supervisor and timekeeper names.

Personnel No.	000077243	Pers. Area	OMF-CAO	Supervisor	Sharon Wolf
Employee Name	[REDACTED]	Pers. Sub Area	DCTU-AFSCME	Time Keeper	Linda Rains
Position	Office Support Specialist II	Cost Center	Finance and Management Service (MFOP000001) Contact No		

Quota Balances

The next section is the available Quota Balances (your vacation, sick, and other time accruals).

Quota Balances (as of 12/23/2013)			
Quota text	Start Date	End Date	Quota remaining
Sick Leave	06/10/2009	12/31/9999	196.50000
Vacation Leave	06/10/2009	12/31/9999	400.00000
Vacation Over Maximum	07/22/2009	12/31/9999	23.56000

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Time Request Overview

This section shows you which submitted time requests are relevant for the payroll period you are viewing. You can see what the current status is (Approved = green), the dates/times for the request, who submitted it, what date, and what manager approved the request..

Req. Type	Status	Start date	End date	Submitted by	Submitted on	Processed by
Vacation	Approved	12/24/2012	12/26/2012	Tracey Letmate	11/05/2012	Satishwar Nath

Time Sheet Buttons

The time sheet section is found in the middle part of the window. The top of this section has a menu of options and just below is a split window where you enter time data.

Activity...	Rec. ...	Rec. O...	Rec. W...	Att./...	Extern...	Job	FML...	Tot. Hrs.	Start	End	Hrs.	Start	End	Hrs.	Start	End
				AVAC		30001708		8								
				OHWP				4			4	13:00	17:00			

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Time Sheet Buttons

Here is a description of each menu option available at the top of the time sheet.

<input type="checkbox"/> Hide clock times <input type="button" value="Cancel"/> BOARD		
BUTTON	SHORTCUT	DESCRIPTION
	ALT + Arrow Left	On the left are three buttons that will help you navigate to prior, current and future pay periods.
	CTRL + 0	
	ALT + Arrow Right	
Entry View:	N/A	NOTE: Time entry is only allowed in current and next pay period.
	CTRL + F	The Entry View option gives you the different views of the time sheet.
	CTRL + P	
	CTRL + N	
	CTRL + L	
	N/A	The last four buttons help you quickly move between days in the pay period to enter your time.
No. of days to display:	N/A	This is the Help button. Click here to view a list of help files for the time sheet.
	CTRL + Y CTRL + X	At the bottom of the timesheet, the user has the ability to choose how many days display for entering time. Up to 14 days can be selected.
<input type="checkbox"/> Hide clock times	N/A	The Certify and Cancel buttons allow the user to notify the manager that the time sheet has been reviewed by the employee. Certify will lock the time sheet from further editing.
<input type="checkbox"/> View unscheduled days	N/A	Checking this button will only show hours on the time sheet.
		Checking this button will display any days where the employee does not have planned hours on the schedule.

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Activity...	Rec. Cctr	Rec. Or...	Rec. WBS...	Att./abs...	Externa...	Job
				AVAC	F001018	
EC403M		8WAD...		ZZEU	15000...	

Time Code Entry

The left side of the time sheet is where information about your time type and costing information is entered.

Entry View: Show All

Activity...	Rec. ...	Rec. O...	Rec. W...	Att./...	Extern...	Job	FML...
				AVAC			
				0HWP		30001708	
	MFOP00			0HWP			

Changing Data Entry View

In the data entry part of the time sheet, there are different views you can access. If your time is charged to different cost objects, activity types, or external work orders, then use the Entry View called: **Show All** or **Costing**.

Entry View: Costing

Activity T...	Rec. Cctr	Rec. Order	Rec. WB...	Project ...	Att./abs. t...	Tot.
					AVAC	
					0HWP	
	MFOP000C				0HWP	

With these views, you will find columns for activity type, receiving cost object (cost center, order number or WBS element), attendance or absence type, external work order and job.

If your time entry is basic and you don't have activity types, costing information, external work orders or FMLA certification, you can use the **Basic** view.

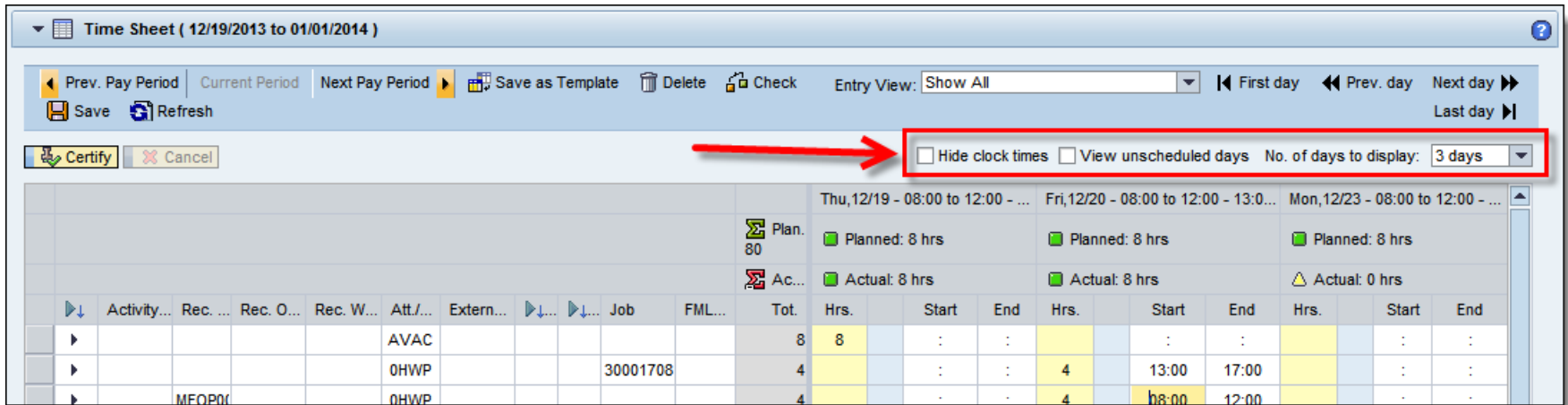
Entry View: Basic

Att./abs. ty...	OT comp. t...	Premium no.	Job
AVAC			
0HWP			30001708
0HWP			

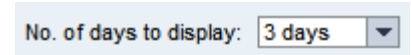
Navigating the Portal Apps: The Time Functions

Time Sheet Display Options

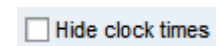
There are a few ways to display information on your timesheet.



