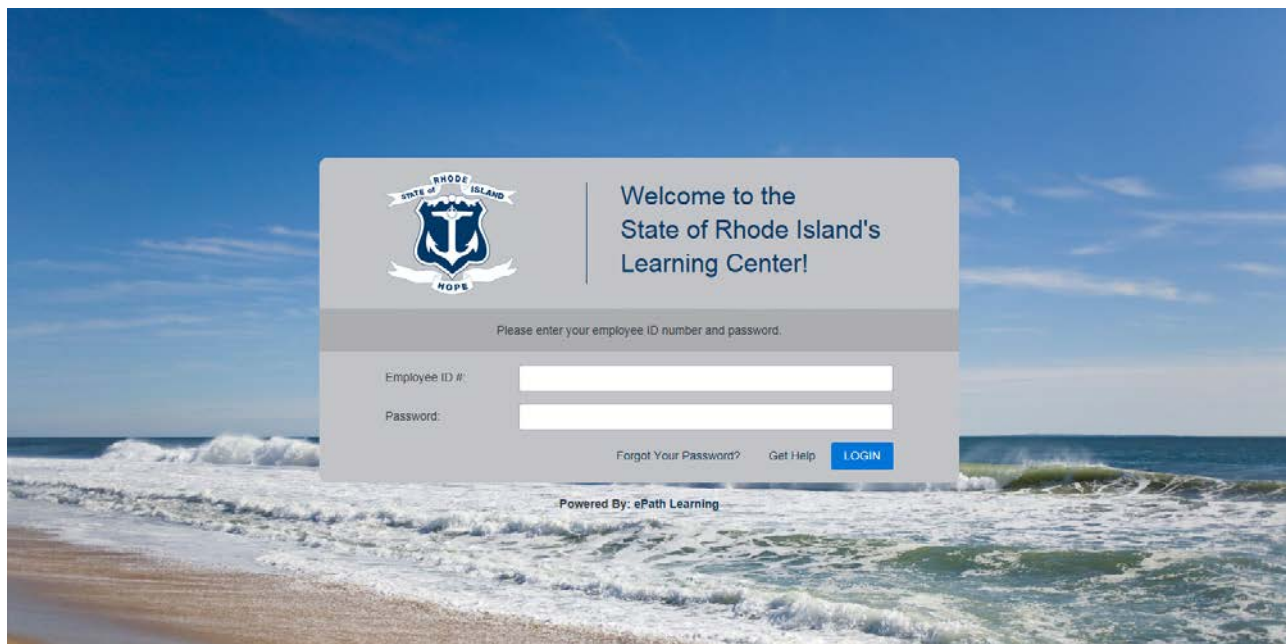


Quick Start Guide - Rhode Island Learning Center

Step 1: Go to: <https://www.ePathcampus.com/rhodeislandlearningcenter/login/index.html>



Step 2: Login.

- **Employee ID:** (Your Employee ID)
- **Temporary Password:** Welcome123



*** You can obtain your Employee ID on Paystub RI. See page 5 for instructions.**

Step 3: Click “My Profile,” and “Change Password” to update your password.

My Profile

Learner Name: KATHLEEN SISSON

Change Password
Custom Attributes

Password Rules:

- Must contain at least 9 characters.
- Must include characters of at least three of the following types: Uppercase, Lowercase, Numeric and standard symbols.
- Must be different than the last 7 passwords.

Current Password:

New Password:

Confirm New Password:

[CHANGE PASSWORD](#)

Step 4: Click “My Profile” add email, position, date format, time zone and chat name.



RHODE ISLAND LEARNING CENTER

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[My Home](#)
[My History](#)
[Course Catalog](#)
[Account Help](#)
[My Profile](#)
[Logout](#)

My Profile

Learner Name: Kathleen Sisson

Preferred Contact Email:

Position/Title:

Contact Phone Number:

Preferred Date Format:

Preferred Time Zone:

Preferred Chat Name:

[UPDATE PROFILE](#)




Acceptable image formats: .JPEG, .GIF, .PNG, .BMP
Recommended maximum image size: 120 X 120 pixels

By uploading a photo, I give permission to use it anywhere within this website.

