To register for University SuperVision courses:

- Visit [https://myuk.uky.edu/irj/portal](https://myuk.uky.edu/irj/portal)
- Login using your linkblue User ID and Password
- Click the **Employee Self-Service** tab
- Click the **myUK Learning** link
- On the SuccessFactors Home screen, click on the **Home** button (top-left corner) and select **Learning**
- Locate the **Find Learning** tile and click on the **Browse all courses** link
- On the Catalog screen, click on the **Browse by Topics** button and select **Human Resources** by clicking on the right-facing arrow. Then click on the right-facing arrow for the **Training and Development** option. Finally, click on **University SuperVision** from the listed options.
- Book the courses individually, via the course listing located in the middle of your screen. Unless the course has SV in the title, it does not satisfy the training requirement for University SuperVision.

If you have any questions about this training requirement, please contact Donna Vanover at (859) 257-5996 or Tommy Leach (859) 257-9624 or via email at supervision@uky.edu. To learn more about the University SuperVision training program, you can also access [http://www.uky.edu/hr/supervision/supervision-program-overview](http://www.uky.edu/hr/supervision/supervision-program-overview). In addition to the University SuperVision classes, UK HealthCare supervisors must also complete UK HealthCare’s New Leader Academy. If you have questions about that program, please contact Enterprise Learning.
Delivery Methods for University SuperVision

**Classroom**

University SuperVision offers many of our classes via the traditional classroom. Participants will have the opportunity to interact and network with other University supervisors during these in-person sessions.

**Web-based Classes (WB)**

Our self-paced, web-based SuperVision classes will allow participants to complete the training session from the convenience of their office, home, or any location where they have a computer with speakers. To ensure you are using one of the approved SAP web browsers, please check the messages that appear when you launch myUK Learning.

If you have trouble viewing a WBT, please try these suggestions before contacting LearningandPerformance@uky.edu for assistance.

- Enable Flash
- Allow Pop-Ups
- Clear the temporary files / cache for your web browser
- Add the following as trusted sites:
  - Flash.com
  - Plateau.com
  - Successfactors.com
- Shut down and restart the machine

**Virtual Classroom (VC)**

Our virtual SuperVision courses will also allow participants to complete the training session from the convenience of their office, home, or any location where they have a computer and speakers. The speakers are needed to hear the instructor as they conduct the class. These virtual sessions are instructor led and will be scheduled for a specific day and time.

You will receive multiple emails from myUK Learning with reminders about any pre-work, meeting links and handouts. This information will NOT be included in the calendar invite; therefore, we recommend you copy/paste the information into the calendar invite. Please make sure you print any handouts and participant guide associated with the class.

**Virtual Classroom with Pre-Work:** A few of our virtual sessions have pre-work videos that need to be viewed prior to attending the virtual sessions. These videos can be found within myUK Learning in the Overview tab of the course.

**A few days PRIOR to the session:** To ensure your device and network connections are properly configured to attend the training, test your connection by clicking on this link: http://ukconnect.adobeconnect.com/common/help/en/support/meeting_test.htm

- If the test passes successfully, you are ready for the meeting.
- If the test fails, you will need to contact your local IT support for assistance. Provide them with the information from the connection test results.

**Day of the virtual session:**

1. Locate the registration or reminder email you received from myUK Learning and click on the training link to access the virtual SuperVision session.
2. Close out email and any additional applications you might have open on your PC. This helps keep other applications from interfering with the training session.
3. Please begin the login process approximately 5 - 10 minutes prior to the session start time. This will allow time for accessing the virtual meeting room.