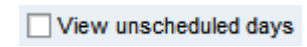
Change number of days to display: This drop down allows you to select the number of days visible on the time sheet. You can select 1 to 14 days. This preference will be saved for the next time you open your time sheet.



Hide clock times: When this box is checked, the time sheet will hide the Start and End time columns from view. This is a “view only” feature; you will not be able to add/edit time in this view.



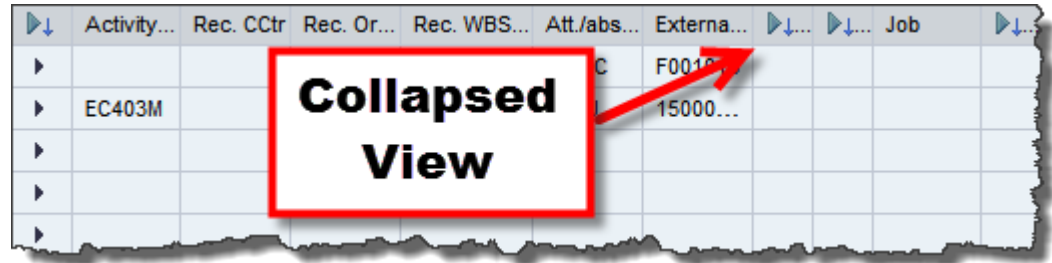
Auto-hide unscheduled work days: The default on the time sheet will be changed to automatically hide any days that have no planned hours. For example, if your work schedule is Monday – Friday, then Saturday and Sunday will auto-hide. If you need access to the “hidden” days to add/edit time, then just select the “View unscheduled days” button.



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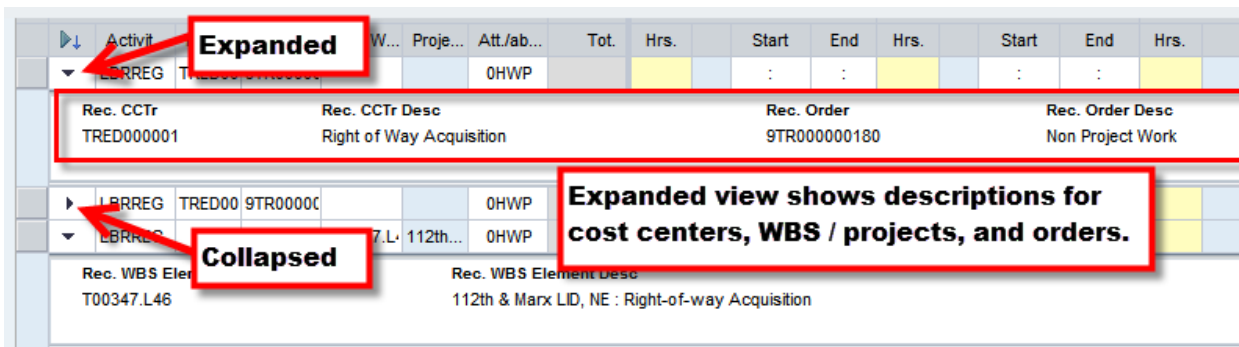
Collapsing Columns

If there are columns that you don't want to see, just click on the column title and it will collapse to free up more room on the screen. Click the column title again to make the column visible.



Viewing Additional Costing Info Per Line

If you are entering time against other cost objects and would like to view more detailed information, you can expand each row.



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Timekeeping Glossary

Across the top of your time sheet, you will see terms that might be new to you.

Term	Definition
Rec. CCtr.	Receiving Cost Center – This is the cost center that labor is being charged to if work is being performed outside of your own cost center.
WBS Element	WBS Elements – The project that labor is being charged to.
Rec. Order	Receiving Internal Order – The internal order that labor is being charged to, where work is completed for another bureau.
Receiving Func. Area	Receiving Functional Area – The functional area that the labor is being charged to; may or may not be your own functional area.
Att./abs. type	Attendance / Absence Type – This is how your time is coded if you are working out-of-class, off schedule, taking time off, or are entering some other exception to your default information (i.e. charging your time to a different cost center).
Valuation basis	Determines how a wage type is measured; for example, if you are working out-of-class and are to be paid \$2 higher than your current wage, the timekeeper might type a +2.00 in this field.
Premium no. / ID	These are used for Police bureau only.
Job	Number assigned to a position that identifies the type of work being performed.
External Work Order	An order for planning and execution of work performed external to the bureau.
Dates	The day of the week, and month date being viewed.

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My Time Requests (Employee not Manager Version)

The time request application is used to create and edit time requests in SAP. There are three different versions of the Time Request application, one for employees, one for timekeepers, and one for managers. Differences between each version is discussed below.

The employee version allows the employee to create, view, and edit their own time requests. This basic information is found on all three versions of the application.

Time Request Overview-Jen White(01003065)

Time Request Overview

Display	Cancel	Request ID	Request type	Request Status	Start Date	End Date	Submitted On	Submitted By	Processor
		000000050008	Vacation	Approved	10/22/2012	10/26/2012	10/17/2012	Jen White	Sally Brown
		000000050008	Vacation	Cancelled	10/22/2012	10/26/2012	10/17/2012	Jen White	Sally Brown
		000000050010	Sick	Approved	10/26/2012	10/26/2012	10/17/2012	Jen White	Sally Brown
		000000050003	Vacation	Cancelled	10/30/2012	11/01/2012	10/15/2012	Jen White	Sally Brown
		000000050014	Vacation	Pending Approval	12/01/2012	01/12/2013	10/18/2012	Jen White	Sally Brown
		000000050002	Vacation	Pending Cancellation	12/17/2012	01/12/2013	10/15/2012	Jen White	Sally Brown

Request Details

Quota Details

Quota Overview		
Quota Text	Quota Remaining	End Date
Sick Leave	21.40000	12/31/9999
Vacation Leave	27.84000	12/31/9999
Personal Holiday Leave	24.00000	12/31/2012
Sick Dependent Care	40.00000	12/31/2012
IndustrialAccidentCredits	120.00000	11/21/2013

Note: Quota balance will NOT change based on a leave request. Absences must be entered on your timesheet for quotas to update.

