
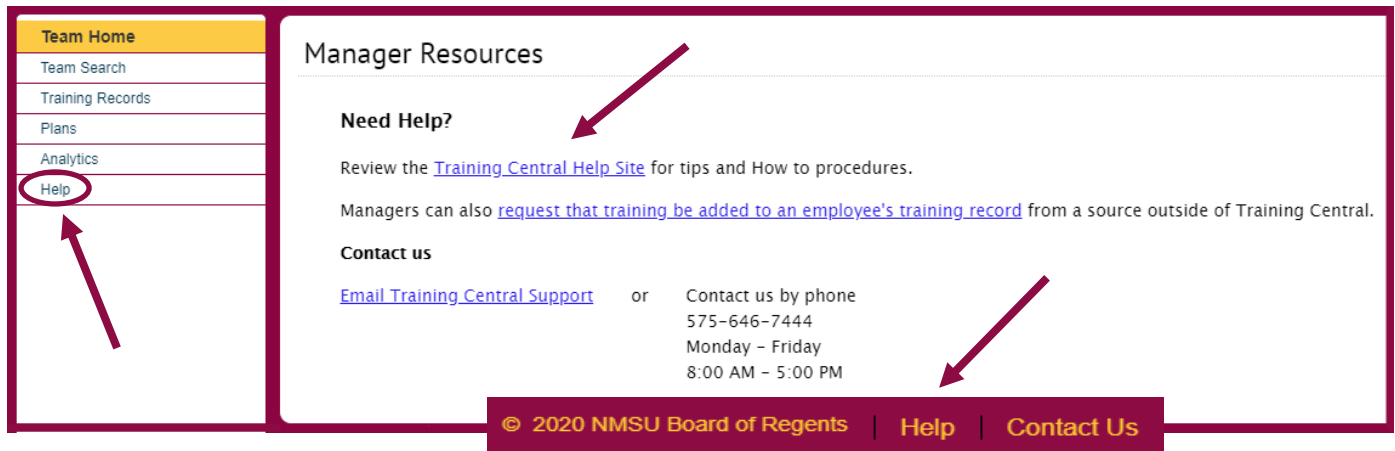


The Center for Learning & Professional Development (CLPD), a unit within Human Resources Services, is excited to announce that the upgrade to the improved Training Central system provides multiple tools for supervisors to use in managing the training and professional development of their employees. The ability to explore your Team Enrollments and Team Certification Status are included in these tools.

Therefore, beginning August 2020, supervisors will be responsible for monitoring employee training progress. CLPD will no longer provide monthly training reports to summary orgs, orgs, or departments. Employee professional development information is available to all supervisors by clicking on the **My Team** icon via the [trainingcentral.nmsu.edu](https://trainingcentral.nmsu.edu) website. Here is how it works:

The **My Team** icon  is located in the upper-left portion of the webpage, next to the NMSU logo.

The Training Central system also provides multiple options (My Team menu, Manager Resources portlet, and the footer on every page) to acquire help.



Team Home

- Team Search
- Training Records
- Plans
- Analytics
- Help

### Manager Resources

**Need Help?**

Review the [Training Central Help Site](#) for tips and How to procedures.

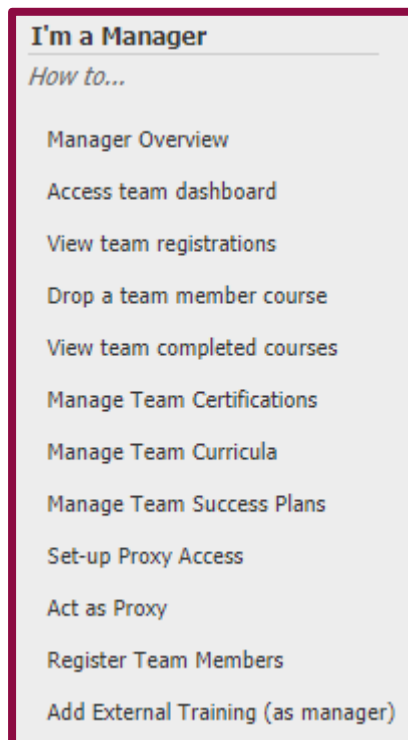
Managers can also [request that training be added to an employee's training record](#) from a source outside of Training Central.

**Contact us**

[Email Training Central Support](#) or Contact us by phone  
575-646-7444  
Monday - Friday  
8:00 AM - 5:00 PM

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Under the **Help** link in the **I'm a Manager** section (see gray box below), you will find many informative resources that support supervisors. If you cannot find your answer, please do not hesitate to contact the CLPD.



### I'm a Manager

*How to...*

- Manager Overview
- Access team dashboard
- View team registrations
- Drop a team member course
- View team completed courses
- Manage Team Certifications
- Manage Team Curricula
- Manage Team Success Plans
- Set-up Proxy Access
- Act as Proxy
- Register Team Members
- Add External Training (as manager)



**Center for Learning & Professional Development**

<https://training.nmsu.edu>

(575) 646-7444

[training@nmsu.edu](mailto:training@nmsu.edu)

**NOTE:** If Graduate Assistants (including Teaching and Research) and/or temporary faculty who report to you do not appear on your **My Team** list, please email CLPD at [trainingcentral@nmsu.edu](mailto:trainingcentral@nmsu.edu) with employee name, Aggie ID, and department name so they can be added manually.