

Manage Your Training

Launch a BCM, LEAD On!, or ERS Course

Launch BCM Game On!, LEAD, & eRestaurant courses from the homepage.



BCM Game On!

All Team Member training should be accessed from the BCM Launch Pad: 1. Select the BCM! logo from the back-of-house links or select **BCM Game On!** from the Learning Zone homepage.



Shift Portal

RGM Portal

Register and launch LEAD courses in just two clicks:

1. Select **LEAD On! Shift**.
2. This will take you to the Lead On! Shift portal.
3. Complete all Lead On! Shift training via the portal.



Foundational

How-to #1

How-to #2

How-to #3

Register and launch eRestaurant courses in just two clicks:

1. On the **eRestaurant** icon, select the link to the appropriate curriculum. Start with **Foundational**
2. Select **Register**. (You will automatically be registered for all of the courses in the curriculum.)
3. Next to the name of the course, select **Launch**.

Launch Other Courses



My Curricula

To launch other assigned courses:

1. Select **My Curricula**.
2. Under **Name**, find the appropriate course.
3. Under **Actions**, select **Launch**.

View All Learning

1. Select **My Curricula**.
2. Under **Learning & Certifications**, select each color on the pie chart to view learning in each status.
3. To narrow down your search, enter information in the **Filters** fields, and select **Apply filters**.
4. To view courses within a curricula, select the name of a curricula.

Learning & Certifications



■ In Progress
■ Completed
■ Pending action

Add Learning

The most common learning items are available on the homepage. To add other learning:

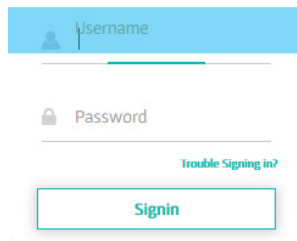
1. Search for the Curriculum or Course



2. Once you locate the curriculum or course that you want to take, click on it.
3. Click **Register, Enroll or Add to Plan** depending on if it's a curriculum or course. Note: For curriculum, make sure to always click **Register**.

Passwords

LearningZone

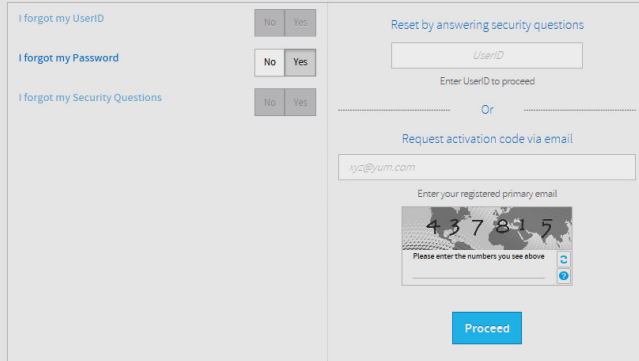


Reset Passwords

Managers cannot reset Team Member passwords. If you forget your password, you must reset it from the login page. *You must set your security questions before you can reset your password.*

1. Go to Learning Zone.
2. On the sign in screen, select *Trouble Signing in?*
3. Use the last 5 digits of your Social Security number as your PIN.

Self Service Quick Help



Completed Learning



View Completed Learning


1. Depending on your dashboard, either click the *Completed Learning* or go to the ME tab.
2. View or print a list of your completed learning.

Relaunch a Course

1. Select *Completed Learning*.
2. Under *Title*, find the appropriate course.
3. Under *Actions*, select *Print Certificate > Launch* or *Review*.

Passwords

LearningZone



Username

Password

[Trouble Signing in?](#)

Signin

Reset Passwords

Managers cannot reset Team Member passwords. If Team Members forget their passwords, they must reset them from the login page. *Learners must set their security questions before they can reset their passwords.*

Learners should follow the instructions provided on the Learner Quick Guide.

Reporting

Access Reporting via MSI

To view Learning Zone Reporting

1. Login to Hut Link with your Restaurant login.
2. Go to Hut Link > Reports > RSC Reports > Learning Zone Reporting



New Hire Reporting

Access Reporting via MSI

To view the New Hire report via Hut Link

1. *Login to Hut Link with your Restaurant login.*
2. *Go to Hut Link > Reports > RSC Reports > Learning Zone Reporting*
3. *Click on New Hire report*
4. *Select New Hire Report*
5. *Select Hired 30 thru 60 days from Today*
6. *Click on Run report at bottom*
7. *Verify % Trained in Compliance Window*

Learning Zone Reports

Show Worksheets for other Orgs
Show Results for My Team

Summary Report for [Redacted Name]