Request Type

Employee Name: Jen White
 Request Type: *
 Is this request FMLA related?: *

General Data

Date(s) of Request: From Date: * To Date: *
 If partial day, list clock times: From Time: To Time:
 Submitted By: Submitted On:
 Processor:
 Comments:

NOTE: Time requests entered into this application do NOT transfer into the employee's time sheet. All absences and overtimes must be entered separately into the employee's time sheet either through ESS or CAT2.

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Quota Details Section

As a convenience to the users entering time requests, the quota details section shows the current available quota balances.

Note: These balances do not change based on submitted or approved time requests.

Quota Overview		
Quota Text	Quota Remaining	End Date
Sick Leave	21.40000	12/31/9999
Vacation Leave	27.84000	12/31/9999
Personal Holiday Leave	24.00000	12/31/2012
Sick Dependent Care	40.00000	12/31/2012
IndustrialAccidentCredits	120.00000	11/21/2013

Note: Quota balance will NOT change based on a leave request.

Managing Time Requests

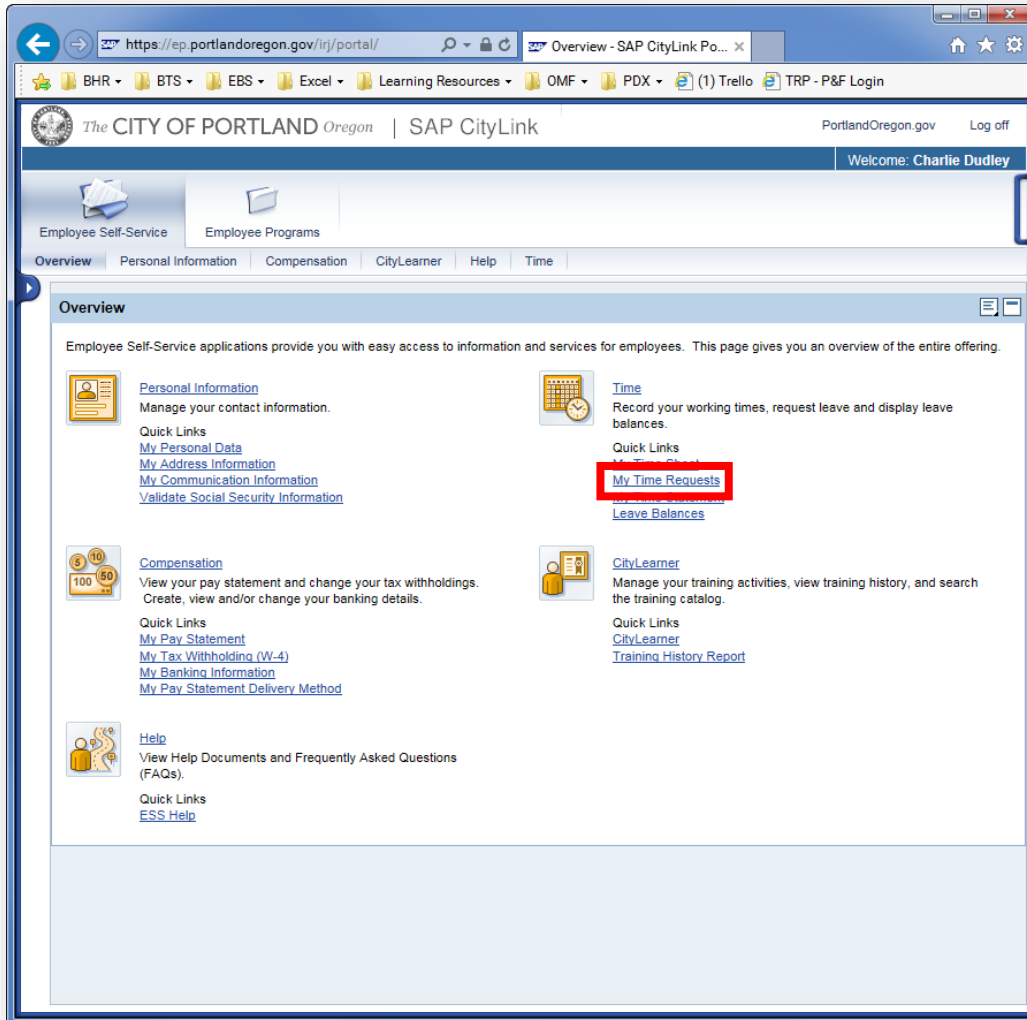
The top section of the Request Overview page shows all the requests entered in the system.

Time Request Overview										
Display	Cancel	Request ID	Request type	Request Status	Start Date	End Date	Submitted On	Submitted By	Processor	
		000000050008	Vacation	Approved	10/22/2012	10/26/2012	10/17/2012	Jen White	Sally Brown	
		000000050008	Vacation	Cancelled	10/22/2012	10/26/2012	10/17/2012	Jen White	Sally Brown	
		000000050010	Sick	Approved	10/26/2012	10/26/2012	10/17/2012	Jen White	Sally Brown	
		000000050003	Vacation	Cancelled	10/30/2012	11/01/2012	10/15/2012	Jen White	Sally Brown	
		000000050014	Vacation	Pending Approval	12/01/2012	01/12/2013	10/18/2012	Jen White	Sally Brown	
		000000050002	Vacation	Pending Cancellation	12/17/2012	01/12/2013	10/15/2012	Jen White	Sally Brown	

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Create a New Time Request

From the main portal page, click **My Time Requests**.



