VTrans Learning Management System

Cornerstone Mobile App

Table of Contents

Registering Your Device

Register your device with Cornerstone

From the home page in the VTrans Learning Management System:
1) Click on the Settings icon and
2) select 'My Account'
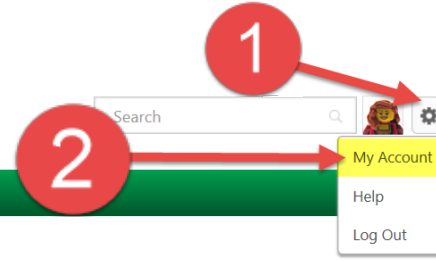
3) Click on 'Devices'.

VTrans *Working to Get You There*
Vermont Agency of Transportation
TRAINING CENTER

Home | Learning | ILT | Certification | Reports | Content | Admin | My Team | Integration Suite | Classes/Resources

My Account

4) Click on 'Add Device'

4

Add Device

Devices

Register your mobile phone, tablet, or computer by clicking "Add Device". Registering your device will allow you to log into the Cornerstone desktop/mobile app with your unique PIN.

Click the Disconnect button if you want to deregister your device. Please note that you will no longer be able to log into the Cornerstone app using a PIN from this device unless the device is re-added.

Preferences

Social

Devices

This window will pop up:

Add Device ✕

Please follow the steps below to complete the registration process of your device. Please keep this window open until your device has been registered.

Enter a name for the device associated with this registration, e.g. "My iPhone".

Device Name **5**

Enter a 5-digit numeric code for your PIN.

PIN **6**

7

Cancel | Next

5) Name your device
6) Enter a 5-digit code that you will remember (such as an employee ID or zip code)
7) Then click 'Next'.

8) Follow the instructions on the 'Add Device' screen (highlighted in the example to the right).
Note: You may want to leave this window open or print the screen for the next step – you will need this information to enter when downloading the Cornerstone Mobile App.

9) Then click 'Close' when finished with this screen.

Continue to the next page for instructions on loading the app on your mobile device.
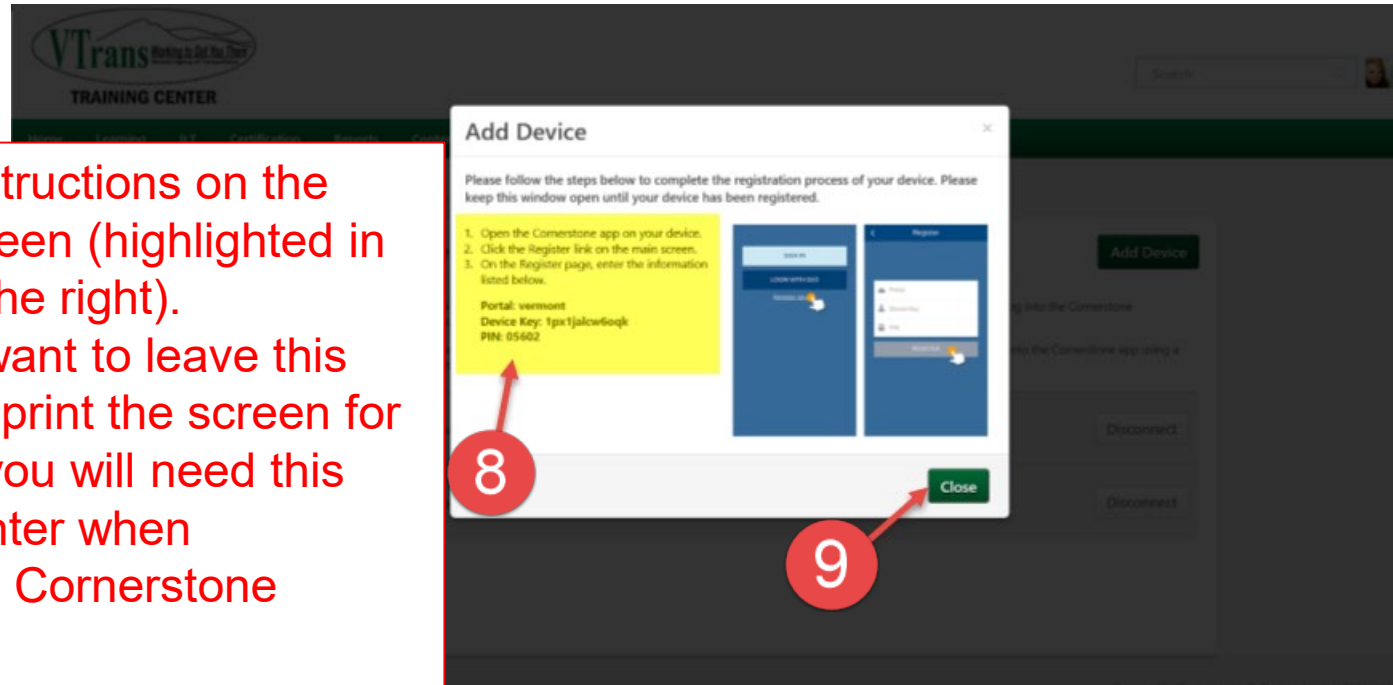
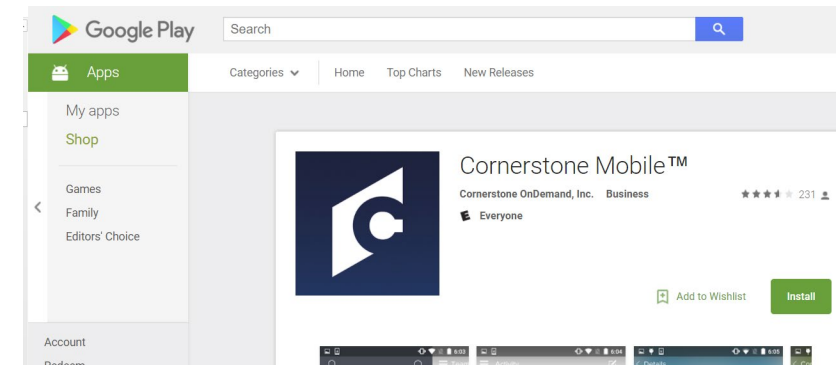# Downloading the Cornerstone Mobile App

CORNERSTONE MOBILE APP DOWNLOAD

Begin by opening up the 'App Store'.
Tap the icon on your iPhone*.

*For Android devices you will need to visit https://play.google.com/ to download the app to your phone/device.

Tap on the 'Search' icon.

Using the keypad, type in 'Cornerstone' to search for the app.

Select 'Cornerstone Mobile'

Tap on '**GET**'

Tap on '**Install**'

