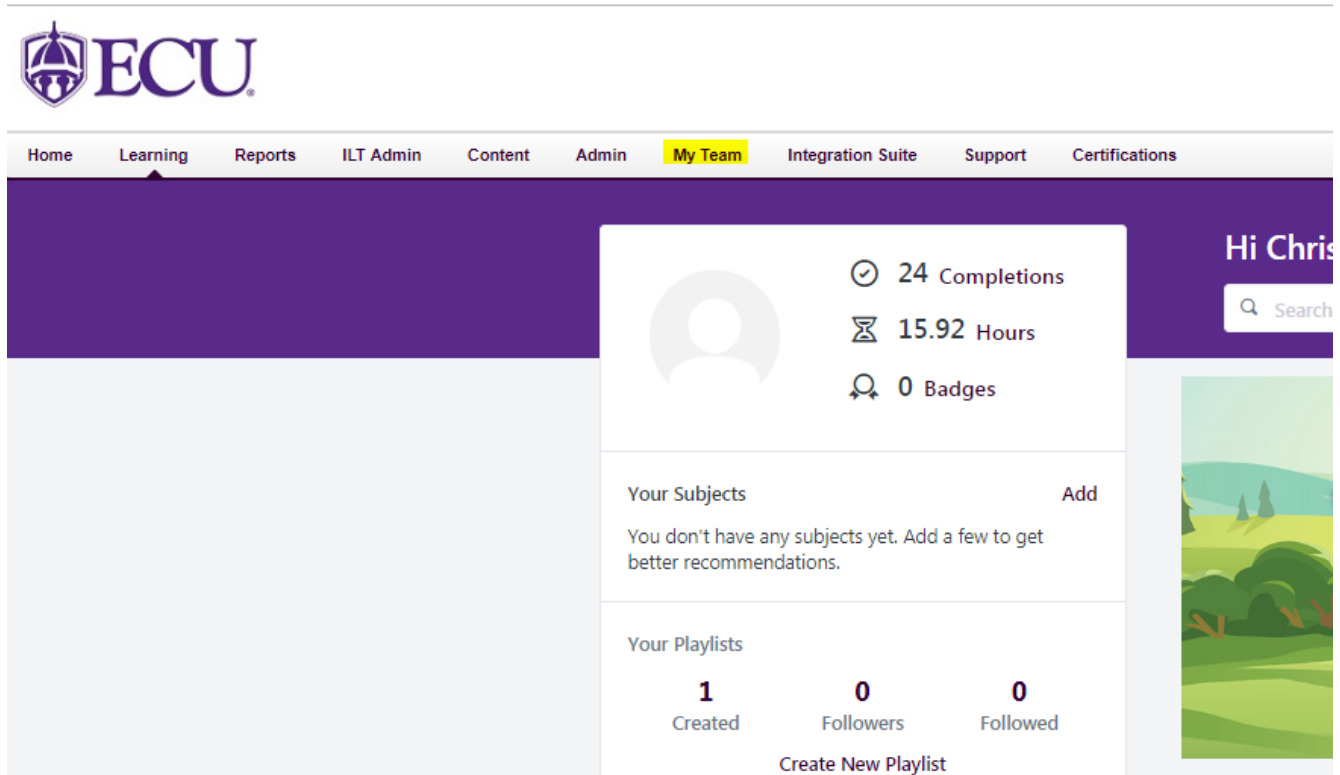


# New Cornerstone - Manager Functionality

## Review Employee's Transcripts

1. Navigate to the Cornerstone login portal ([www.ecu.edu/itcs/cornerstone](http://www.ecu.edu/itcs/cornerstone)).
  2. Click “**Log into Cornerstone**” on the righthand side of the page
  3. Enter Pirate ID and corresponding password
  4. The Learner Home page will populate (below).
  5. A Manager can manage their employee's training by selecting the “My Team” button at the top
- \*NOTE - This does not work for temporary or student employees.



The screenshot displays the ECU Cornerstone interface. At the top, the ECU logo is on the left, and a navigation bar includes 'Home', 'Learning', 'Reports', 'ILT Admin', 'Content', 'Admin', 'My Team' (highlighted), 'Integration Suite', 'Support', and 'Certifications'. The main content area is divided into a purple header and a white body. The header contains a user profile card with a placeholder icon, '24 Completions', '15.92 Hours', and '0 Badges'. Below this is a 'Your Subjects' section with an 'Add' button and a message: 'You don't have any subjects yet. Add a few to get better recommendations.' The 'Your Playlists' section shows '1 Created', '0 Followers', and '0 Followed', with a 'Create New Playlist' button. On the right, a search bar and a 'Hi Chris' greeting are visible above a landscape image.