The screenshot shows the SAP CityLink portal interface. The browser address bar displays <https://ep.portlandoregon.gov/irj/portal/>. The page header includes "The CITY OF PORTLAND Oregon | SAP CityLink" and "PortlandOregon.gov Log off". A navigation menu at the top includes "Overview", "Personal Information", "Compensation", "CityLearner", "Help", and "Time". The "Overview" section contains several categories of services:

- Personal Information:** Manage your contact information. Quick Links: [My Personal Data](#), [My Address Information](#), [My Communication Information](#), [Validate Social Security Information](#).
- Compensation:** View your pay statement and change your tax withholdings. Create, view and/or change your banking details. Quick Links: [My Pay Statement](#), [My Tax Withholding \(W-4\)](#), [My Banking Information](#), [My Pay Statement Delivery Method](#).
- Help:** View Help Documents and Frequently Asked Questions (FAQs). Quick Links: [ESS Help](#).
- Time:** Record your working times, request leave and display leave balances. Quick Links: [My Time Requests](#) (highlighted with a red box), [Leave Balances](#).
- CityLearner:** Manage your training activities, view training history, and search the training catalog. Quick Links: [CityLearner](#), [Training History Report](#).

Navigating the Portal Apps: The Time Functions

Create a New Time Request

These steps can be followed by anyone entering a time request for themselves or on behalf of an employee.

01

To start a new request, click the **New Request button** on the Time Request Overview section.

The screenshot shows the 'Time Request Overview' interface. At the top, there is a header bar with a dropdown arrow, the text 'Time Request Overview', a 'New Request' button (highlighted with a red box), and a 'Refresh' button. Below the header is a table with the following columns: Display, Cancel, Request ID, Request type, Request Status, Start Date, End Date, Submitted On, Submitted By, and Processor. The table contains five rows of data.

Display	Cancel	Request ID	Request type	Request Status	Start Date	End Date	Submitted On	Submitted By	Processor
		000000050000	Overtime	Rejected	10/16/2012	10/16/2012	10/15/2012	Jen White	Sally Brown
		000000050001	Sick	Cancelled	10/15/2012	10/15/2012	10/15/2012	Jen White	Sally Brown
		000000050002	Vacation	Approved	12/17/2012	01/12/2013	10/15/2012	Jen White	Sally Brown
		000000050003	Vacation	Pending Approval	10/30/2012	11/01/2012	10/15/2012	Jen White	Sally Brown
		000000050005	Sick	Cancelled	10/17/2012	10/17/2012	10/15/2012	Amy Green	Sally Brown

Navigating the Portal Apps: The Time Functions

02

Select the **Request Type** (Other, Overtime, Vacation or Sick) from the drop-down menu.

Request Type

Employee Name: Jen White

Request Type: * Other

Is this request FMLA related?: *

General Data

Date(s) of Request: From Date: * 10/17/2012 To Date: * 10/17/2012

If partial day, list clock times: From Time: 00:00:00 To Time: 00:00:00

Submitted By: Jen White Submitted On: 10/17/2012

Processor: Sally Brown

Comments:

03

Choose the appropriate **FMLA** or **Overtime response**.

Request Type

Employee Name: Jen White

Request Type: * Sick

Is this request FMLA related?: *

Yes

No

General Data

Request Type

Employee Name: Jen White

Request Type: * Overtime

Overtime Payment Preference: *

Comp

Paid

General Data

Navigating the Portal Apps: The Time Functions

04

Enter the Date(s) of Request and the times (if a partial day).

The Submitted By: field shows who submitted the request. This will be either the employee, the timekeeper or the manager.

The Processor: field shows who approved or rejected the request. This person will either be the employee's manager or the manager who was delegated to approve the request.

05


Enter any additional Comments about the request. (The use of the comments field is determined by the bureau.)

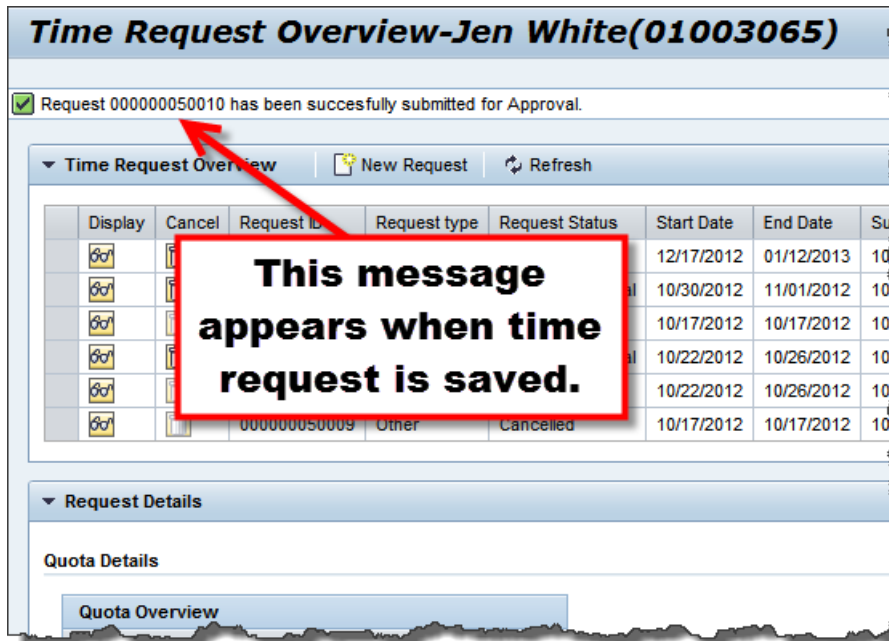
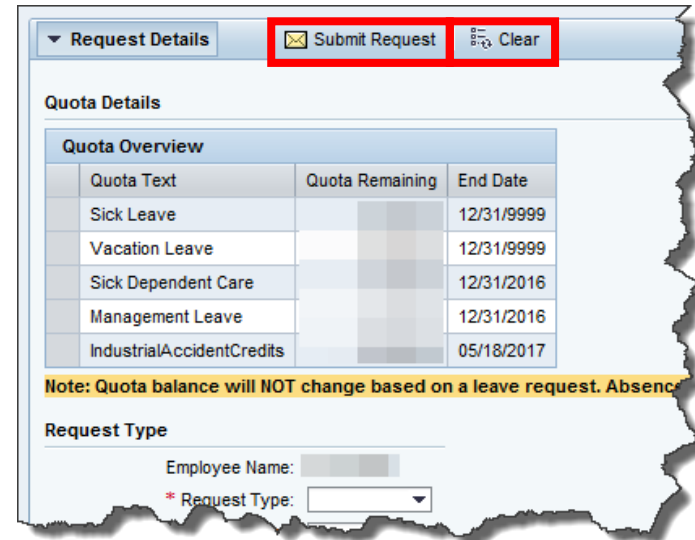
The following two instances must have comments entered:
 If the absence is FMLA related, a comment is required to explain the nature of the leave and which FMLA event is being invoked.