You can tap on '**OPEN**' here or go to your home screen where the Cornerstone Mobile icon will be after the app finishes downloading.
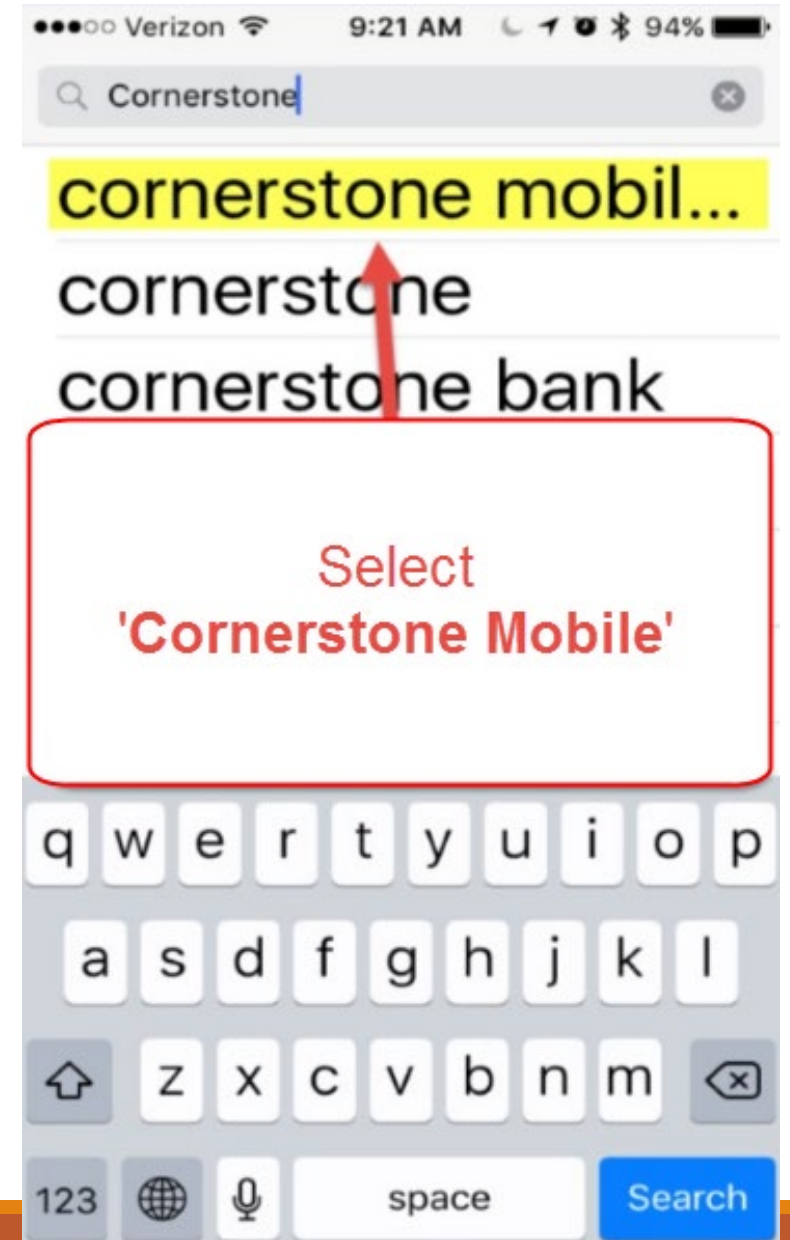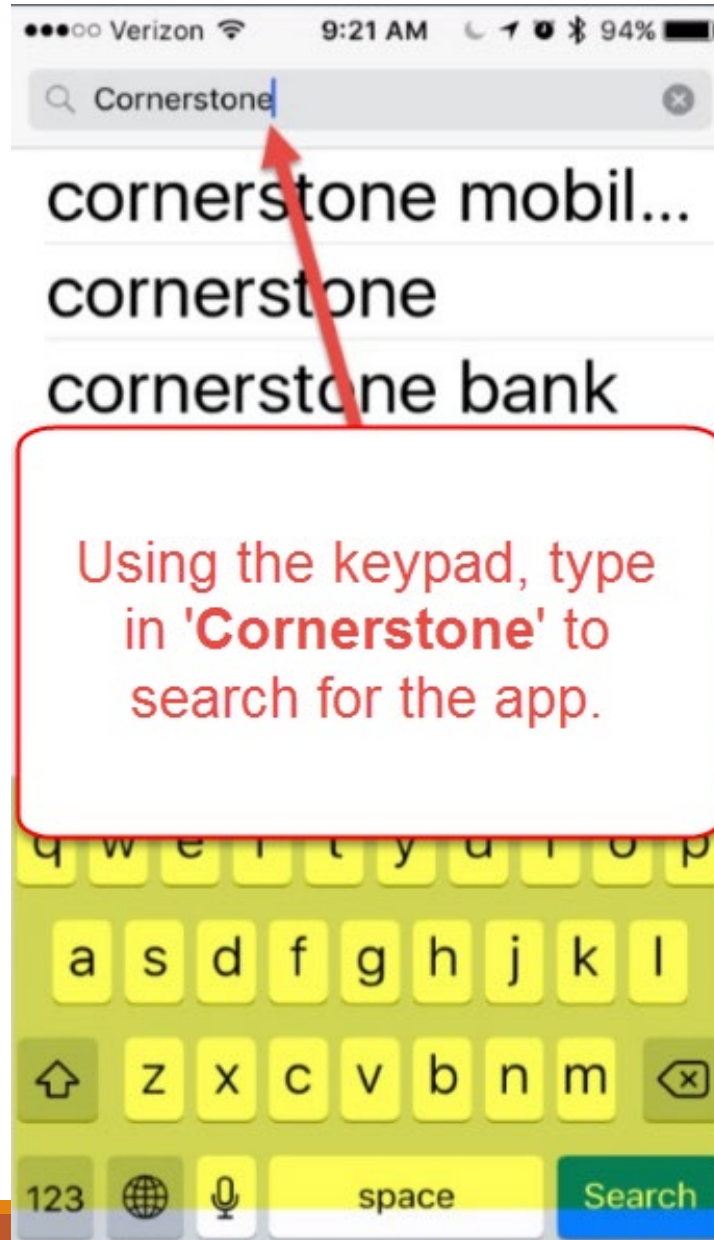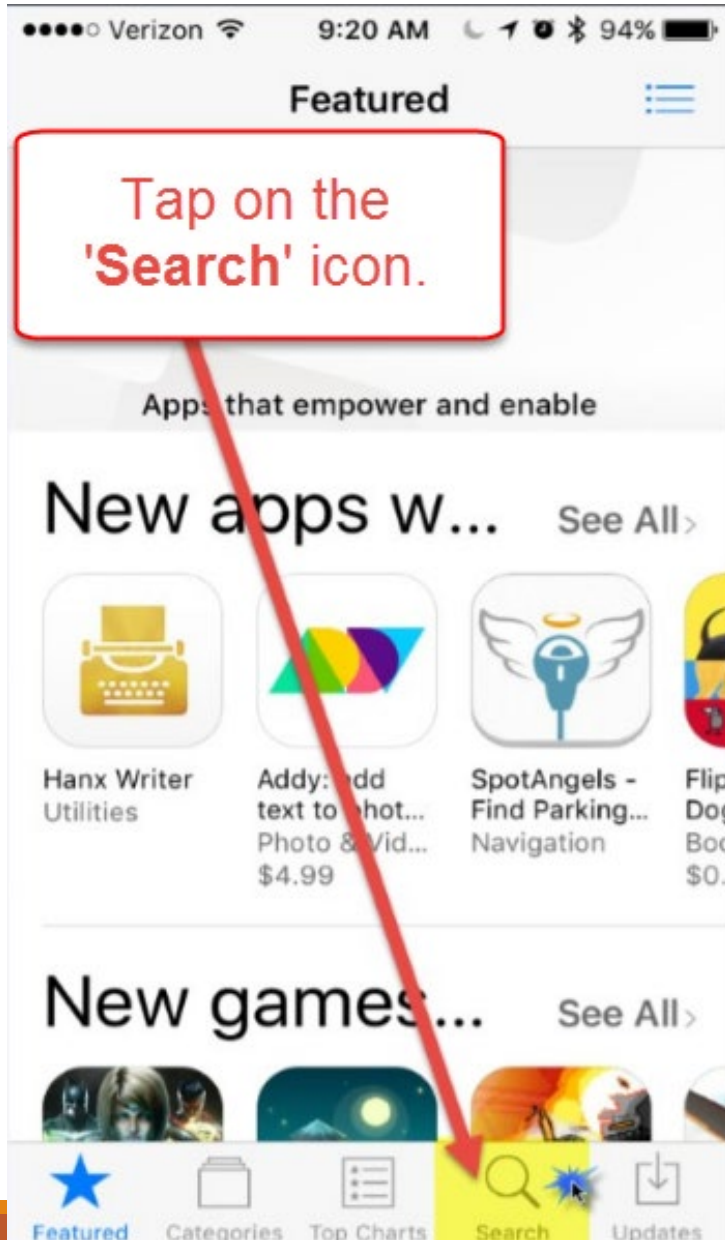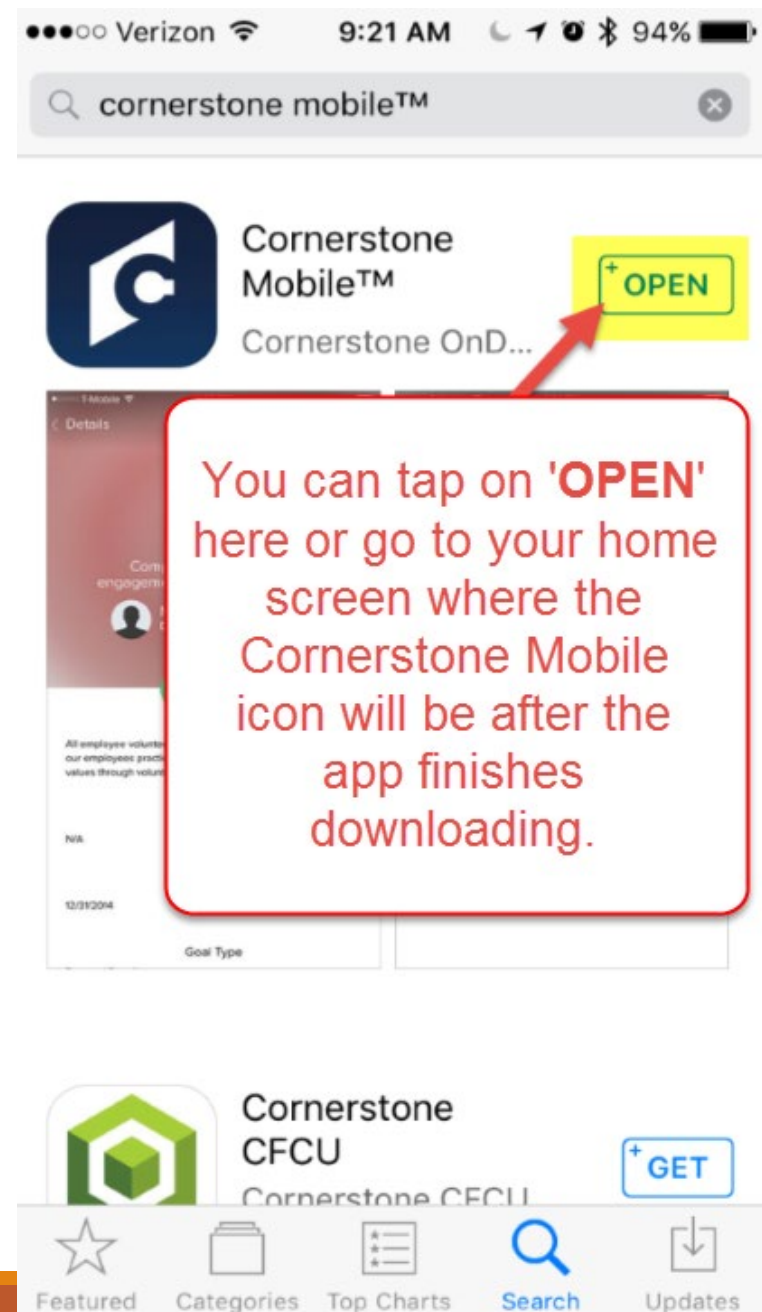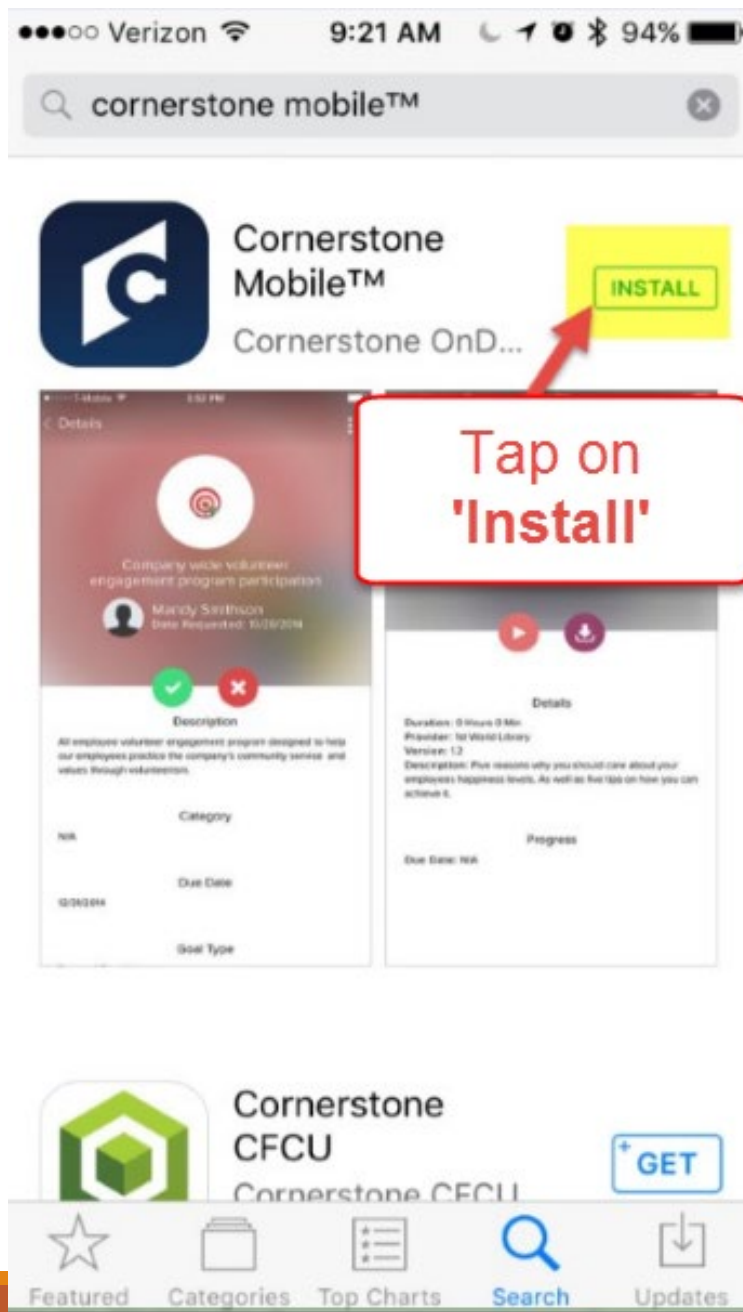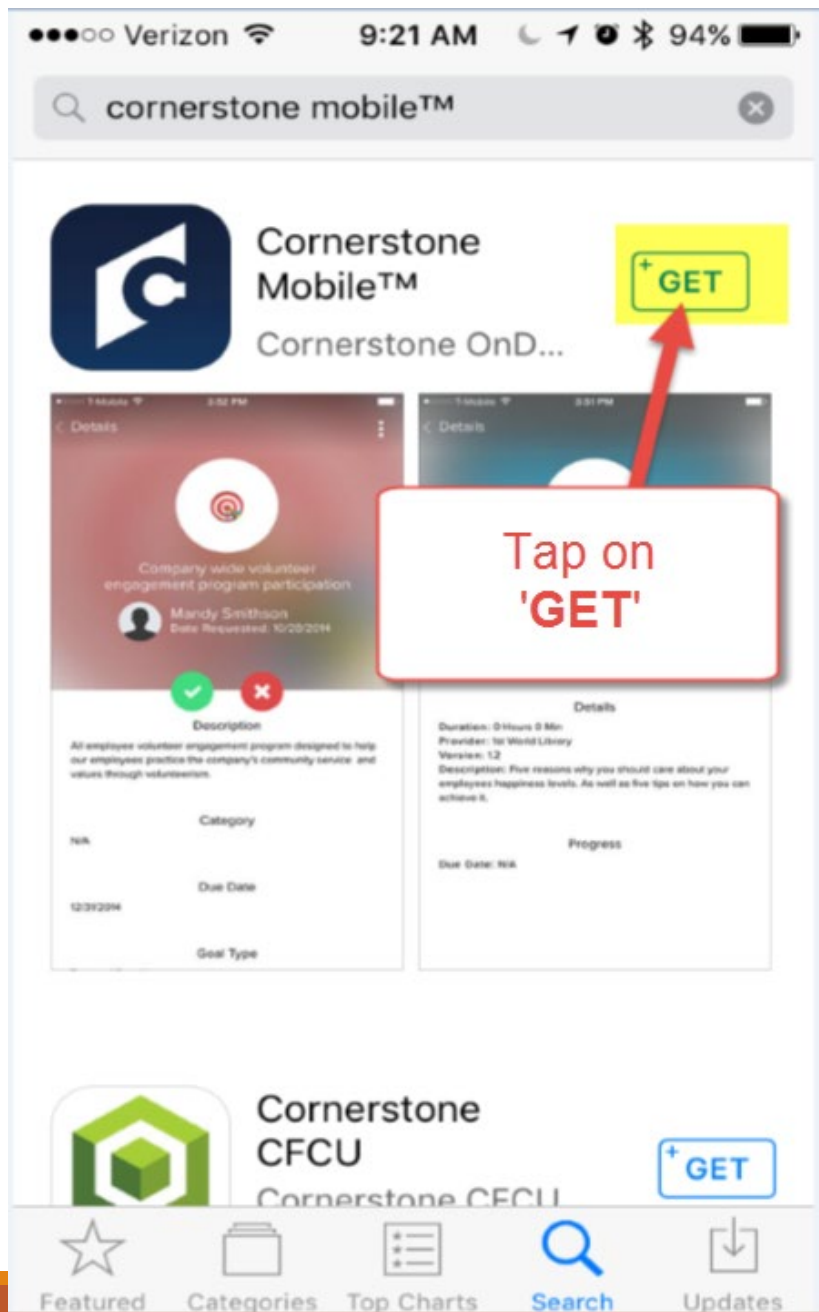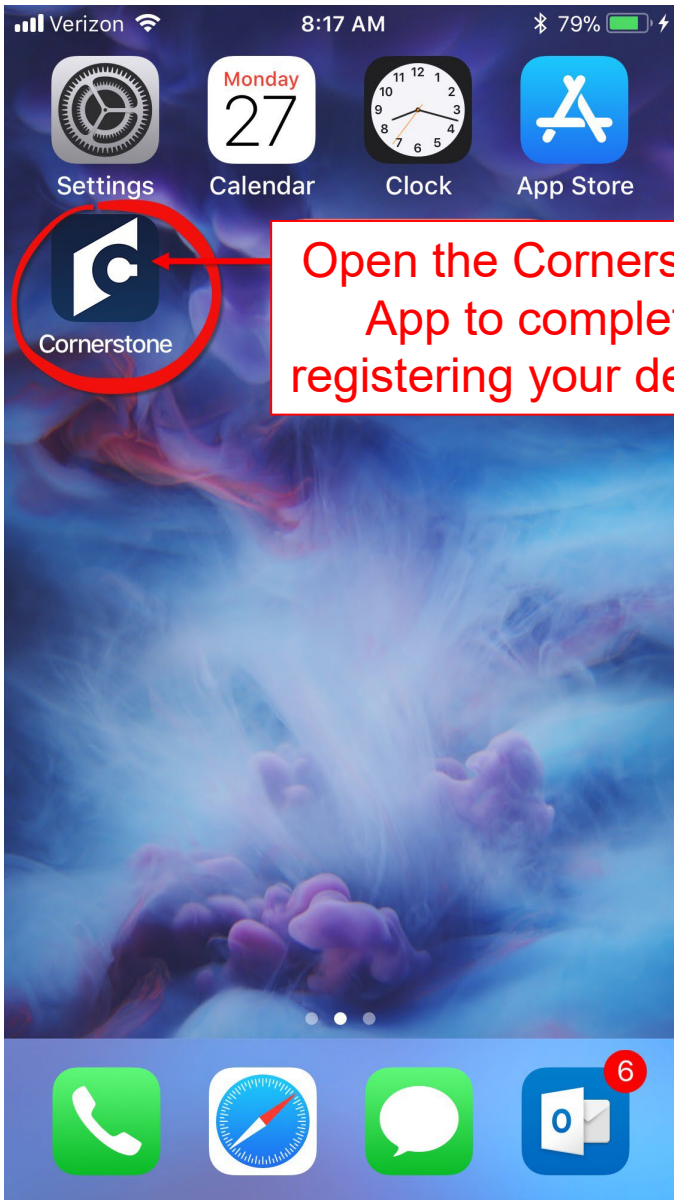
Open the Cornerstone App to complete registering your device.

Log In with Credentials

Log In with SSO
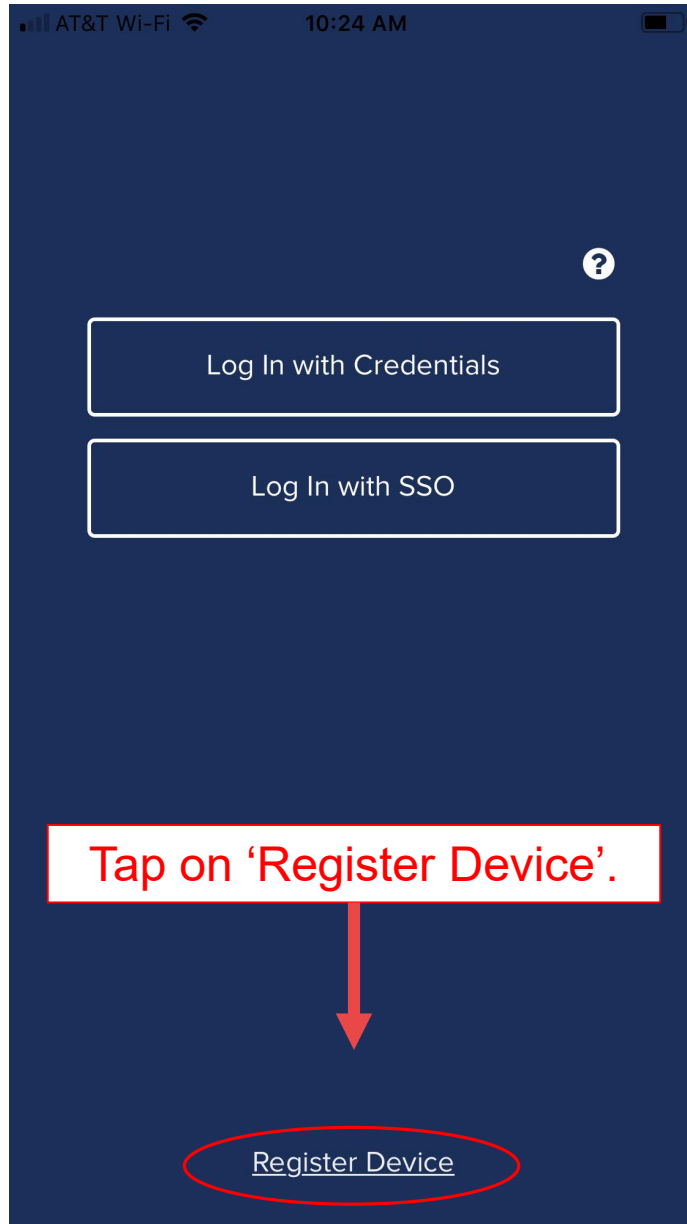
Tap on 'Register Device'.