[CHANGE PHOTO](#)
[DELETE PHOTO](#)


My Home | My History | Course Catalog | Account Help | My Profile | Log Out

Step 5: Click the calendar.



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The Office of Learning and Development is pleased to welcome you to the RI Learning Center!

Last Viewed Course:
[Facilitation Basics: How to Effectively Run Meetings](#)

Resume:
[Test/Survey](#)

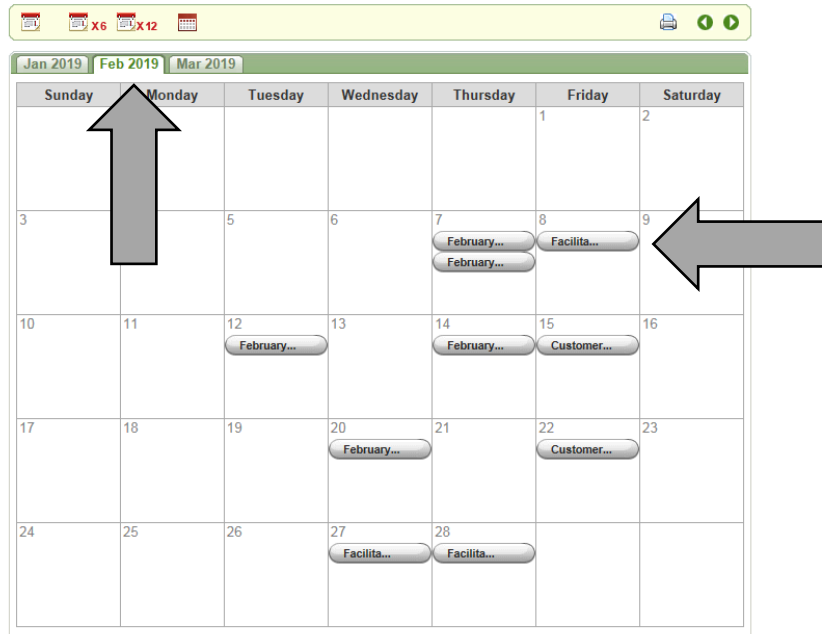
Last Viewed Document:
[Facilitating Strategic Leadership Development Agenda](#)

Current Courses






Step 6: Select the month (February/March/April). Click on one of the dates to see the course description.

Class Calendar



Step 7: Register: Click on the link/date to register.



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Facilitation Basics: How to Plan & Conduct Effective Meetings

Facilitation Basics Learning Goal
 Participants will learn to plan and conduct meetings that efficiently achieve objectives and minimize conflict.

Learning Objectives
 Participants in will be better able to:

- Learn and practice facilitation skills
- Gain knowledge and tools to effectively run meetings
- Use appropriate process tools and techniques to address the meeting objectives
- Identify disruptive behaviors in group processes and practice strategies to deal with them

[Click here to review agenda](#)

Registration: Please click on one of the sessions below to register.

Course Registration Information


You are not currently registered for this course.

You may click on one of the following classes to enroll (or be notified if the class is full).

[Facilitation Basics: February 8, 2019 8:30am-3:30pm](#)

(From 02/08/19 08:30 AM EST to 02/08/19 03:30 PM EST)

Class Schedule and Meeting Information:
 Location: Department of Administration
 Conference Room A
 4 Capital Hill



Step 8: Click Add to Outlook to save the course to your calendar

You have been registered for the course.

Course Registration Information

You are currently enrolled in class **Facilitation Basics Class** of this course.

General Information:
Location: DEM
235 Promenade Street
Providence, RI
Room 300

Course Access Period: From 11/13/18 08:30 AM EST to 11/13/18 03:30 PM EST.

A link to the course is listed on your "My Home" page.


If you won't be able to attend the class as scheduled, please unregister to make room for others.