Navigating the Portal Apps: The Time Functions

06

When finished, click the **Submit Request** button.  Submit Request

If you want to start over, click the **Clear** button.  Clear



– END –

Navigating the Portal Apps: The Time Functions

My Time Statement

From the main portal page, click **My Time Statement**.

The screenshot displays the SAP CityLink portal interface. At the top, the browser address bar shows the URL <https://ep.portlandoregon.gov/irj/portal/>. The page header includes the City of Portland logo and the text "The CITY OF PORTLAND Oregon | SAP CityLink". A navigation menu at the top contains tabs for "Overview", "Personal Information", "Compensation", "CityLearner", "Help", and "Time". The "Overview" section is active, displaying a grid of service cards. The "Time" card, located in the upper right quadrant, features a calendar icon and the text "Record your working times, request leave and display leave balances." Below this card, a list of quick links includes "My Time Sheet" and "My Time Statement", with the latter highlighted by a red rectangular border. Other visible quick links include "My Personal Data", "My Address Information", "My Communication Information", "Validate Social Security Information", "My Pay Statement", "My Tax Withholding (W-4)", "My Banking Information", "My Pay Statement Delivery Method", and "ESS Help".

Navigating the Portal Apps: The Time Functions

My Time Statement

The **My Time Statement** view displays all evaluated time for a selected pay period. This report shows all timesheet entries entered for the pay period and wage types, including exceptions, upgrades and premiums.

Time evaluation is where the system calculates working times and absence times by comparing this information against local, state, and federal laws, and the City's collective bargaining agreement provisions governing how employees should be paid. Time evaluation runs nightly to determine planned working times and overtime, accrue and deduct quotas, and select wage types for payroll.

The default view on this page is to show the most recent pay period's time statement. To view more, click the **Display More Time Statements** link. You can then navigate up to 24 previous pay periods.

The screenshot displays the SAP CityLink interface for 'The CITY OF PORTLAND Oregon'. The user is logged in as Charlie Dudley. The main navigation bar includes 'Employee Self-Service' and 'Employee Programs'. The 'Time' tab is selected, leading to the 'Time Statement' page. A red box highlights the 'Display More Time Statements' link. The page shows a 'Time Statement' for the period from 11/17/2016 to 11/30/2016. Below this, there is a table titled 'Individual Results for Each Day' with the following data:

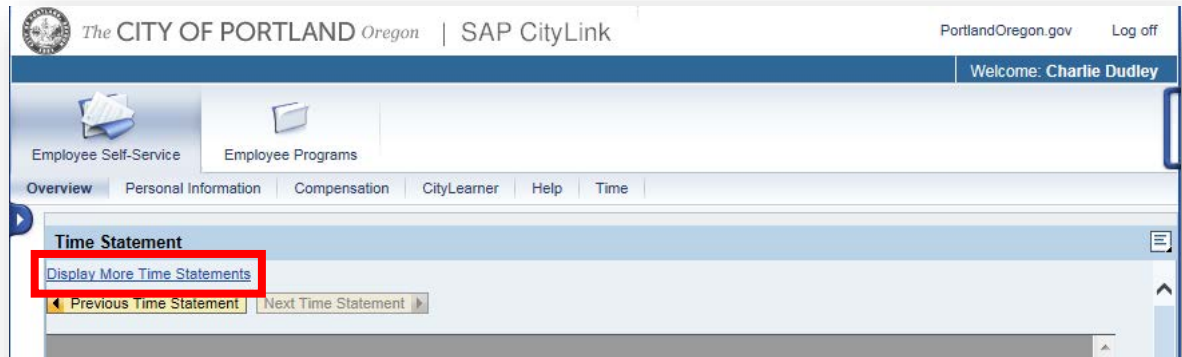
Day	Time Pair	from	to	Hrs.	P/OC	Val.Bs
11/17/2016	TH			8.00		
11/18/2016	FR			8.00		
11/21/2016	MO			8.00		
11/22/2016	TU			8.00		
11/23/2016	WE			8.00		
11/24/2016	TH			8.00		

Navigating the Portal Apps: The Time Functions

My Time Statement

The Time Statement displays in a PDF file on the screen. You can use the **Previous Time Statement** and **Next Time Statement** buttons to navigate between available statements. If you want to print the statement, use the PDF menu print button to print a statement to your local printer.

If you have questions about the items in your time statement, contact your bureau's HR staff or Central HR for clarification.



Time Statement			
Hide Time Statements			
Display: <input type="text" value="Last 3 Pay periods"/>			
Time Statement Overview			
	Date from	Date to	Pay Period
	10/13/2011	10/25/2011	22 / 2011
	09/29/2011	10/12/2011	21 / 2011
	09/15/2011	09/28/2011	20 / 2011
<input type="button" value="Previous Time Statement"/> <input type="button" value="Next Time Statement"/>			

Navigating the Portal Apps: The Time Functions

Leave Balances

The **Leave Balances** link, found on the Time page, displays any available leave, or quota balances available since the last Time Evaluation was run. This means that the balances you see on this page may not reflect actual time taken off as it may not have been entered into the current pay period yet.