Register Device

Enter the information saved from your screen in steps 8 and 9 of Registering Your Device (reference page 6 of this instruction manual).

Portal (your organization)

Device Key

PIN

Register

Portal: Vermont

Device key: system generated

PIN: The 5 digit code you selected

Then tap on 'Register'.

- You will automatically open to the dashboard (see images on the left) the first time you set up. You have successfully registered your device. 'Using the Dashboard' instructions continue on page 12.
- On the next page you will see what the screen looks like when you open the app the next time and instruction to log in with your 5 digit code.

Dashboard

🔍 Search

0
Pending Approval

0
Trainings Due Soon

Search For Training
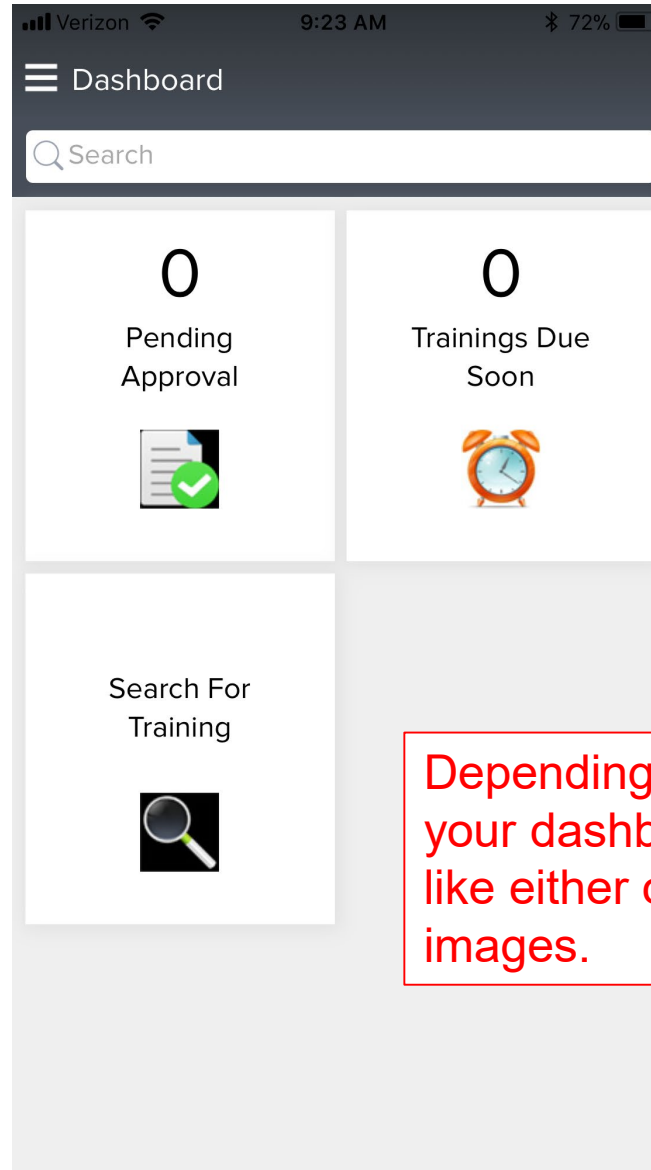
Depending on settings, your dashboard may look like either one of these images.

Dashboard ding Approval

0
Trainings Due Soon

Search For Training

Tap on the three lines.

Open the Cornerstone Mobile App on your device.

≡ Dashboard

Search

0
Pending Approval

0
Trainings Due Soon

Search For Training

197

Dashboard

Team

Transcript

Approvals

Options

Settings
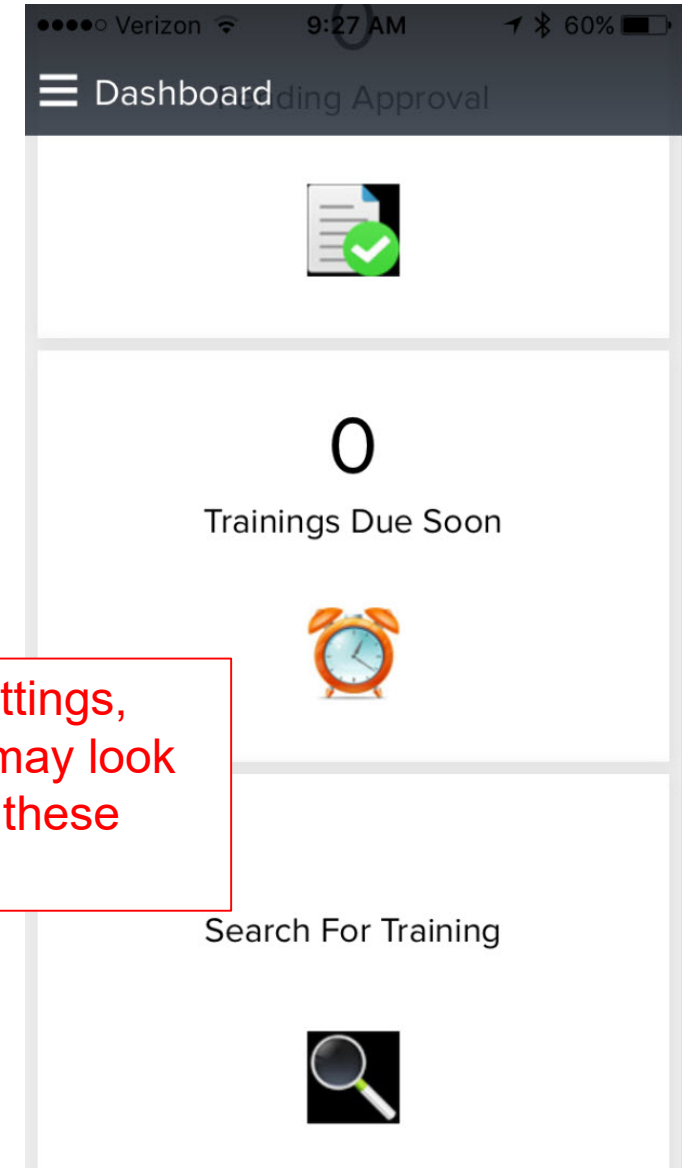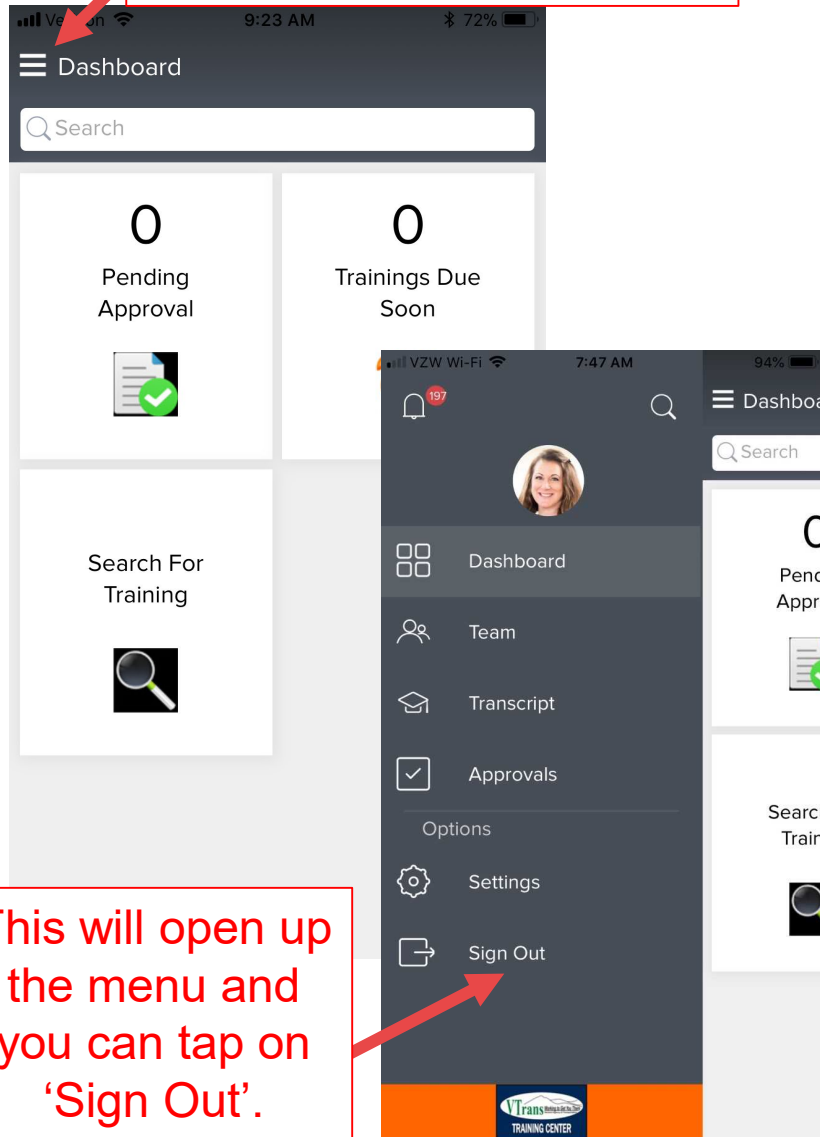
Sign Out

This will open up the menu and you can tap on 'Sign Out'.

VTrans
TRAINING CENTER

Log In with Credentials

Log In with SSO

Log In with PIN

Tap 'Log on with PIN'.

Register Device

‹ Log In

VTrans
TRAINING CENTER

my iphone
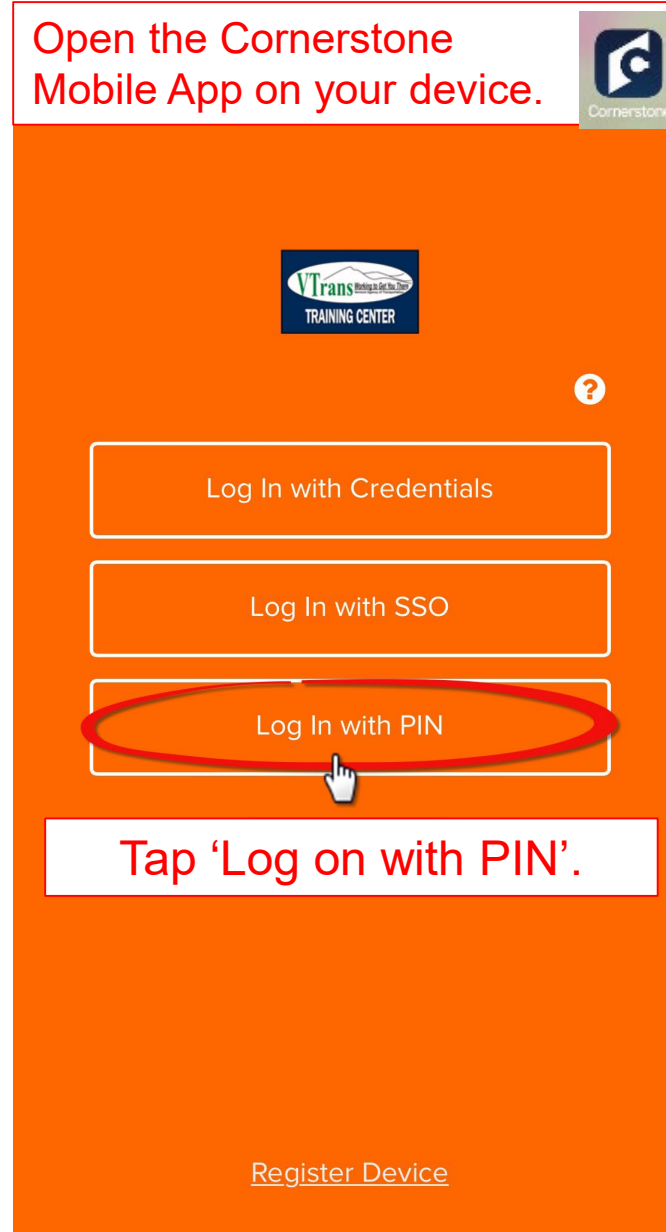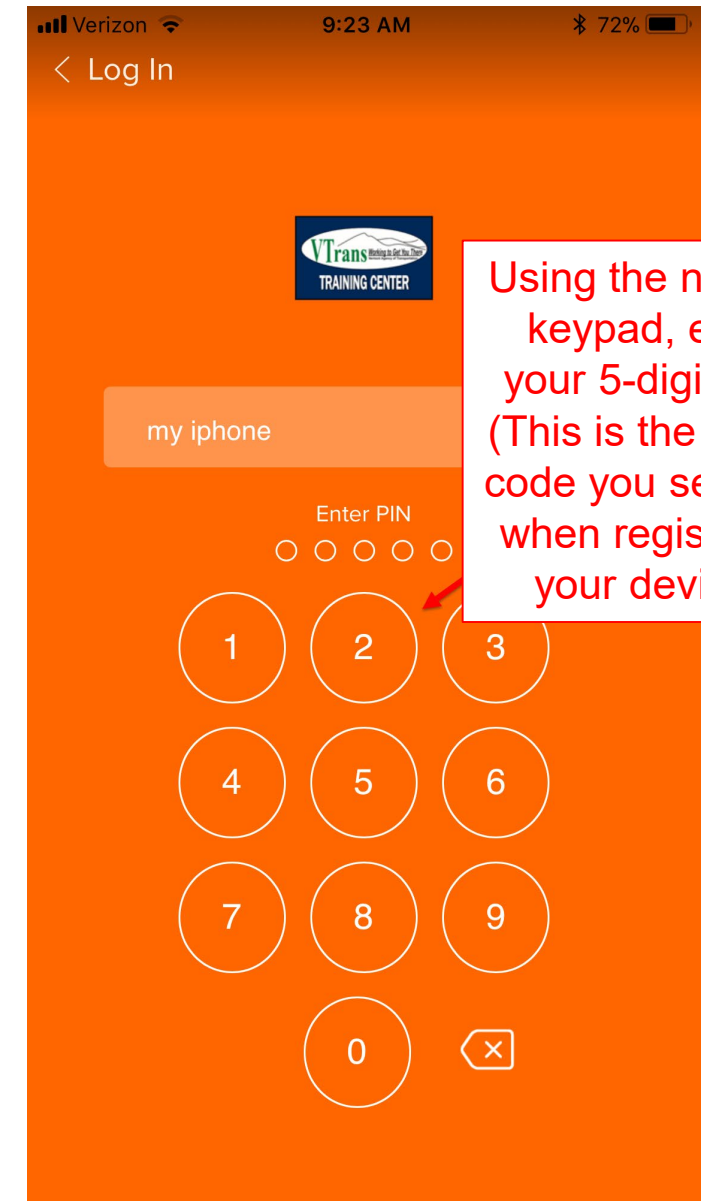
Using the number keypad, enter your 5-digit PIN. (This is the 5-digit code you selected when registering your device.)