[Remove the course link from your "My Home" page.](#)

VIEW SESSIONS

ADD TO OUTLOOK

Step 10: Click "Logout" when finished.


RHODE ISLAND LEARNING CENTER
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My Home
My History
Course Catalog
Account Help
My Profile
Logout


Search
KATHLEEN SISSON

The Office of Learning and Development is pleased to welcome you to the RI Learning Center!

Last Viewed Course:
[Microsoft Outlook 2016 Tips and Tricks](#)

Resume:
[Test/Survey](#)

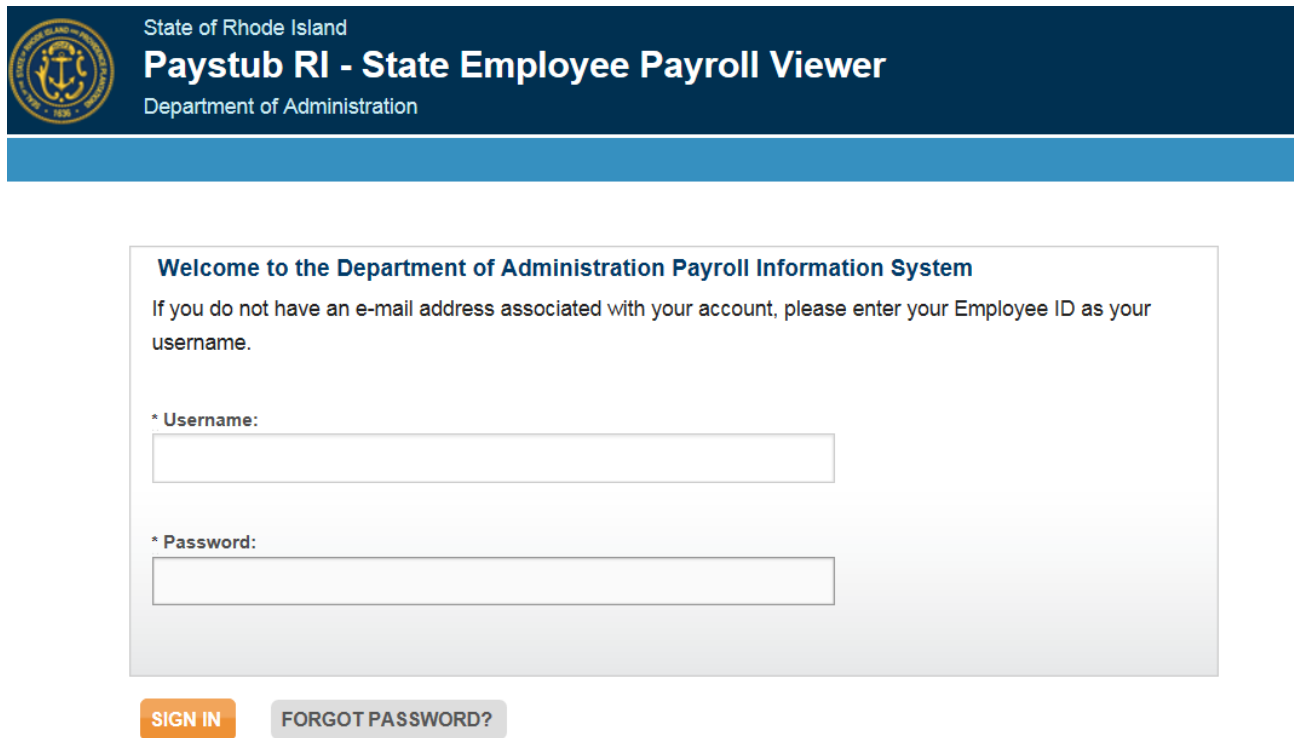
Last Viewed Document:
[Sexual Harassment Policy](#)


[Beginner Guide to Excel](#)

IN PROGRESS

Directions to Obtain Your Employee ID

Step 1: Go to: <https://www.ri.gov/app/DOA/payroll/>



State of Rhode Island
Paystub RI - State Employee Payroll Viewer
Department of Administration