New: ZONE Dashboard
New: AC Dashboard

ZONE Dashboard
Instructors
Regions
Areas
Instructors

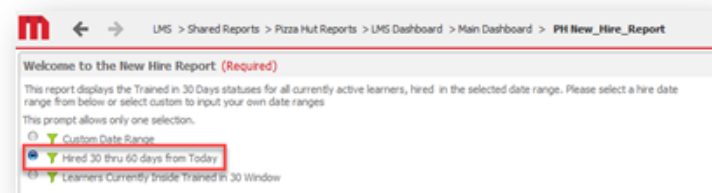
Overall Fund Safety
Overall Budget
Overall Time Budget
BOLC

| | NATIONAL | UNIVERSITY | REGION | AREA | STATE |
|---------------------|----------|------------|--------|------|-------|
| Overall Fund Safety | 97% | 97% | 97% | 97% | 97% |
| Overall Budget | 87% | 92% | 97% | 96% | 97% |
| Overall Time Budget | 97% | 97% | 97% | 96% | 97% |
| BOLC | 97% | 97% | 97% | 96% | 97% |

Lead Del. Shift Report
Occupations
Team Matrix
Management Matrix
New ZONE
Trained in 30 Days Coming On
Track Completion

m ← →

Welcome to the New H



Manage Team Learning

What is your role?

Assistant Managers & Shift Leaders



Organization Management:

1. Select the **My Team** tab.
2. To assign learning, start at step 2 in the "Assign Learning" instructions below.
3. To mark learning complete, start at step 2 in the "Mark S2S Complete" instructions below.

RGMs & Area Coaches

Manage Direct Reports:

1. Select **My Team** tab
2. To assign learning, refer to the "Assign Learning" instructions below.

Area Coaches

Manage Non-Direct Reports:

1. Select **My Team**
2. Underneath the learner's name, select **Direct Reports**. *TIP! If a restaurant does not have an RGM, the restaurant team will show in the Direct Reports section for the next level of Leadership (i.e., Area Coach, Region Coach).*
3. To assign learning to non-direct reports, start at step 2 in the "Assign Learning" instructions below.

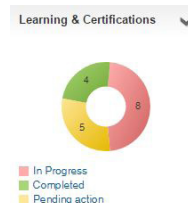
What do you want to do?

Retrieve Usernames

1. Select **My Team**.
2. Select the Learner's name.
3. Select **Profile**.
4. Under **Basic Information**, view the Learner's username.

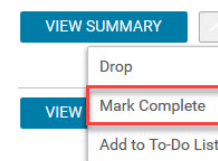
View Your Team's Learning Plan & Status

1. Select **My Team**.
2. Select the name of the Learner.
3. Under **Learning & Certifications**, select each color on the pie chart to view learning in each status.
4. If you need to narrow down your search, enter information in the **filters** fields, and select **Apply filters**. *To only view a Learner's curricula, filter using the **TYPE** drop down and select **Curriculum**.*



Mark S2S Complete

1. Select **My Team**.
2. Select user's **Name**, then find the appropriate curricula.
3. Under **Actions**, select **View Summary > Mark Complete**.
4. Select **Save**.



Assign Learning

Important! There is no need to assign learning for Team Member BCM Game On! or LEAD training. Learners can quickly register for this training themselves. Please see *Pg 1* of the Learner Quick Guide for more information. If you need to assign other learning, follow these steps:

1. Select **My Team**.
2. Under **Team Actions**, select **Assign learning**.
3. Select Assign & enroll. If you don't do this, you will not enroll the learner.
4. Select **Next**.
5. Select **Show Filters**. If you don't do this, it will return too many results.
6. In the **Type** field, select **Curriculum**. If you don't do this, it will return too many results.
7. In the **Title** field, type "BCM Game On" or "Lead On" to find the respective program.
8. Select **Search**.
9. Under **Available Learning**, find the curriculum to assign, and select **Select the Action** arrow. *TIP! If you want to assign more than one track, repeat steps 6-8.*
10. Select **Next**.
11. To assign the curriculum, find the appropriate Learner(s) and under **Action**, select **Select**.
12. Select **Next**.
13. Review your selections, and then select **Register**.

Not Seeing the Correct Dashboard?

Have you recently been promoted or has your role changed? If so, you might not be seeing the correct dashboard in the Learning Zone. If your role has been formally changed by your manager, follow these steps in the Learning Zone to change your default dashboard.

1. Click on your name in the top-right.
2. Select **Account Preferences**.
3. Change your **Default Group** to your new role.
4. Click **Save**.