Enter PIN

○ ○ ○ ○ ○

1 2 3

4 5 6

7 8 9

0 ⌫

Each time you log in, a disclaimer will display:

The VTrans Learning Management System Mobile App, allows training that can be requested, assigned and completed from smart phones and tablets anytime, anywhere. By using this system, you understand and agree to the following terms:
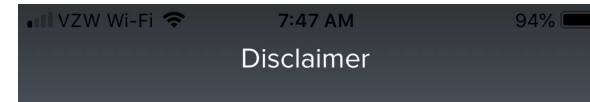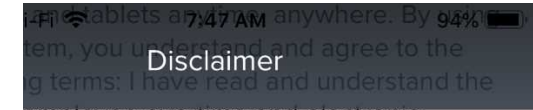 I have read and understand the State's employee overtime and electronic communications and internet use policies, including, but not limited to, State Policies 11.2 and 11.7 and, additionally, State Policy 5.6. By using the Cornerstone Mobile App, I understand and agree to the following terms:
- I will only access for a legitimate business need.
- I will not share or disclose information in any manner or for any purpose that is not specifically required for the performance of my official duties.
- I will ensure that any information I access is stored in a secure manner that reasonably protects it from unauthorized access.
- I will not use any information for my personal benefit or for the unauthorized benefit of any person or entity.
- I will not share my assigned login or password without express written direction from the Department of Human Resources, and understand that unauthorized disclosure will result in immediate revocation of system access.
- I understand that violating the State's conduct or confidentiality policies and/or compromising the security of the system may result in disciplinary or corrective action, up to and including dismissal from employment.

VZW Wi-Fi 7:47 AM 94%
Disclaimer

The VTrans Learning Management System Mobile App, allows training that can be requested, assigned and completed from smart phones and tablets anytime, anywhere. By using this system, you understand and agree to the following terms: I have read and understand the State's employee overtime and electronic communications and internet use policies, including, but not limited to, State Policies 11.2 and 11.7 and, additionally, State Policy 5.6. By using the Cornerstone Mobile App, I understand and agr[ee...] only access [...] I will not share or disclose information in any manner or for any purpose that is not specifically required for the performance of my official duties. 3. I will ensure that any information I access is stored in a secure manner that reasonably protects it from unauthorized access. 4. I will not use any information for my personal benefit or for the unauthorized benefit of any person or entity. 5. I will not share my assigned login or password without express written direction from the Department of Human Resources, and understand that unauthorized disclosure will result in immediate revocation of system access. 6. I understand that violating the State's conduct or confidentiality policies and/or
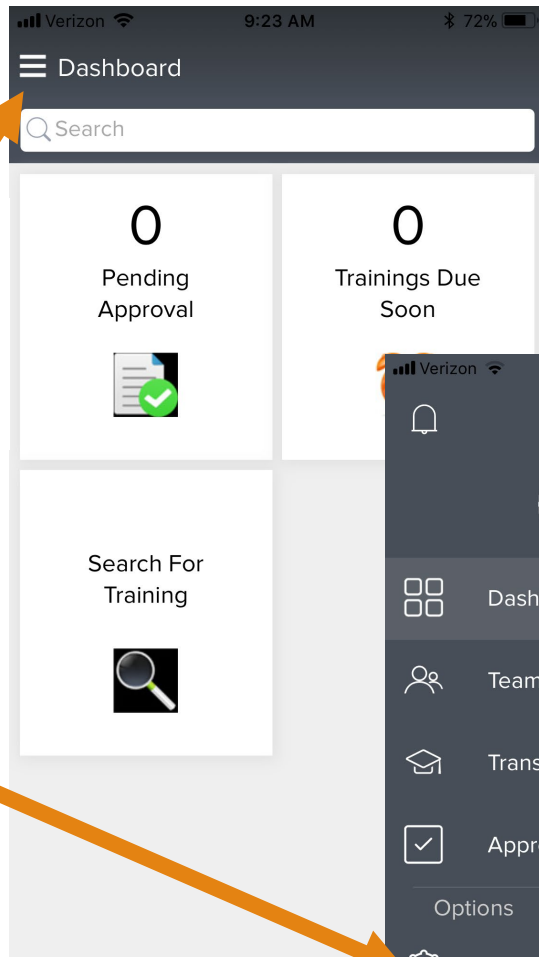
Scroll down.

Disclaimer 7:47 AM 94%

employee overtime and electronic [commu]nications and internet use policies, [includin]g, but not limited to, State Policies 11.2 [...] and, additionally, State Policy 5.6. By [...] the Cornerstone Mobile App, I understand [ag]ree to the following terms: 1. I will only [access] for a legitimate business need. 2. I will [sha]re or disclose information in any manner [for a]ny purpose that is not specifically [require]d for the performance of my official [...] 3. I will ensure that any information I [...] is stored in a secure manner that [reasona]bly protects it from unauthorized access. [I will] not use any information for my personal [benefit] or for the unauthorized benefit of any [person] or entity. 5. I will not share my assigned [login or] password without express written [directio]n from the Department of Human [Resour]ce[s...] [...]ure [...]access. 6. I understand that violating the [State's] conduct or confiden[ti]ality policies and/or [co]mpromising the security of the system may [...] disciplinary or corr[e]ctive action, up to [and inc]luding dismissal from employment.
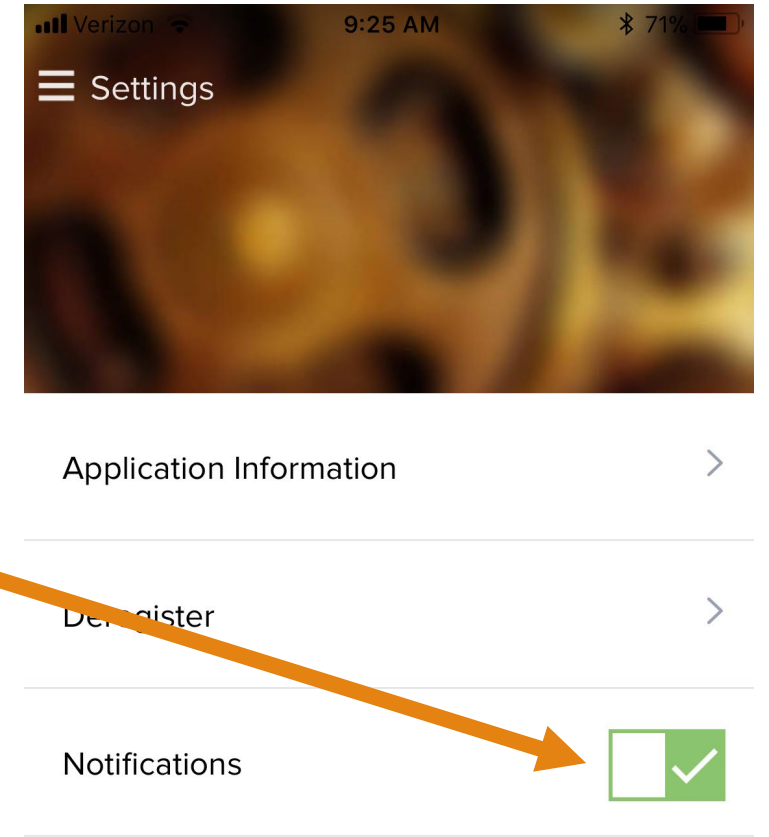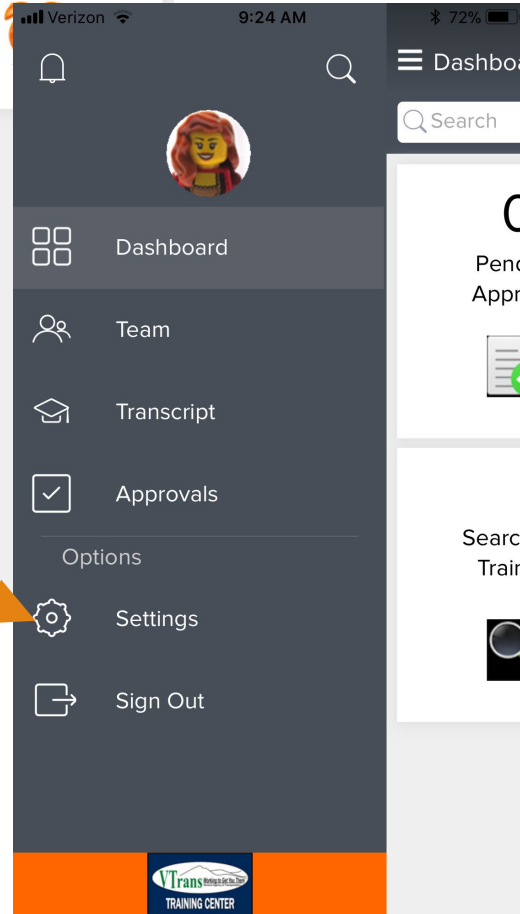
Tap on 'Continue'.

Continue

Turning on Notifications

Click on the three lines to open the main menu.

From the Main Menu, tap on '**Settings**'.

Make sure that '**Notifications**' is turned on by checking the box to the right.

This will allow for reminder alerts on pending items and notify Supervisors or Managers that employees have trainings that need approval.

Using the Mobile App Dashboard

When you enter your 5 digit PIN, and you accept the disclaimer by selecting 'Continue', you will be directed to the 'Dashboard'. This is a home page that will alert you to any training due or any pending approvals for those who are approving training.

Note the 3 lines in the upper left hand corner of the screen. By tapping on these, a menu will display on the left hand side and you will be able to select options from there.
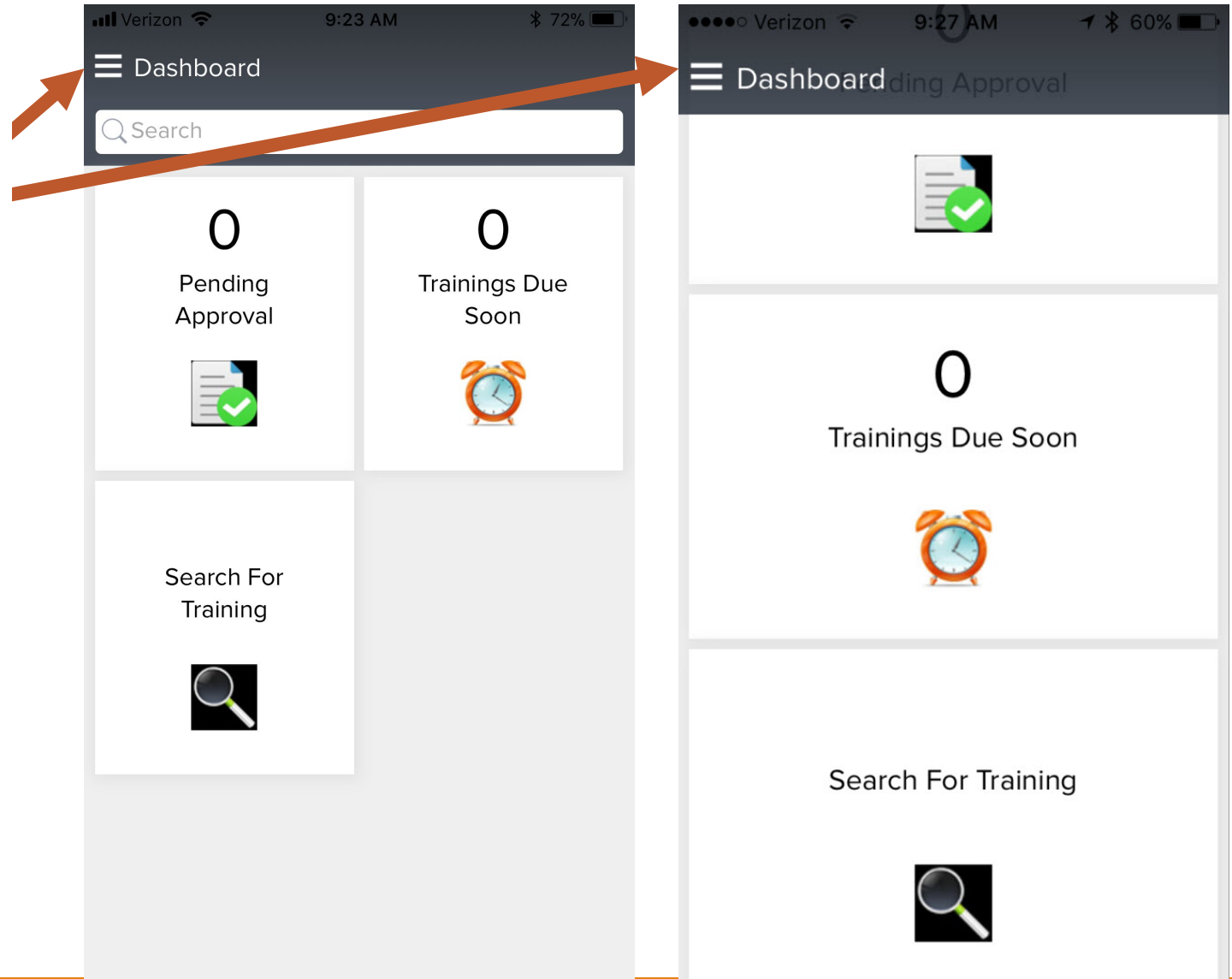
Tap on the Menu icon which are the 3 lines in the upper left hand corner.
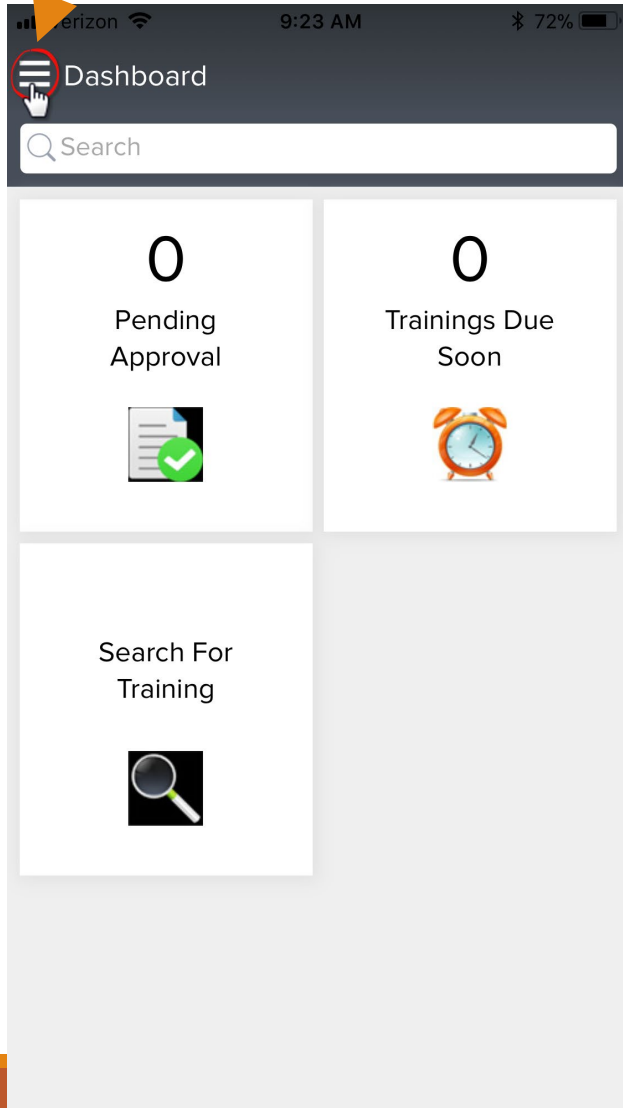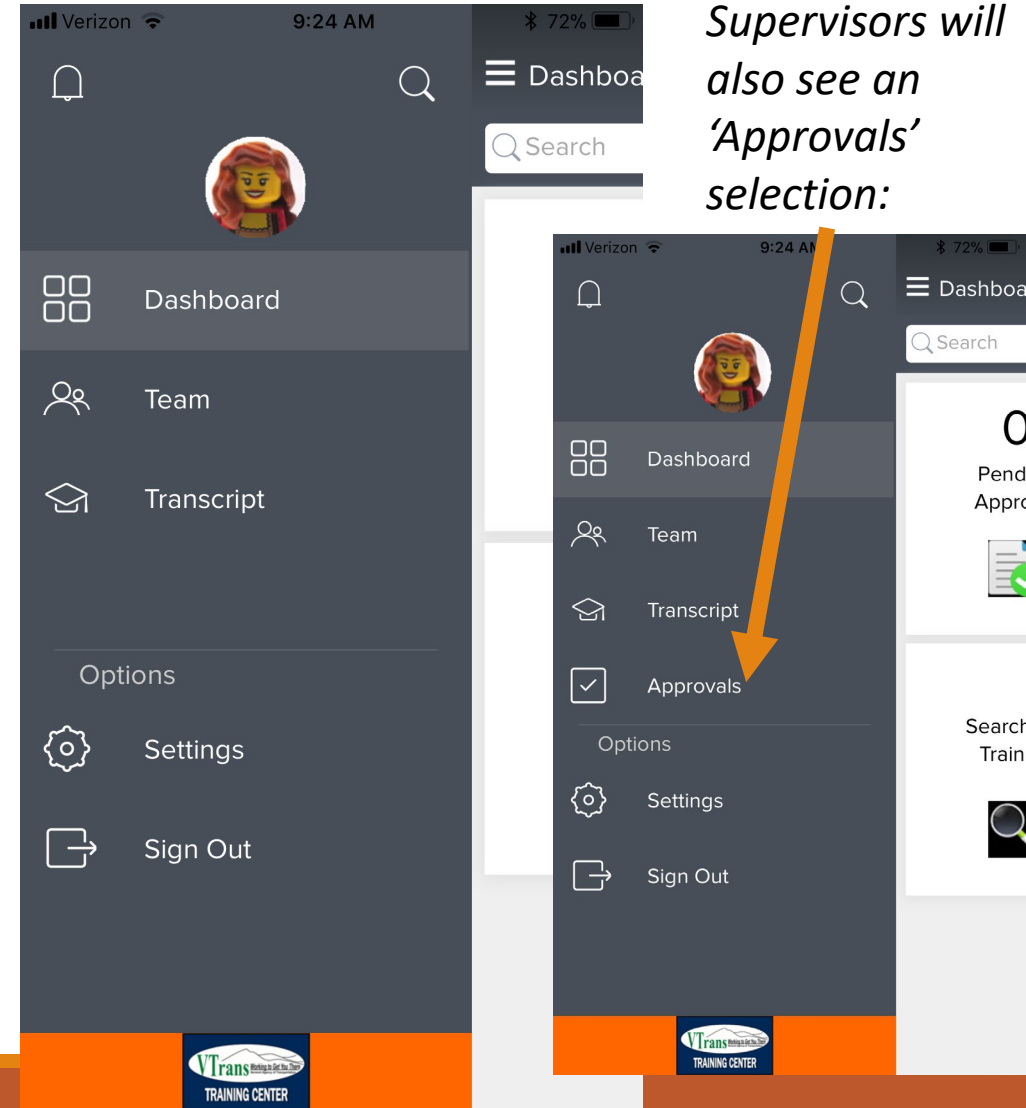
The selections to choose from are:

