



MAGIC Training Registration Instructions and Details

Please read this **entire** document **carefully**. A Personal Training Plan (PTP) has been generated for every MAGIC End User. Your PTP lists the MAGIC training courses you need to take according to the MAGIC roles you were assigned by your agency.

MAGIC Phase I training will be held from April 29, 2014 – June 20, 2014 and will focus on end users mapped to primary roles. If you do not have any classes listed on your PTP, you were not identified as a *primary* MAGIC end user for any system processes. If there are spaces open in a class, the secondary users will be notified (via email) to register for those classes on a first come first served basis. There will be additional classes offered after go-live; however, it is important for all primary users to attend all of their training prior to go-live. All the training materials and e-Learning courses will be available to both primary and secondary users.

You will register in MELMS for all of the MAGIC training classes listed on your PTP, except for e-Learning courses. You will receive an e-mail notification when the e-Learning courses are available in MELMS for you to take.

The registration process is outlined below.

MELMS Registration Process

1. Print and review your [Personal Training Plan \(PTP\)](#).

- For your reference, a list of MAGIC training courses and descriptions are available on the [MAGIC webpage](#).
- Contact your Security Contact(s) or the individual who completed your agency role mapping if you believe there are errors or omissions in your PTP.

2. To ensure everyone in your office is not out for training at the same time, please work with your manager and/or coworkers to determine the best time for scheduling classes.

- To help your agency plan, please review the following reports on the [MAGIC Training Documentation](#) webpage.
"MAGIC Training Schedule – By Course" - This report lists all the classes available by course.
"MAGIC Training Schedule – By Date" - This report list all the classes that will be taught by date.
- Please note that it may be necessary to make adjustments to the training schedule; therefore, be sure that you are using up-to-date reports when determining when to schedule your classes.

3. Register for classes online in the MELMS Student Center via the [ACE web portal](#).

- MAGIC classes will not require manager approval in MELMS.
- Use the MELMS Course Codes listed on your PTP to search for classes.
- **Please do not register for classes that are not on your personal training plan.**
- As you register, please be mindful of class prerequisites and enroll in the course number order.
- Enroll in classes in the Region in which you work.
 - View the "[MAGIC Training Location Information](#)" document for information on training locations and regions.



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- The region where that class will be taught is listed in parentheses in the course title and in the location information for that class.
 - Not all classes are offered in every region. If you don't find a class offered in the region where you work, register for one in the region closest to you.
 - Enrollment is based on a first come first served basis; therefore, enroll in your classes as soon as possible.
4. **If a conflict arises and you cannot attend a class for which you have registered, log into MELMS and select "Cancel from this class."**
 5. **Classes that do not have a minimum number of registrants will be cancelled.**
 - If you are registered for a class that is cancelled, you will receive a notice from MELMS.
 - You will need to register for another time when that class is offered.

Training Material

1. The training materials are currently not available; however, they will be available two days before the first class is taught for that course.
2. **Printed training materials will not be provided by the instructor.**
 - It is not required, but recommended for personal note taking, for you to print the concept slides.
 - **The exercise guides, data sheets, and handouts (if applicable) need to be printed before class and brought to the class.**
 - Once training materials are available, we will add a link to them in the [Training Course Details document](#). Two days before your scheduled class, click on the links in this document to access the latest copy of the training material.
 - The material can also be accessed by clicking the training material link in the class description field in MELMS.

For Assistance

Contact your agency's MAGIC Training Coordinator with questions and/or issues. If you are unable to reach your Training Coordinator and need immediate assistance, please call the MMRS call center at 601-359-1343 (select option 6 then option 1 to reach MAGIC Training), or email mash@dfa.ms.gov with "MAGIC Training" in the subject line.

Thank you for your continued support of MAGIC. Working together as a collective team, we will all ensure that MAGIC will be a success for the State for many years to come.