

Registration Instructions for Online Training

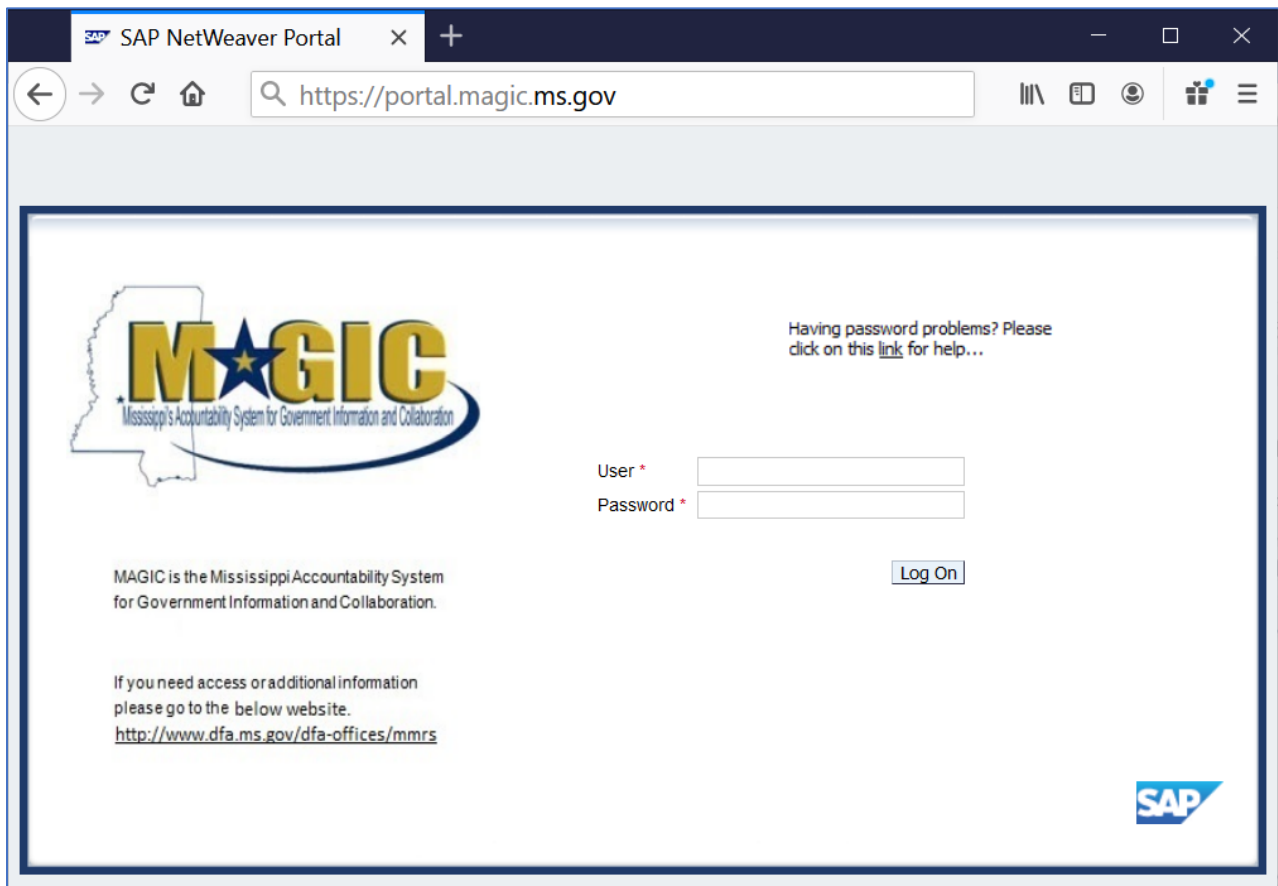
These instructions will assist you in registering for training courses offered by the Mississippi Department of Information Technology Services (ITS). Registration is through the Employee Self-Service portal in the MAGIC system operated by the Mississippi Department of Finance and Administration (DFA).

Web browser: To view all the information on the Employee Self-Service Portal through MAGIC, it is recommended that you use Firefox or a version of Microsoft Edge before release 90.0.774.57. Other browsers may not display the information accurately.

Access to MAGIC: You may access the MAGIC Portal through the link on the ITS Educating page or enter <https://portal.magic.ms.gov>.

Username and Password: You will need your ACE ID (Username) and ACE Password to gain access to the MAGIC Portal. If you need assistance with your Username or Password, visit <https://www.dfa.ms.gov/dfa-offices/mmrs>.