- **Dashboard** - your 'home page'

- **Team** - your group that you are assigned to with your manager/supervisor

- **Transcript** - active and completed listing of your training

- **Approvals** – only visible to Supervisors, Managers and designees

- **Settings**

- **Sign Out**

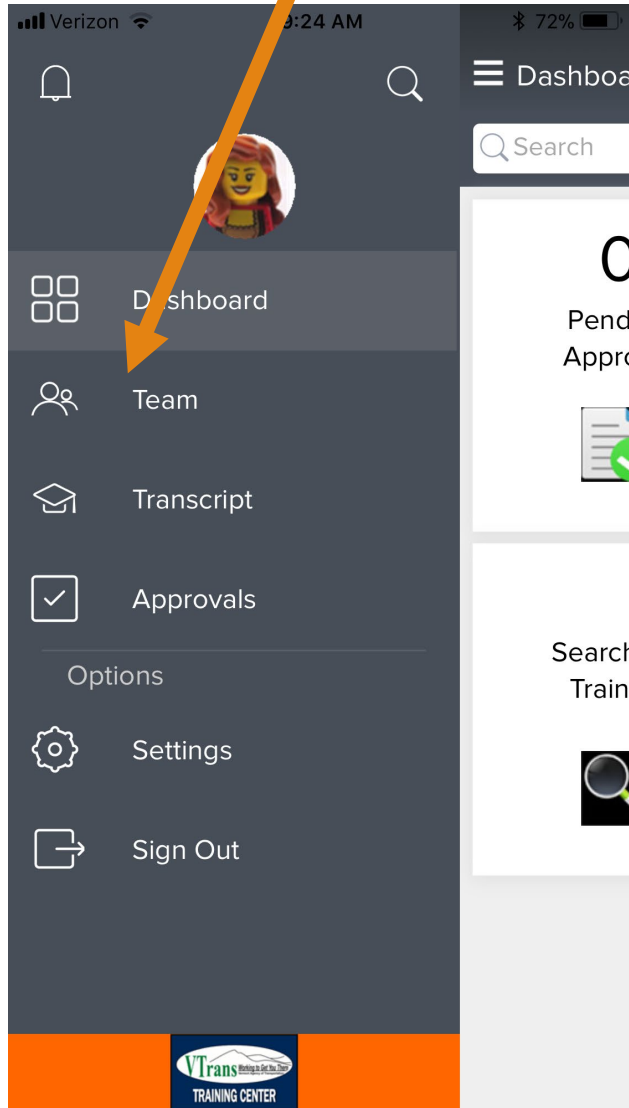We will review each of these functions on the next few slides.

This is what the menu looks like:

Managers and Supervisors will also see an 'Approvals' selection:
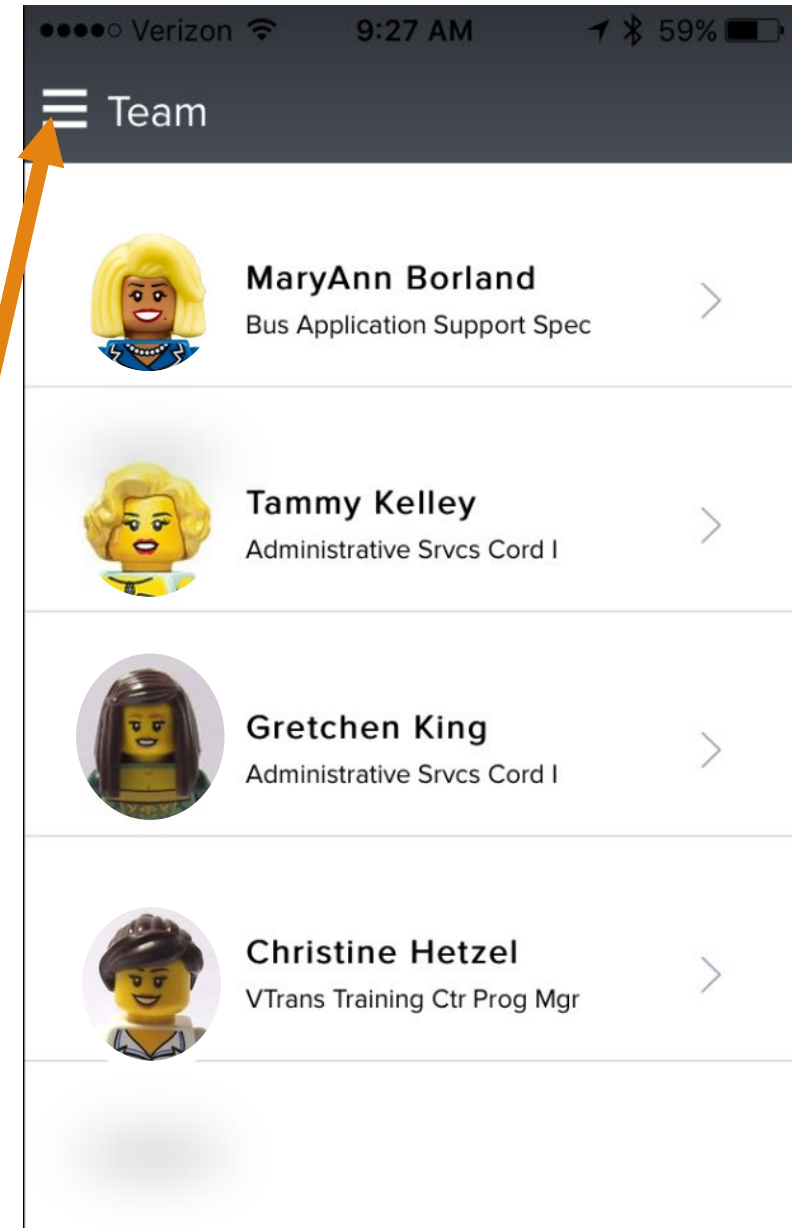
Dashboard: My Team

Tap on 'Team'

Your Team will display.
If you find any subordinates or your reporting manager/supervisor *is not correct* – please notify Human Resources to report the information.
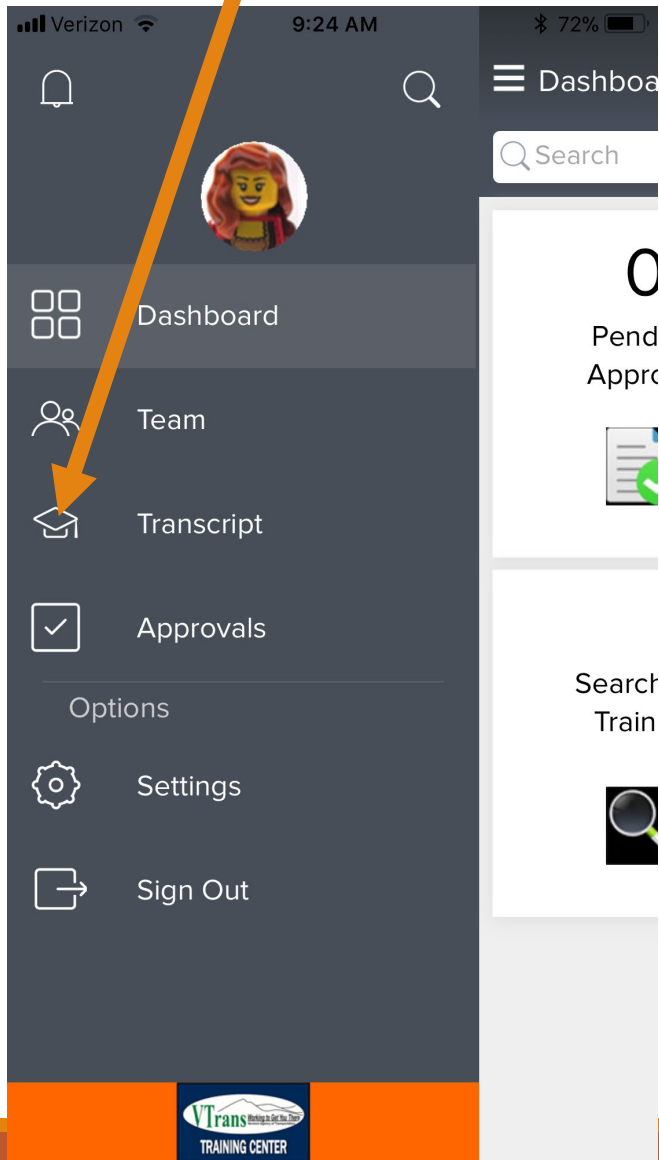
This data comes from the State of Vermont VTHR system and needs to be corrected through Human Resources.
AOT Human Resources
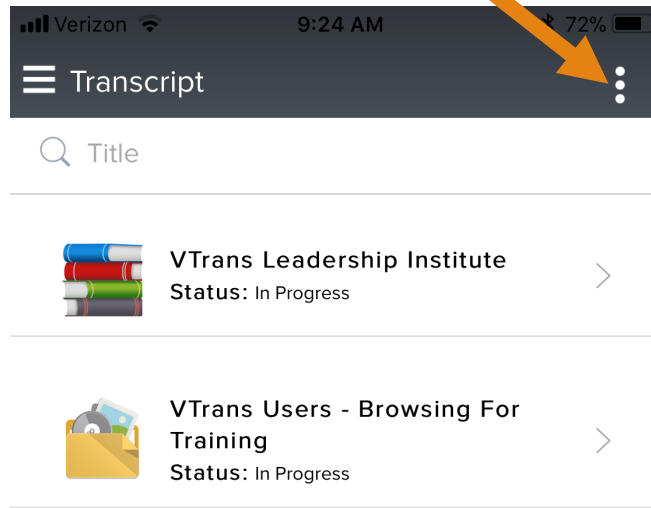
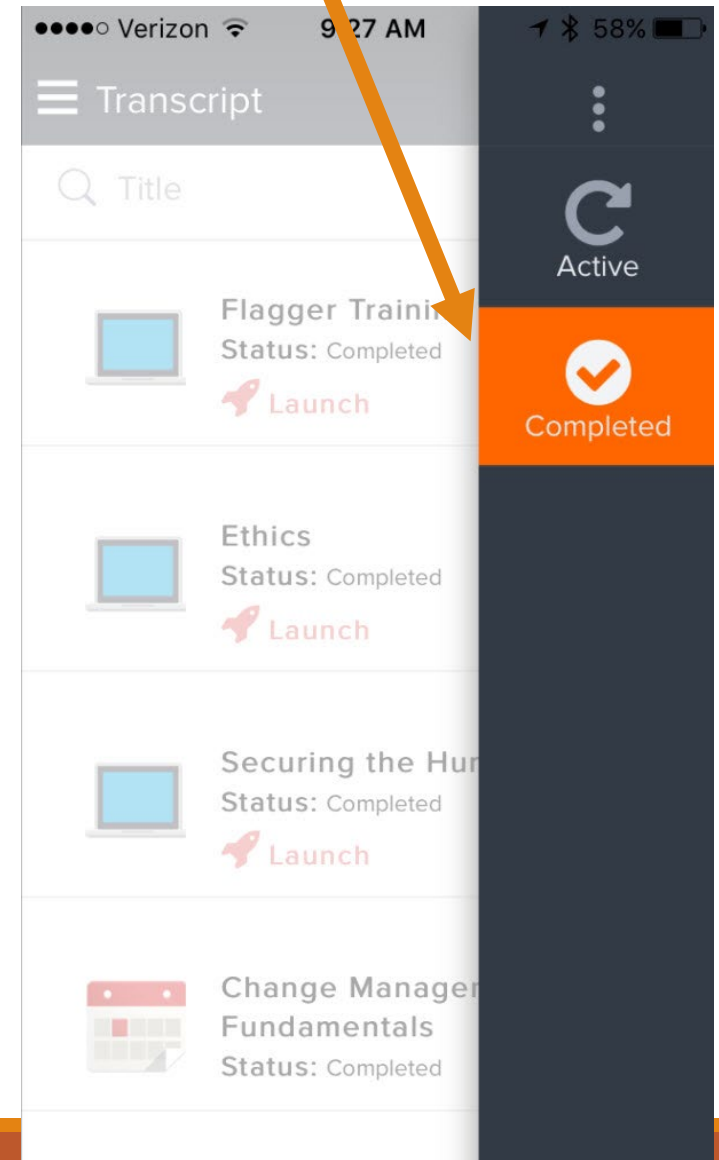Tap on the Menu icon to return to the main menu.