The screenshot shows the SAP CityLink portal interface for The City of Portland, Oregon. The user is logged in as Charlie Dudley. The main navigation bar includes 'Overview', 'Personal Information', 'Compensation', 'CityLearner', 'Help', and 'Time'. The 'Time' section is active, displaying an overview of time-related services. The 'Leave Balances' link is highlighted with a red box. The interface also shows sections for 'Personal Information', 'Compensation', and 'CityLearner' with various quick links and descriptions.

Navigating the Portal Apps: The Time Functions

Leave Balances

Use the **Quota Type drop-down** to select a specific quota type, or leave it as the default to show All Types.

The screenshot shows the 'Leave Balances' application interface. At the top, there is a header 'Leave Balances' and a user profile icon. Below the header, there is a search area with a 'Quota' dropdown menu set to 'All Types', a 'Show On' date field set to '12/01/2016', and an 'Apply' button. Below this is a table with three columns: 'Quota', 'Use by', and 'Available'. The table lists several quota types with their respective use-by dates and available hours. To the right of the table, a dropdown menu is open, showing a list of available quota types.

Quota	Use by	Available
Sick Leave	12/31/9999	58.55 Hours
Vacation Leave	12/31/9999	46.42 Hours
Personal Time	12/31/2016	0.00 Hours
Deferred Holiday Leave	12/31/9999	0.00 Hours
Sick Dependent Care	12/31/2016	40.00 Hours

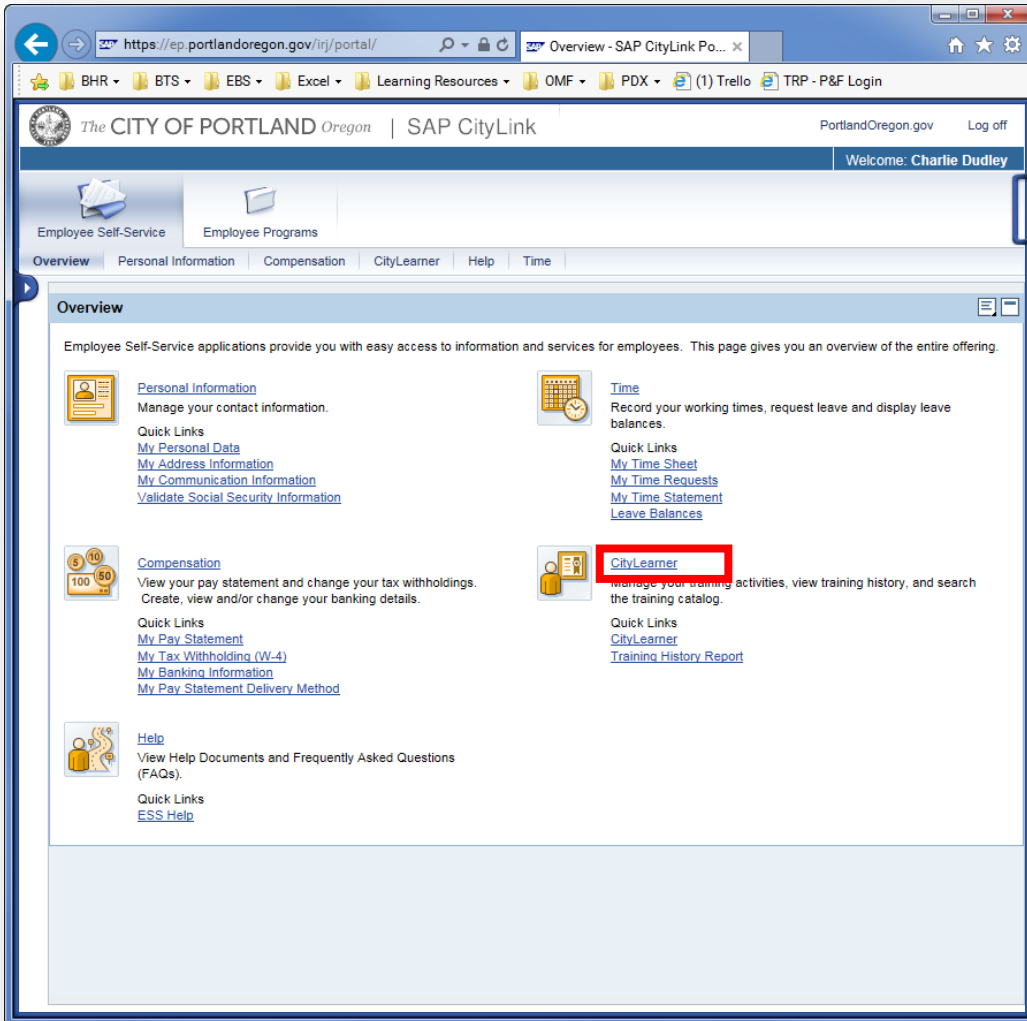
Vacation Accrual Rate Per Biweekly Pay Period based on full time employment 3.08
 Years of Service for purposes of calculating Vacation Accrual Rate 1.00

The Quota table below lists the available quota type, when the hours must be used by and the total available hours. At right is a list of all available quota types in the drop down menu.

Changing the Key Date will allow users to view historical information. If you notice any discrepancies in your quota balances, please consult your timekeeper.