Step 1 - Login



The screenshot shows a web browser window titled "SAP NetWeaver Portal" with the address bar displaying "https://portal.magic.ms.gov". The main content area features the MAGIC logo (Mississippi's Accountability System for Government Information and Collaboration) on the left. To the right of the logo, there is a login form with two input fields labeled "User *" and "Password *", followed by a "Log On" button. Above the password field, there is a link for password help: "Having password problems? Please click on this link for help...". Below the login form, there is a text block stating "MAGIC is the Mississippi Accountability System for Government Information and Collaboration." and a link to "http://www.dfa.ms.gov/dfa-offices/mmrs" for additional information. The SAP logo is visible in the bottom right corner of the page.

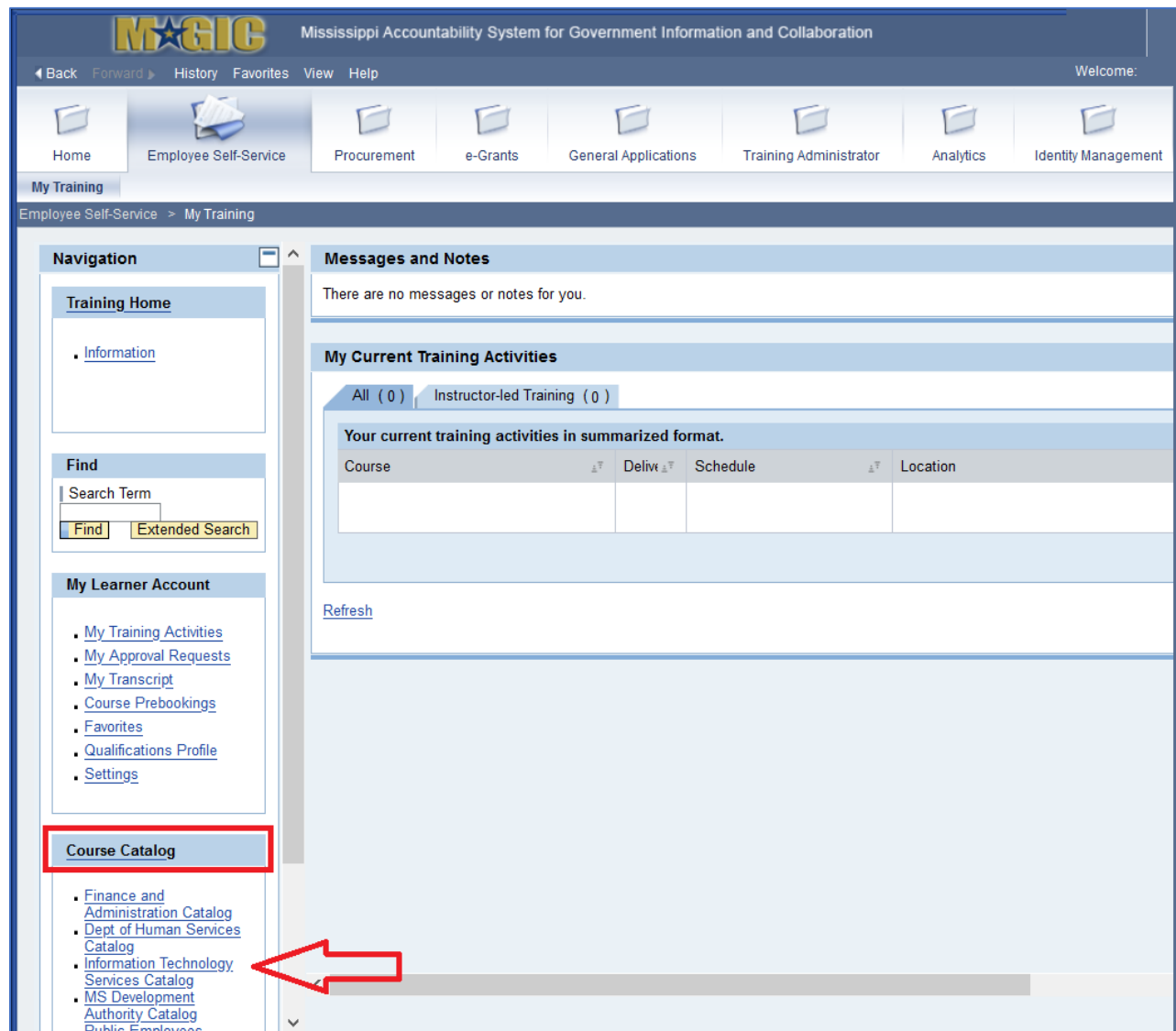
Step 2 - Employee Self-Service



Step 3 – My Training



Step 4 – Course Catalog - select on Information Technology Services Catalog



Step 5 – Select Online Training License

MAGIC Mississippi Accountability System for Government Information and Collaboration