Dashboard: Transcripts

Tap on '**Transcript**'

Your **active** training will appear. Tap on the 3 dots in the upper right corner.

Tap on '**Completed**'

Left screen:

···ıl Verizon 📶   9:24 AM   ✱ 72% ▭

🔔   🔍

Dashboard

🔍 Search

▦ Dashboard

👥 Team

🎓 Transcript

☑ Approvals

Options

⚙ Settings

↪ Sign Out

VTrans TRAINING CENTER

Middle screen:

···ıl Verizon 📶   9:24 AM   ✱ 72% ▭

☰ Transcript   ⋮

🔍 Title

📚 VTrans Leadership Institute
Status: In Progress   ›

🗂 VTrans Users - Browsing For Training
Status: In Progress   ›

Right screen:

●●●●○ Verizon 📶   9:27 AM   ✱ 58% ▭

☰ Transcript   ⋮

🔍 Title

🔄 Active

✅ Completed

💻 Flagger Training
Status: Completed
🚀 Launch

💻 Ethics
Status: Completed
🚀 Launch

💻 Securing the Human
Status: Completed
🚀 Launch

📅 Change Management Fundamentals
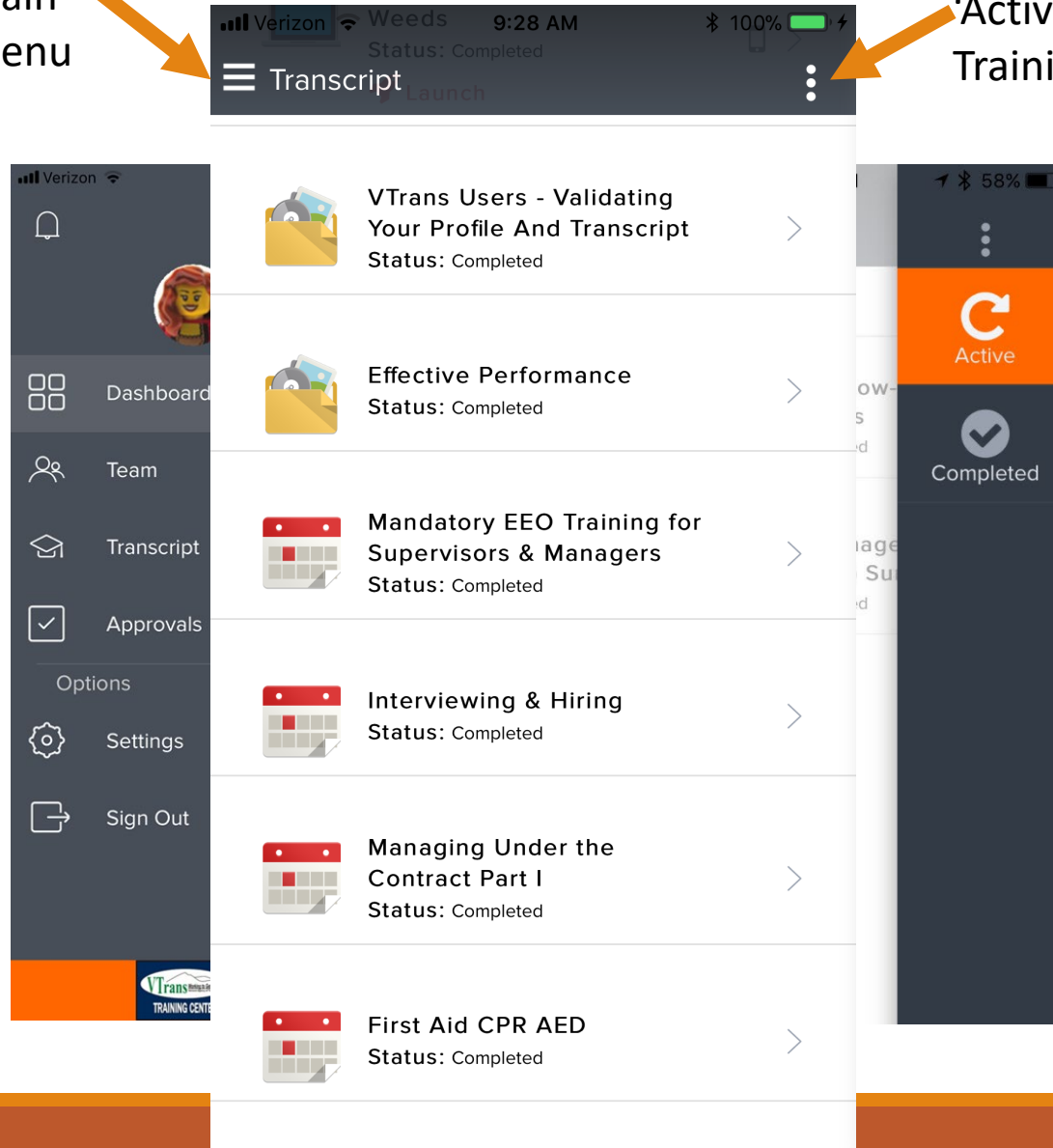Status: Completed

You can view all your training that is in **completed** status here by scrolling through.

When you want to return to the 'Active' training you can tap on the 3 dots in the upper right hand corner.

When you want to return to the 'Main Menu' you can tap on the 3 lines in the upper left hand corner.

Return to Main Menu

Select 'Active' Training

Dashboard: Approvals

Next, we will go over '**Approvals**' for Managers, Supervisors, or designated Approvers.
There are a couple different ways to view them. The first is to go from the Main Menu and select 'Approvals'.

The notification that shows you there is a pending approval is in the upper left corner of this screen. The number inside the red circle indicates how many items are waiting for your action.

On the Dashboard, the number in the 'Pending Approval' box indicates the number of approvals waiting for your action.
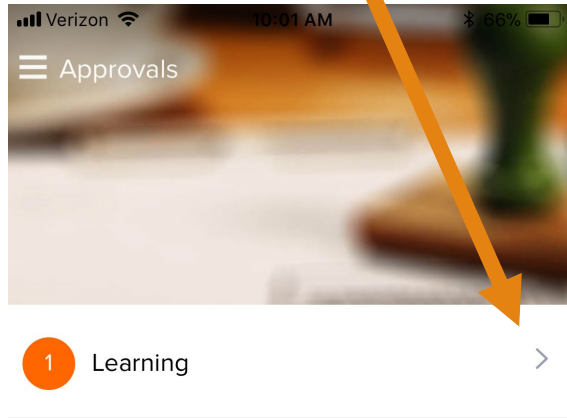
Tap on 'Approvals'
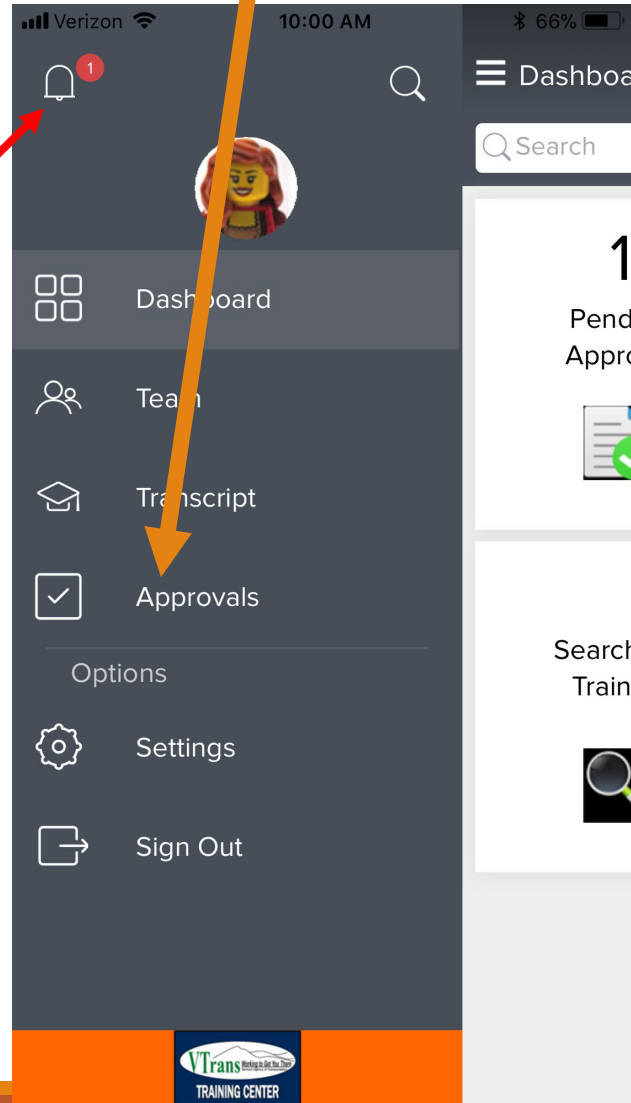
Or from the Dashboard, tap on 'Pending Approval'.
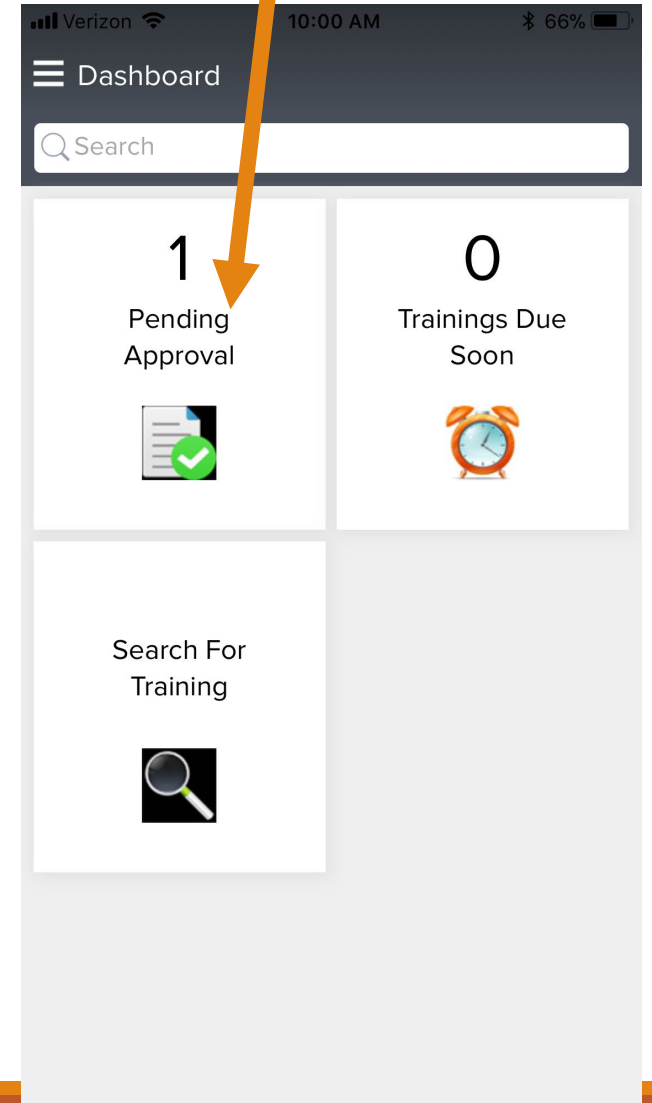
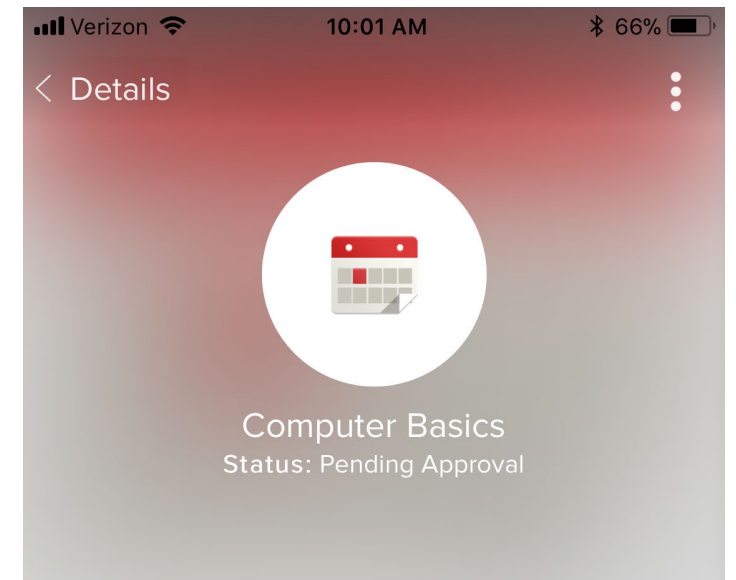This screen will appear and you will tap on the '>' on the right hand side.
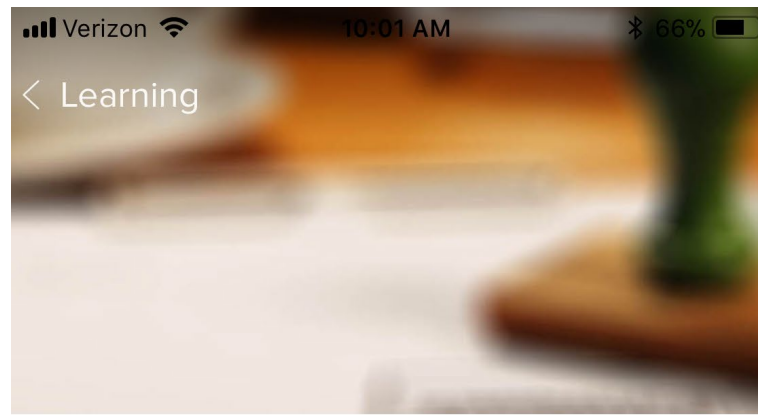
From here you can view the details of the requested training by tapping on the '>' again on the right.