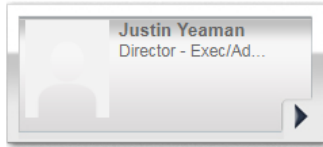
6. Once you select My Team it will bring you to a screen showing all of your subordinates (permanent employees only). You can click on their names to review all assigned training and their status.
  - NOTE - If you are missing any permanent employees or have employees in your My Team that are incorrect you will need to put in a ticket to have them removed/added.
    - For support related to issues with the supervisory structure or human resources orgs, please submit a Team Dynamix ticket to the "Banner HR - Functional Support" service. It can be found here:  
<https://ecu.teamdynamix.com/TDClient/requests/ServiceDet?ID=16116>

**\*\*Please note that when submitting requests related to changes in the supervisory structure, both the BannerID and position number of the employee and supervisor need to be included in the ticket.**

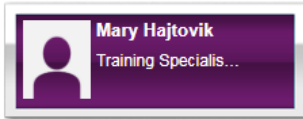
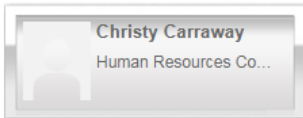
## My Team

My Team  
My Team: Justin Yeaman

Show only my subordinate(s)



01 - 02



The screenshot displays the 'My Team' interface. At the top, there are four tabs: 'Activities' (selected), 'Profile', 'Calendar', and 'Comments'. Below the tabs, there are two sections: 'Archived Activities' and 'Current Activities'. The 'Current Activities' section is expanded to show 'To Do's' and 'Assigned Training'. The 'To Do's' section shows '\* No To Do's Available'. The 'Assigned Training' section shows a list of training assignments with columns for training name, status, date, and completion status.

Assigned Training				
Employee Best Practices in Information Security	Completed	5/6/2019		●
Diversity, Inclusion, and Equal Opportunity at ECU	Completed	7/5/2019		●
Campus Living - RA's Only	Completed	None		●
Campus Living - Student Staff	Completed	None		●
Coffee Break Book Club	Completed	None		●
EEO Compliance and HR Best Practice Training Quiz	Completed	None		●
Kronos 8 for Non-Exempt Employees	Completed	None		●
New Employee Orientation- Phase 1	Completed	None		●
Phase 2 NEO	Completed	None		●
Xtender Training	Completed	None		●

## Assign Trainings to Employees

1. Navigate to the Cornerstone login portal ([www.ecu.edu/itcs/cornerstone](http://www.ecu.edu/itcs/cornerstone)).
2. Click **“Log into Cornerstone”** on the righthand side of the page
3. Enter Pirate ID and corresponding password
4. The Learner Home page will populate (below).
5. At the top of the page is a search bar. Enter in the name of the training that you would like to assign to your employee.

Hi Justin! What would you like to learn today?

Search for learning

### Continue Learning



Curriculum

#### Diversity, Inclusion, and Equal

Registered / Past Due

Open Curriculum



Curriculum

#### Export Controls and Customs Awareness

In Progress

Open Curriculum



Curriculum

#### EEO Compliance and HR Best Practice

In Progress

Open Curriculum

6. Click on the training that you would like to assign to your employee from the search list

## Learning Search

EEO Compliance

57 Results



Curriculum

#### EEO Compliance and HR Best Practice Training

Open Curriculum



Curriculum

#### EEO Compliance and HR Best Practice Training

Completed

Open Curriculum

Open Curriculum

7. Click on the purple "Assign" button

# Training Details

You have already completed this training.



**EEO Compliance and HR Best Practice Training in SHRA/CSS and EHRA Recruitment and Selection - Online**  
Curriculum · ECU Internal · \$0.00

Request

Assign

This online training is for members of EHRA Faculty and non-Faculty, SHRA, and CSS search committees.

- From the Assign training page you can select a Due Date for the training to be completed as well as leave comments for why this training is being assigned.  
**\*\*NOTE - Please make sure you check the “Automatically register users” checkbox so that your employee will not need to self-register!**
- Once you have filled out what you need and checked the employees you would like to assign click the purple “Submit” button at the bottom of the page.

## Assign Training



**EEO Compliance and HR Best Practice Training in SHRA/CSS and EHRA Recruitment and Selection - Online**  
Curriculum · ECU Internal · \$0.00

Due Date



Add a Comment

Automatically register users

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Christy Carraway		3	Completed	
<input type="checkbox"/>	Mary Hajtovik		0	None	

Select an Indirect Subordinate



Indirect Subordinates	Language Equivalency	Assignment History	Current Status
-----------------------	----------------------	--------------------	----------------

Cancel

Submit