◀ Back Forward ▶ History Favorites View Help Welcome:

Home Employee Self-Service Procurement e-Grants General Applications Training Administrator Analytics

My Training

Employee Self-Service > My Training

Find

Search Term

Find Extended Search

My Learner Account

- My Training Activities
- My Approval Requests
- My Transcript
- Course Prebookings
- Favorites
- Qualifications Profile
- Settings

Course Catalog

- Finance and Administration Catalog
- Dept of Human Services Catalog
- Information Technology Services Catalog
- MS Development Authority Catalog
- Public Employees Retirement Sys. Catalog
- State Personnel Board Catalog

Subject Area Information Technology Services Catalog

[Course Catalog](#) > Information Technology Services Catalog

Assigned Subject Areas

The following subject areas are assigned to the subject area currently displayed:

Subject Area
A+
CLOUD COMPUTING
Cisco
Citrix
Client/Server
Data Analysis
Database Programming
IRS
ITIL
ITS Only Professional Development
Internet & Desktop Publishing
LINUX
Microsoft
Network
Office 365
Office Productivity
Online Training License
Operating Systems
Oracle
Planning & Implementing Technology
Programming
Project Management

©2007 by SAP AG

Step 6 – Select the desired online training library under Assigned Courses (Pricing may be viewed on the Educating page on the ITS website or on the next screen after selection)

The screenshot shows the MAGIC website interface. The top navigation bar includes 'Back', 'Forward', 'History', 'Favorites', 'View', 'Help', and 'Log off'. The main menu has icons for 'Home', 'Employee Self-Service', 'Procurement', 'e-Grants', 'General Applications', and 'Training Administrator'. The 'My Training' section is active, showing 'Employee Self-Service > My Training'. The 'Subject Area Online Training License' page is displayed, with a breadcrumb trail: 'Course Catalog > Information Technology Services Catalog > Online Training License'. The 'Assigned Courses' section lists the following courses:

Course	Delivery Method
ON-LINE TRAINING - BUSINESS LIBRARY	Instructor-led Training
ON-LINE TRAINING - DESKTOP LIBRARY	Instructor-led Training
ON-LINE TRAINING - FULL LIBRARY	Instructor-led Training
ON-LINE TRAINING - IT LIBRARY	Instructor-led Training
ON-LINE TRAINING - MAINFRAME LIB	Instructor-led Training
ON-LINE TRAINING - SKILLCHOICE COMPLETE	Instructor-led Training
Online-Training MDOT Full Library	Instructor-led Training

Step 7 – Select the beginning date for your subscription. Subscriptions are for a 12-month period. An email will be sent to your agency training coordinator for approval.

The screenshot shows the MAGIC website interface. The top navigation bar includes 'Back', 'Forward', 'History', 'Favorites', 'View', 'Help', and 'Log off'. The main menu has icons for 'Home', 'Employee Self-Service', 'Procurement', 'e-Grants', 'General Applications', 'Training Administrator', 'Analytics', and 'Identity Management'. The 'My Training' section is active, showing 'Employee Self-Service > My Training'. The 'Instructor-led Training : ON-LINE TRAINING - BUSINESS LIBRARY' page is displayed, with a breadcrumb trail: 'Course Catalog > Information Technology Services Catalog > Online Training License > ON-LINE TRAINING - BUSINESS LIBRARY'. The page shows the following details:

- Description:** Includes Business courses, e-books, and mentoring.
- Course Duration:** Number of Hours: 7.50 on Number of Days: 1
- Fee:** 125.00 USD
- Course Dates:** Course dates for the next 90 days: [Refresh Course Dates](#)

Schedule	Location	Language	Free Places	Action/Status
03/31/2021 - 03/31/2021	INFORMATION TECHNOLOGY SERVICES	English	999	To Registration
04/30/2021 - 04/30/2021	INFORMATION TECHNOLOGY SERVICES	English	999	To Registration
05/31/2021 - 05/31/2021	INFORMATION TECHNOLOGY SERVICES	English	999	To Registration

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

If you need assistance or have questions concerning the courses or pricing, please contact: Lori Adams, ITS Education Coordinator, at lori.adams@its.ms.gov or 601-432-8045