Learning

Computer Basics

Tammy Kelley
Date Requested: 11/21/2017
✔ Approve ➡ Defer ✖ Deny
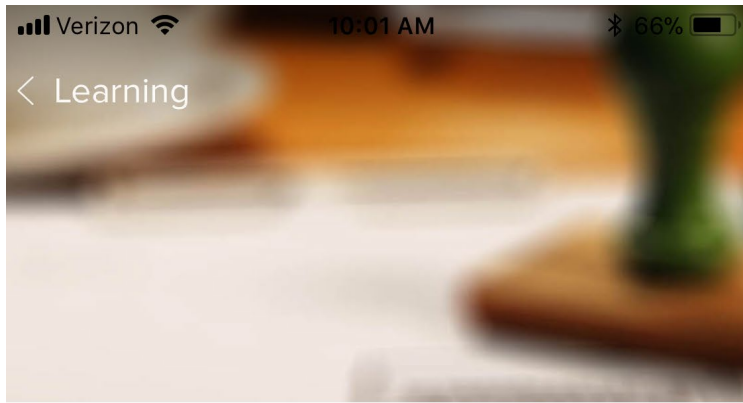
Details

Computer Basics
Status: Pending Approval

COMPUTER BASICS
Instructor: Joseph Leclair (Primary)
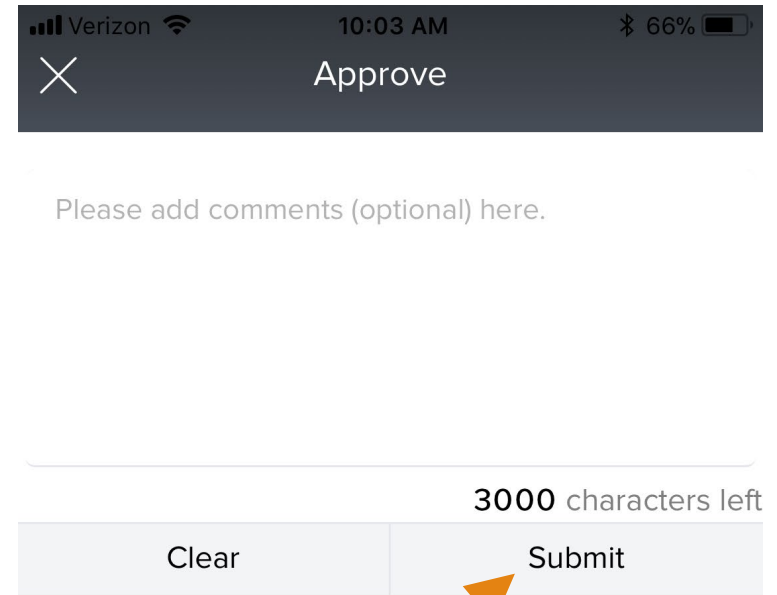Start Date: 12/13/2017 3:30 AM EST
End Date: 12/13/2017 9:30 AM EST
Location: VTTC Extension Building Computer Room

Once you are done reviewing the training information, you may **approve** or **deny** the training from here. Just tap on the corresponding action.

The next screen is a comments section. This is an option, however, we recommend leaving a comment when denying a training. When completed, tap on '**Submit**'.

Computer Basics

Tammy Kelley
Date Requested: 11/21/2017
✔ Approve   ➜ Defer   ✖ Deny

Approve

Please add comments (optional) here.

3000 characters left

Clear   Submit

Once you have approved or denied the trainings that were pending, there will no longer be a red circle next to the Notification symbol in the upper left hand corner.

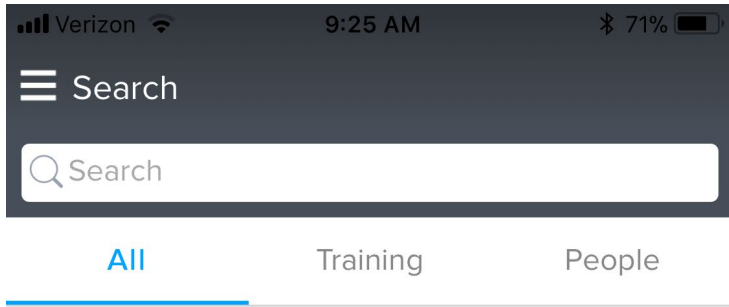The 'Pending Approvals' box on the dashboard will also reset to zero.
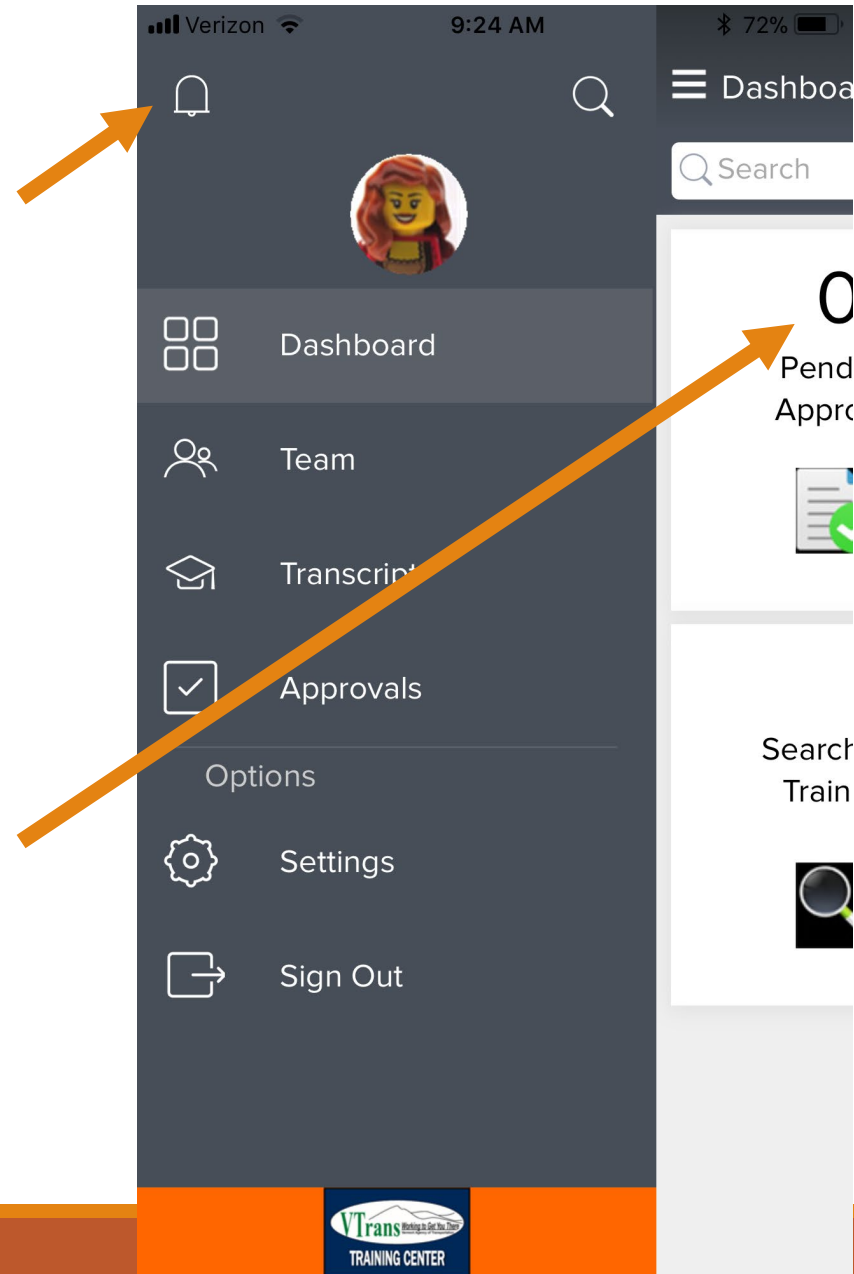
Using the Search Feature

To begin a **search**, tap on the magnifying glass icon that appears in the upper right hand corner of the Main Menu.
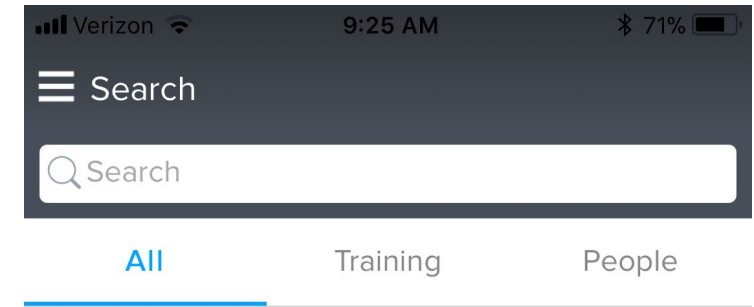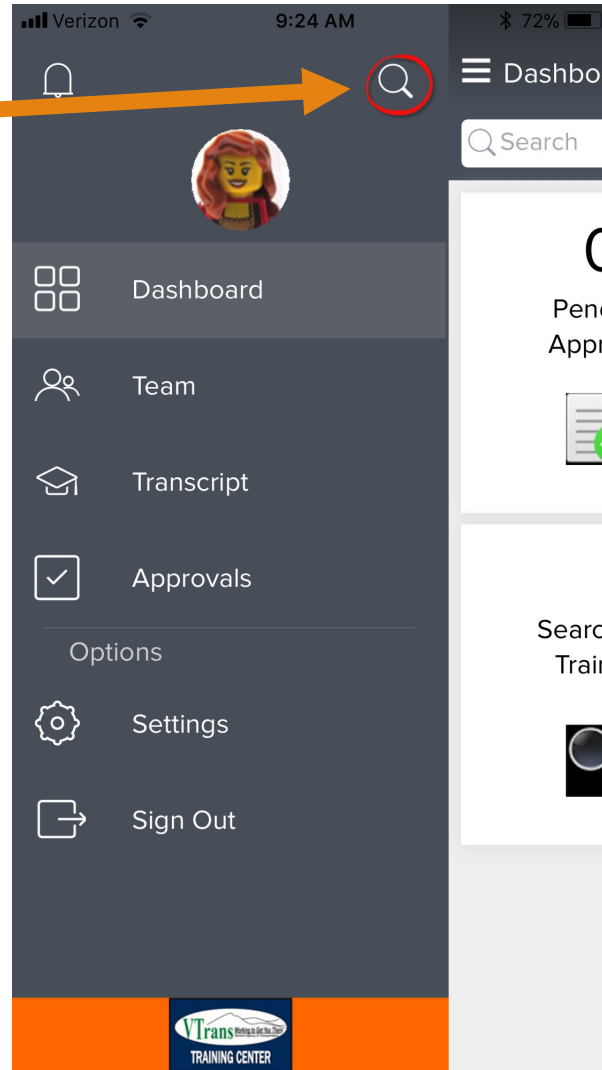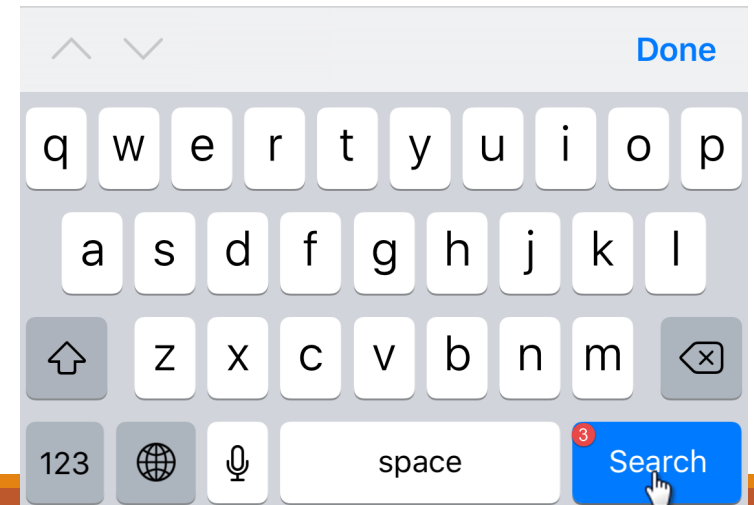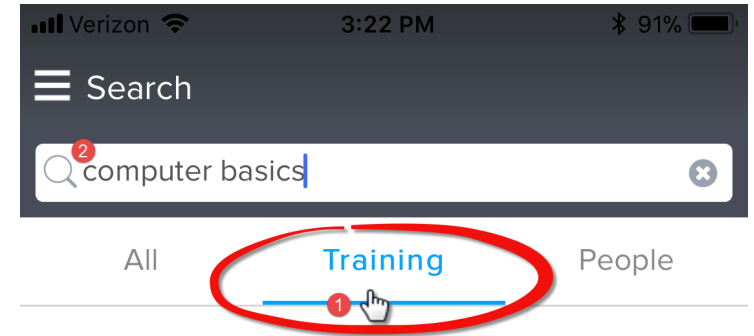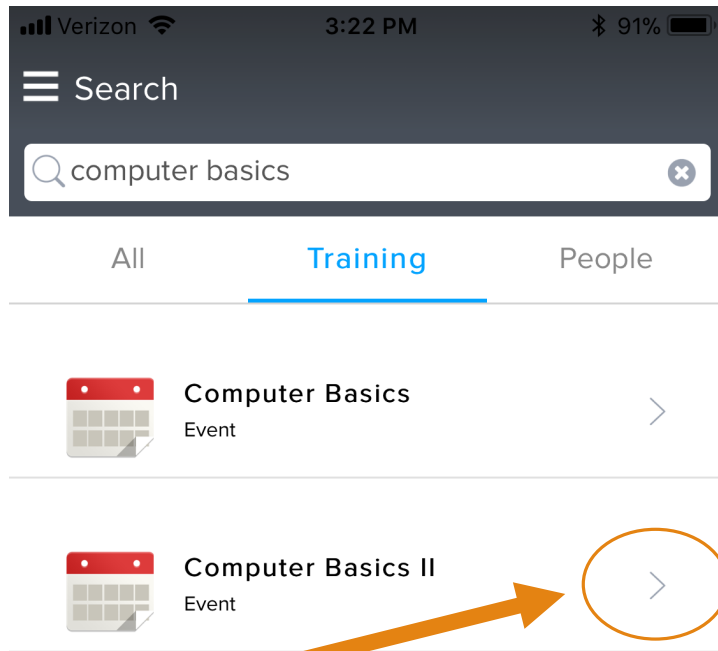
This screen will appear.

1 - Start by tapping on the '**Training**' selection.

2 - Enter in the name of the training you are researching.

3 - Tap on '**Search**'.

The training titles will populate and you can view details by tapping on the '>' symbol next to the class you would like to view.

Search

computer basics

All   **Training**   People

Computer Basics
Event

Computer Basics II
Event

The details of this class are opened.

The symbol here will be available for Managers, Supervisors or designees to assign training to staff.
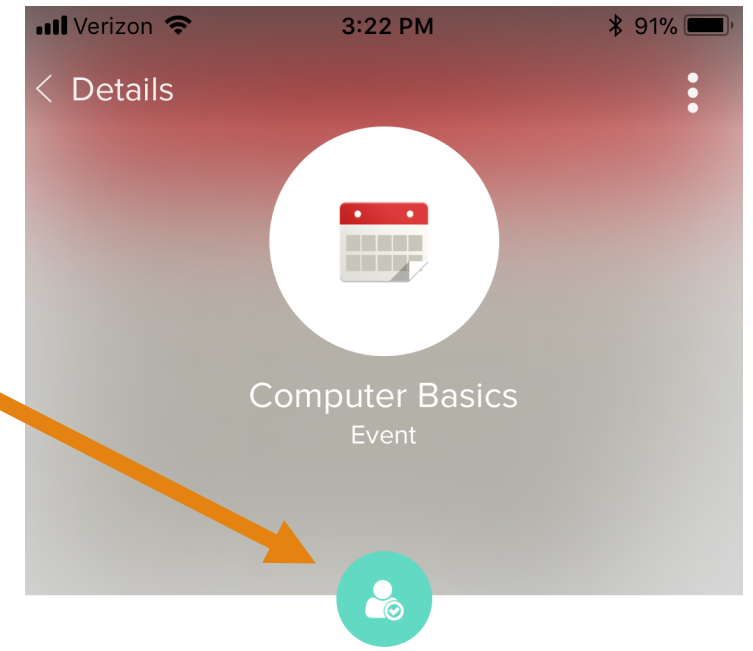
Tap on '**Show All**' to view the full description of the class.

Scroll down to view the Sessions available.