- All Types
- All Types
- Sick Leave
- Vacation Leave
- Personal Holiday Leave
- Comp Time
- Deferred Holiday Leave
- Sick Dependent Care
- Military Leave
- Management Leave
- Catastrophic Leave
- PFFA Payroll Bank
- Vacation Over Maximum

Navigating the Portal Apps: CityLearner



CityLearner

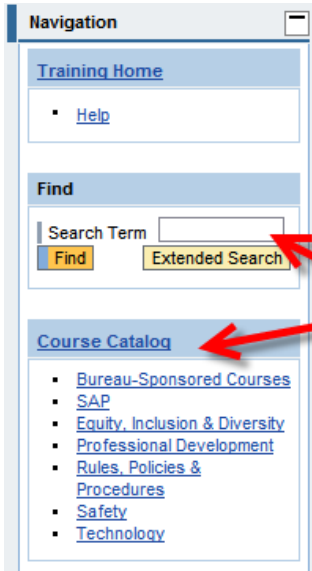
CityLearner is the learning management system used by the City of Portland to house your training records, provide access to a course catalog of classes to register for, and even serve eLearning and other electronic course materials. Within CityLearner, you can manage your training activities and view your training history.

Booking a Course

01

On the **Employee Self-Service** tab, click on the **CityLearner** link.

Navigating the Portal Apps: CityLearner



Search options

02

Search for the class using the **Course Catalog** or the **Find** feature.

For example, to locate HR 2.02 training, just enter 2.02 into the Search Term field.

TIP: To do a wildcard search for all available courses, type an * in the Search Term field and click **Find**.

03

Click on the course you want to view.

Course	Schedule	Location
Cultural Competency for Mgrs & Sups 2	05/01/2013 to 05/01/2013	Portland Building
Cultural Competency for Mgrs & Sups 3	05/15/2013 to 05/15/2013	Portland Building
HR 2.02 Workplace Harassment	05/01/2013 to 05/01/2013	Portland Building
MM Requisition Process	05/01/2013 to 05/01/2013	Portland Building
Performance Evaluation Training	05/16/2013 to 05/16/2013	Portland Building
Test: Course with Prior Date	05/05/2013 to 05/05/2013	Portland Building

Click on the course you want to view

Navigating the Portal Apps: CityLearner

04

Click the dates or the Registration link to view more info and book the course..

Attainable Qualifications

This course imparts the following qualifications:

- [HR 2.02 for Employees](#)

Follow-Up Courses

The following course is based on the currently displayed course:

- [HR 2.02 Workplace Harassment Refresher](#) (Classroom Training)

Fee

Free of Charge

Course Dates

Schedule	Location	Language	Free Places	Action/Status
05/01/2013 - 05/01/2013	Portland Building	English	1	To Registration

Click either link to view more information or to book the course



Navigating the Portal Apps: CityLearner

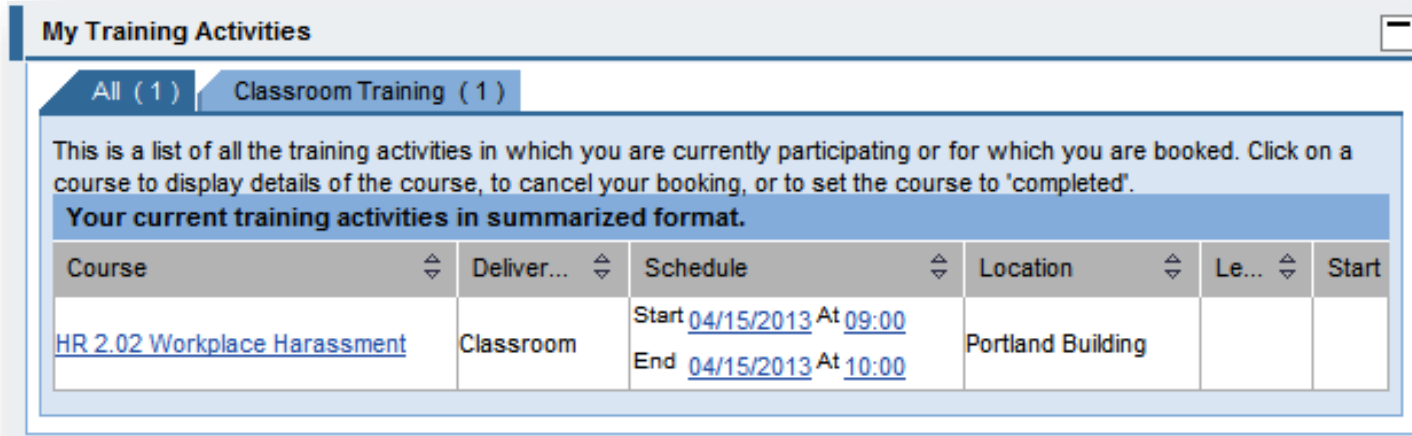
05

At the bottom of the course details page, select the Book this course to add your name to the registration list or the waiting list. (If the course is full, you will be automatically placed on the waiting list.)



06

The course will now appear on your training activities on the home page.



– END –

Navigating the Portal Apps: CityLearner

Cancel a Course

If you are unable to attend a class you signed up for, you will need to cancel the course. The steps below explain how to cancel a booking for a course, as well as the cancellation policies.

If you cancel a course with a fee within 7 days of the start date, **your bureau will be charged** the full price of the course.

01

On the main Training page, under the **My Training Activities** section, click on the course you want to cancel.

My Training Activities

All (3) Classroom Training (1) Course Programs (1) Web-Based Training (1)

Your current training activities in summarized format.

Course	Delivery ...	Schedule	Location	Learn...	Start
HR 2.02 Workplace Harassment	Classroom	Start 04/15/2013 At 09:00			
Cultural Competency for Managers	Course Progr				
MM Requisition Approval eLearning 2	WBT			cesses 0	

Refresh Print

02

Scroll to the bottom of the page and click the **Cancel booking for this course** button.

Portland Building

Training Provider

OMF-Bureau of Human Resources

Cancel

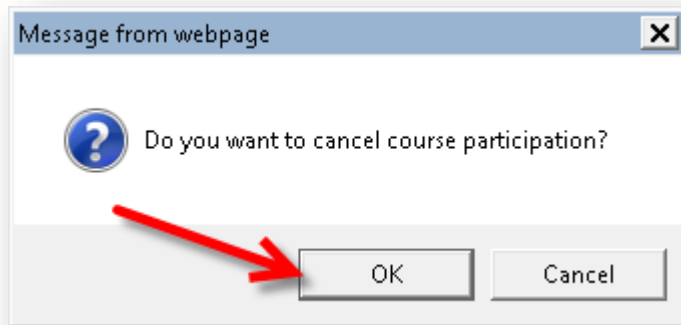
Cancel booking for this course.