Welcome to the Department of Administration Payroll Information System

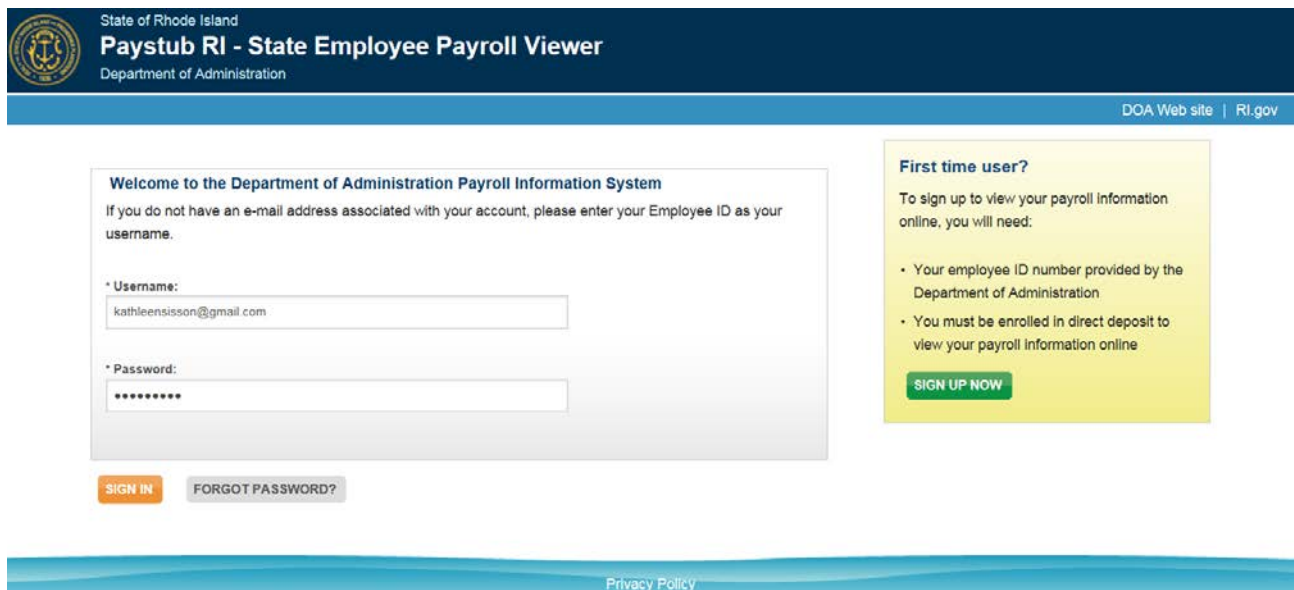
If you do not have an e-mail address associated with your account, please enter your Employee ID as your username.

* Username:

* Password:

SIGN IN **FORGOT PASSWORD?**

Step 2: Login (If this is your first time logging in, click on “First time user”).



State of Rhode Island
Paystub RI - State Employee Payroll Viewer
Department of Administration

DOA Web site | RI.gov

Welcome to the Department of Administration Payroll Information System

If you do not have an e-mail address associated with your account, please enter your Employee ID as your username.

* Username:

* Password:

SIGN IN **FORGOT PASSWORD?**

First time user?

To sign up to view your payroll information online, you will need:

- Your employee ID number provided by the Department of Administration
- You must be enrolled in direct deposit to view your payroll information online

SIGN UP NOW

[Privacy Policy](#)

Step 3: Click the “Payroll Information” tab.