Details

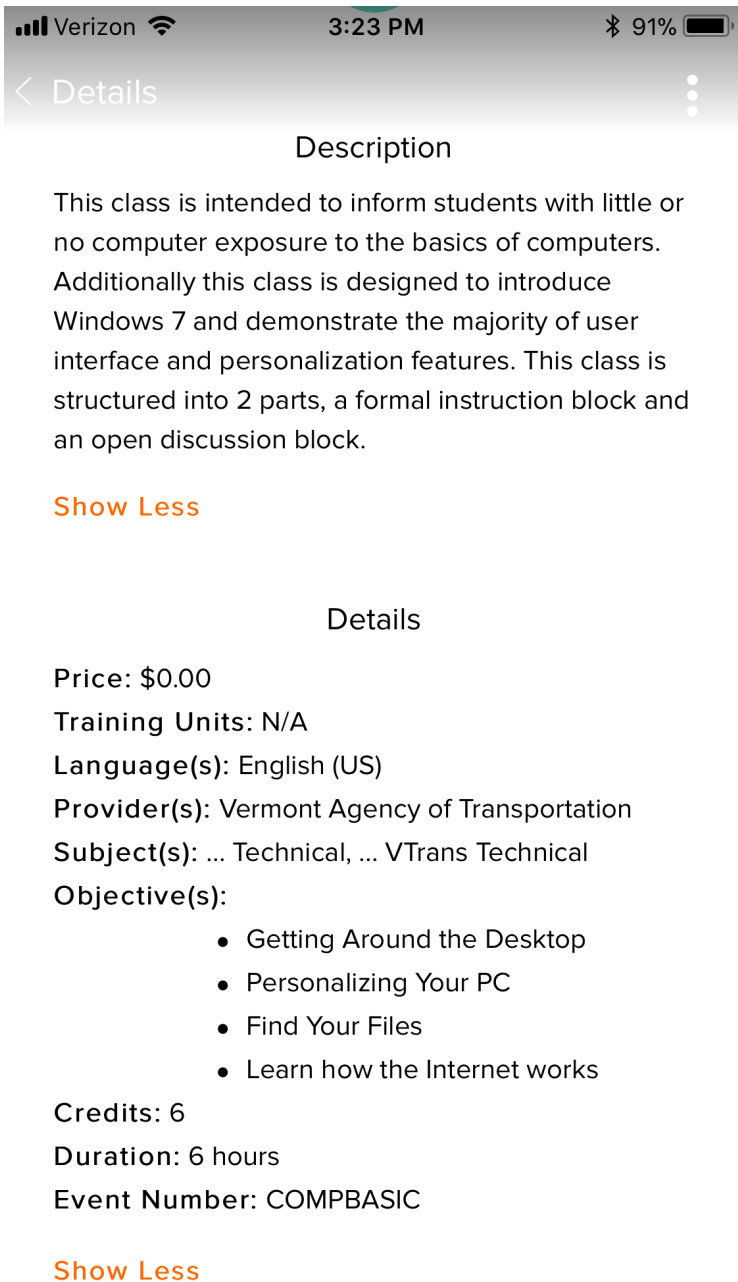**Computer Basics**
Event

Description

This class is intended to inform students with little or no computer exposure to the basics of computers. Additionally this class is designed to introduce Windows 7 and demonstrate the majority of user...
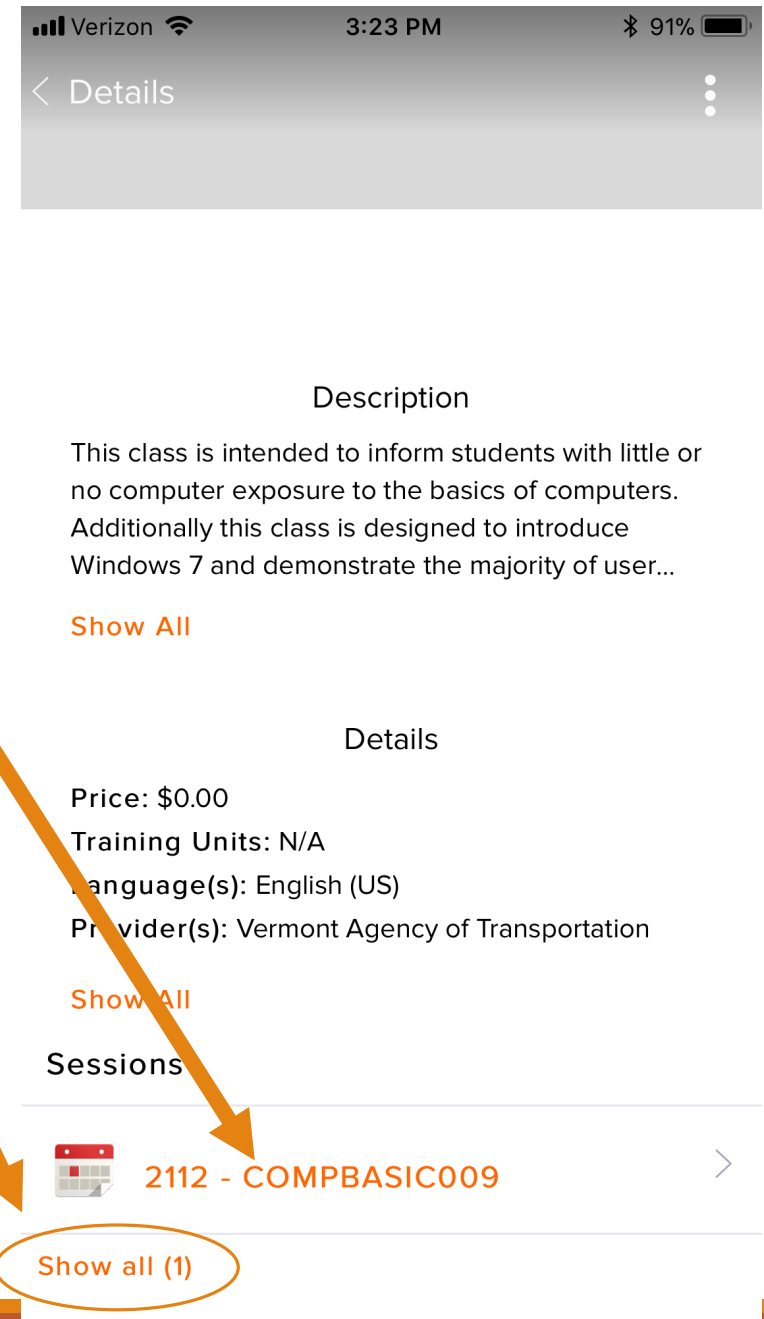
Show All

Details

Price: $0.00
Training Units: N/A
Language(s): English (US)

This is the full description of the class displayed.

Description

This class is intended to inform students with little or no computer exposure to the basics of computers. Additionally this class is designed to introduce Windows 7 and demonstrate the majority of user interface and personalization features. This class is structured into 2 parts, a formal instruction block and an open discussion block.

Show Less

Details

Price: $0.00
Training Units: N/A
Language(s): English (US)
Provider(s): Vermont Agency of Transportation
Subject(s): ... Technical, ... VTrans Technical
Objective(s):

- Getting Around the Desktop
- Personalizing Your PC
- Find Your Files
- Learn how the Internet works

Credits: 6
Duration: 6 hours
Event Number: COMPBASIC

Show Less

If you scroll down further the session(s) will appear. For this class there is only one date available and can be selected by tapping on the session title.

If there are more sessions to view, you may tap on *Show all* which also indicates how many sessions are available in parenthesis.
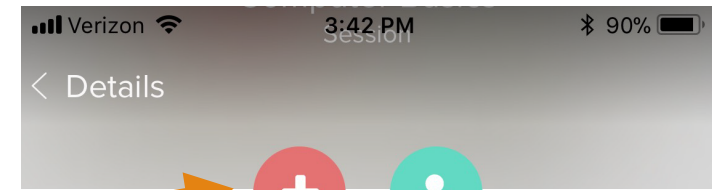
Description

This class is intended to inform students with little or no computer exposure to the basics of computers. Additionally this class is designed to introduce Windows 7 and demonstrate the majority of user...

Show All

Details

Price: $0.00
Training Units: N/A
Language(s): English (US)
Provider(s): Vermont Agency of Transportation

Show All

Sessions

2112 - COMPBASIC009

Show all (1)

Register for Training

This is where you can request training.
If you *scroll down*, the details of the location and time will appear as shown on the image to the right on the bottom.

Tap on the '**+**' sign in the red circle.
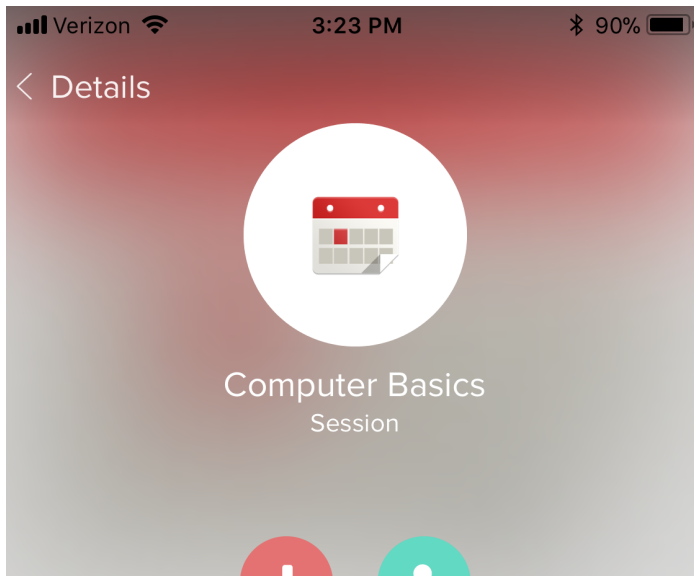
Computer Basics
Session

Description

This class is intended to inform students with little or no computer exposure to the basics of computers. Additionally this class is designed to introduce Windows 7 and demonstrate the majority of user...

Show All

Details

Price: N/A
Training Units: N/A
Language(s): English (US)

Description

This class is intended to inform students with little or no computer exposure to the basics of computers. Additionally this class is designed to introduce Windows 7 and demonstrate the majority of user...
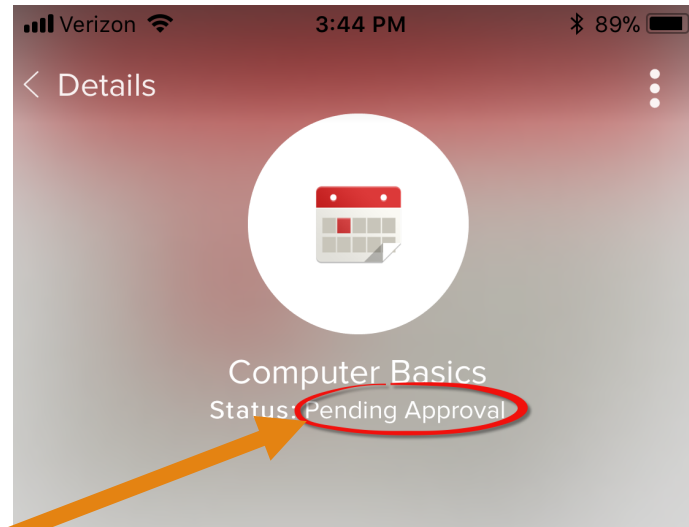
Show All

Details

Price: N/A
Training Units: N/A
Language(s): English (US)
Provider(s): Vermont Agency of Transportation

Show All

Schedule

COMPUTER BASICS
State of Vermont > VTTC > VTTC > VTTC Extension Building Computer Room
12/13/2017 8:30 AM EST - 12/13/2017 2:30 PM EST
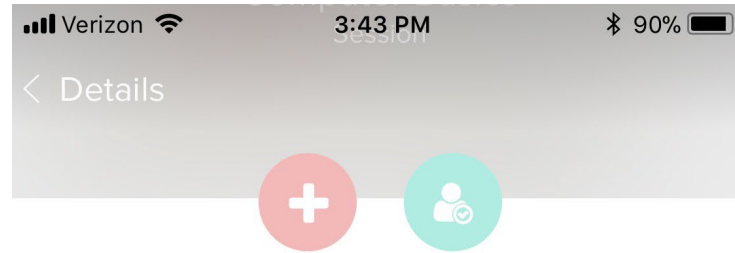
You will be asked if you are sure this is the class you want to register for. If so, tap on the '**Yes**' button. Tapping on 'No' will cancel the request and send you back to the prior page.

The status on both the session screen and your transcript will update to '**Pending Approval**' until this class is approved by your Manager, Supervisor or designee.
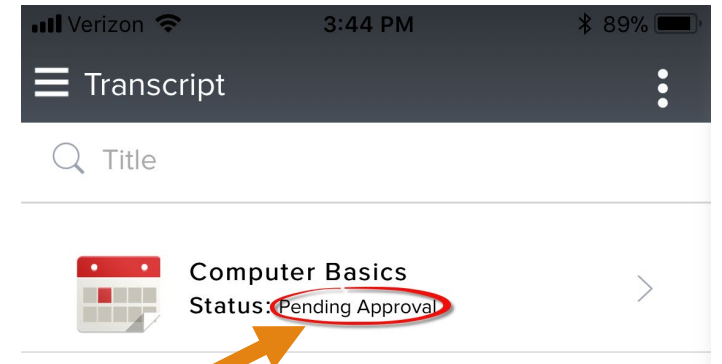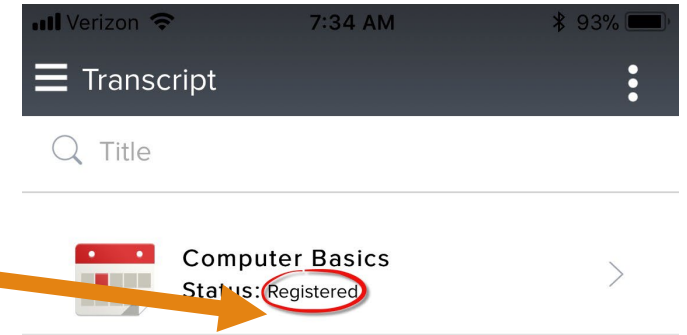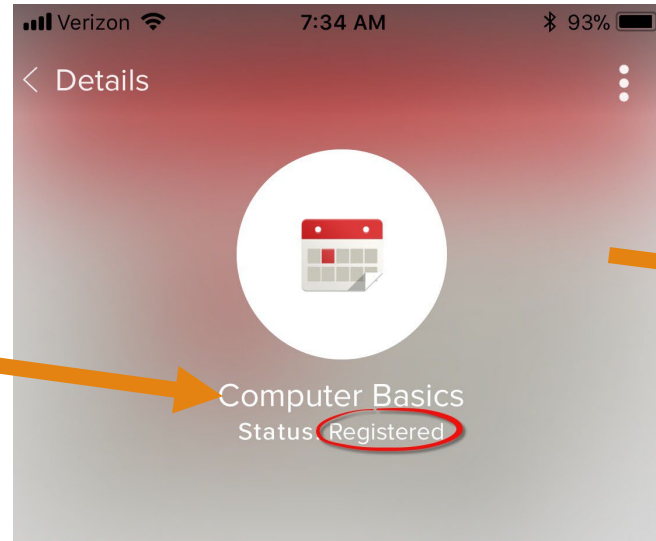
Once the class has been approved, the status updates once again to '**Registered**'.

If you need to withdraw from a class, you will need to log in to the VTrans Learning Management System to process that request.
In the event that you are unable to do so, please call (802) 828-3768 or email
AOT-VTTCRegistration@vermont.gov

User Support

Support for Mobile App

If you need assistance please call (802) 828-3768
or email
AOT-VTTCRegistration@vermont.gov

Note: The 'Launch' feature is disabled for use at this time
and users will be notified when it becomes available.

High Visibility Garments
Status: In Progress
Launch