Refresh

Navigating the Portal Apps: CityLearner

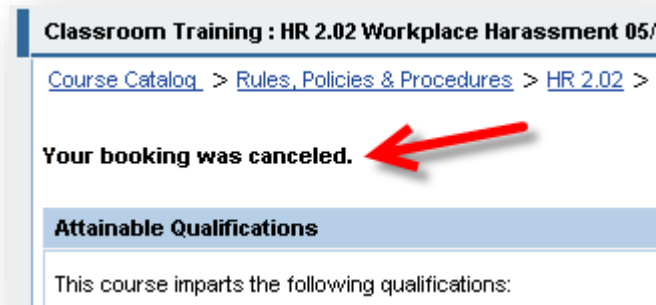
03

When the popup opens, select **OK** to confirm your cancellation.



04

You will receive a message at the top of the screen confirming your booking was cancelled.



– END –

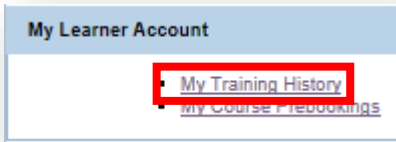
Navigating the Portal Apps: CityLearner

View and Print Training History

You can access and print your training history from the CityLearner portal.

01

On the main Training page, click the **My Training History** link in the **My Learner Account** section.



02

There are three sections for your history. **Training Activities** is a list of all your current bookings and participation. (Each delivery method for a course appears on its own tab.)

Completed Courses shows all the courses you've completed.

Training Activities for ☐

All (0)

This is a list of all the training activities in which you are currently participating or for which you are booked. Click on a course to display details of the course, to cancel your booking, or to set the course to 'completed'.

Your current training activities in summarized format.

Course	Delivery Method	Schedule	Location	Learning Progress	St
The table does not contain any entries					

Completed Courses

All (21) |
 Classroom Training (12) |
 eLearning (7) |
 Web-Based Training (1) |
 eLearning Curricula (1)

You already participated in these courses in the past.

Course	Delivery Method	Schedule	Location
BHR Problem Solving Process	Classroom	Start 08/10/2015 At 09:00 End 08/10/2015 At 11:00	Portland Building
Web Content Editor Training: Level 1	Classroom	Start 07/08/2015 At 14:00 End 07/08/2015 At 16:00	Portland Building
HR 2.02 Workplace Harassment	Classroom	Start 07/15/2015 At 08:30 End 07/15/2015 At 10:30	1900 Building
Strategic Creativity Workshop	Classroom	Start 07/28/2015 At 10:30 End 07/28/2015 At 11:30	Portland Building
Web Content Manager Training Level 2	Classroom	Start 08/04/2015 At 14:00 End 08/04/2015 At 16:00	Portland Building
MM Requisition Process	Classroom	Start 08/26/2015 At 09:00 End 08/26/2015 At 12:00	Portland Building

Navigating the Portal Apps: CityLearner

03

Lower on the same page, **Cancellations** shows all the courses you have cancelled.

Below that are **Course Costs** which show any fees which have been charged for courses completed or cancelled.

Cancellations

All (15) Classroom Training (10) External Classroom Training (5)

You canceled participation in the following courses:

Course	Delivery Method	Schedule	Location
GM Grants Management Overview	Classroom	11/17/2008 - 11/17/2008	N/A
GM Grants Management Overview	Classroom	12/09/2008 - 12/09/2008	N/A
GM Grants Management Overview	Classroom	02/11/2009 - 02/11/2009	N/A
The Unconscious Bias in the Workplace	Classroom	03/21/2012 - 03/21/2012	N/A
Test: Intro to Comm	Classroom	03/30/2013 - 03/30/2013	1900 Building
Test: Fee on Internal Class	Classroom	05/20/2013 - 05/20/2013	Portland Building
Test: Fee on Internal Class	Classroom	04/05/2013 - 04/05/2013	Portland Building

Course Costs

These are the costs incurred for courses that were requested, booked, or canceled for you to date:

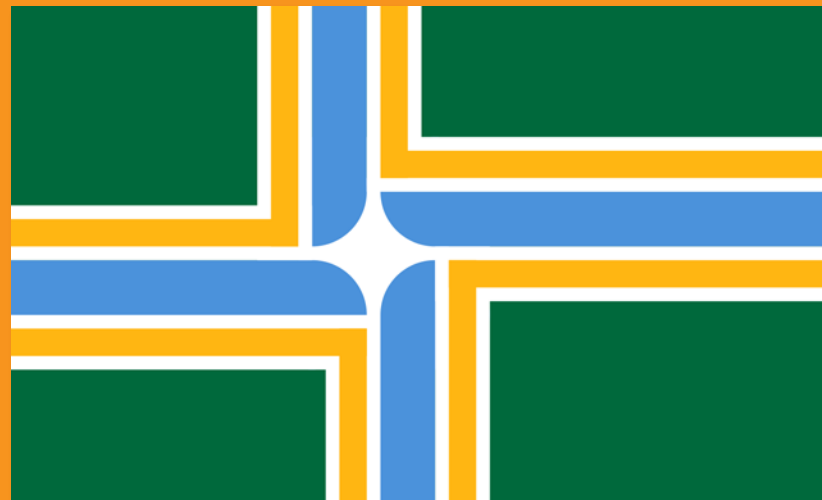
- USD 0.00 Course costs and USD 100.00 cancellation fees Total USD 100.00

[Refresh](#) [Print](#)

04

To print a copy of your training history, click the **Print link** at the bottom of the page under **Course Costs**.

– END –



City of Portland

EBS Training & Development

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