State of Rhode Island
Paystub RI - State Employee Payroll Viewer
Department of Administration

User Guide | DOA Web site | RI.gov

KATHLEEN SISSON
kathleensisson@gmail.com | Verified
Signed In: May-23-18 at 11:43:21

Payroll information
Notification Center
Change Your E-mail Address
Change Your Password
Sign Out

Notification Center

Notifications

1 2 3 4 5 6 7 ... Next >

Last Payouts for Rewards for Wellness 2017-2018
If you obtained an annual preventive exam for Rewards for Wellness 2017-2018, you will receive your \$100 co-share credit* in two \$50 installments on the following dates: - 26-pay period...
[Read more >](#)

Watch Rewards for Wellness Videos and Earn Co-Share Credits
As part of Rewards for Wellness 2018-2019, you can earn up to \$75 in co-share credits* by watching the following videos: 1. Benefits 101: Behavioral Health and Substance Use - This video will...
[Read more >](#)

Wellness Fairs End May 14, 2018

Step 4: Click on one of your payroll reports.

State of Rhode Island
Paystub RI - State Employee Payroll Viewer
Department of Administration

User Guide | DOA Web site | RI.gov

KATHLEEN SISSON
kathleensisson@gmail.com | Verified
Last Signed In: May-23-18 at 11:40:22

Home
Payroll information
Notification Center
Change Your E-mail Address
Change Your Password
Sign Out

Payroll Information

1 2 3 4 5 6 7 ... Next >

[View](#) Payroll report for pay date of May 18, 2018 (Agency: Administration, Department Of)

[View](#) Payroll report for pay date of May 04, 2018 (Agency: Administration, Department Of)

[View](#) Payroll report for pay date of April 20, 2018 (Agency: Administration, Department Of)

[View](#) Payroll report for pay date of April 06, 2018 (Agency: Administration, Department Of)

[View](#) Payroll report for pay date of March 23, 2018 (Agency: Administration, Department Of)

[View](#) Payroll report for pay date of March 09, 2018 (Agency: Administration, Department Of)

[View](#) Payroll report for pay date of February 23, 2018 (Agency: Administration, Department Of)

[View](#) Payroll report for pay date of February 09, 2018 (Agency: Administration, Department Of)

[View](#) Payroll report for pay date of January 26, 2018 (Agency: Administration, Department Of)

[View](#) Payroll report for pay date of January 12, 2018 (Agency: Administration, Department Of)

Step 5: Locate your Employee ID.

- Your Employee ID is located next to your name on your payroll report.

| | | | | | | | |
|--|--|----------------------------------|--|-------------------------|----------------|---------|--------------|
| NAME: KATHLEEN SISSON | | EMPLOYEE ID: XXXXX | | ACCOUNT: XXXXX | | | |
| STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS STATEMENT OF EARNINGS AND DEDUCTIONS DIRECT DEPOSIT RECEIPT | | | | EARNINGS AND DEDUCTIONS | CURRENT PERIOD | PRE TAX | YEAR-TO-DATE |
| | | | | REGULAR EARNINGS | XXXXXX | | XXXXXX |
| | | | | OVERTIME | | | |
| | | | | HOLIDAYS | | | |
| CURRENT PAY PERIOD | | | | ADJUSTMENTS | | | XXXXXX |
| EFFECTIVE DATE: 05/18/2018 | | VOUCHER NO: XXXXX | | GROSS PAY | XXXXXX | | XXXXXX |
| DIR-DEP: ENROLLED | | HEALTH COVERAGE: FAM UNITED 2014 | | FRINGE BENEFIT | | | |
| RETIREMENT: F.R.S. | | | | | | | |

Directions to Create a RI Learning Center Shortcut

Step 1: Save the attached image file to your desktop



Step 2: Right-click on desktop and select NEW > Shortcut

Step 3: In "Create Shortcut", enter the LMS homepage URL

(<https://www.epathcampus.com/rhodeislandlearningcenter/login/index.html>)

Step 4: Select NEXT

Step 5: Type "RI Learning Center" for "Type a name for this shortcut"

Step 6: Select finish

Step 7: Right click on new shortcut and select "Properties"

Step 8: Click "Change Icon"

Step 9: Select Browse and navigate to folder where you have downloaded RI Learning Center image file

Step 10: Select image and press "Open"

Step 11: Select OK

Step 12: Select "Apply"

Step 13: Select OK