

A Guide to Using My LINC

What is My LINC?

My LINC (<https://maislinc.umich.edu>) is the Learning & Information Center, a web-based tool that provides training and documentation resources. Use My LINC for:

- HRD Training registration
- MAIS training registration, online learning and documentation resources
- Treasurer's Office training registration, online learning and documentation resources

Where can I Locate the Hardware & Software Needed to Run My LINC?

[Hardware & Software for Windows Computers](#)

[Hardware & Software for Macintosh Computers](#)

What are the Critical Technical Tips for Using My LINC?

- Turn off the pop-up blocker. (These steps will vary by the type of pop-up blocker on your workstation.)
- If you are a Windows user, we recommend you have Flash 7.0 or higher on your computer. Contact your systems administrator for installation.
- If you are a Windows user, you need to install the [RapidPlayer plug-in](#) on your workstation. Contact your system administrator if you need assistance in performing this task.

How Can I Learn More About My LINC?

Overview of MY LINC:	Overview of the My LINC Home Page My LINC Icons and Buttons Using Favorites
Searching in My LINC:	Searching
Training in My LINC:	My LINC Training Registration MAIS Training Registration Viewing Training Schedule
Troubleshooting My LINC:	My LINC Troubleshooting

How Do I Search in My LINC?

Search Method	Directions
MAIS Roles & Responsibilities	<ol style="list-style-type: none"> 1. Click the MAIS Catalog. 2. Select General Info > Required & Recommended Training. 3. Select the appropriate Subcategory. 4. Use the scroll bar or Next button to locate the appropriate Role. 5. Click on any of the Required or Recommended Training links to open the courses or documentation.
Browsing the Catalog	<ol style="list-style-type: none"> 1. Click the Catalog. 2. Select any Category you wish to search upon. 3. Select an Subcategory you wish to search upon. 4. Use the scroll bar or Next button to locate the training you wish to access. 5. Click the Launch (for documents or simulations) or Register (for courses) button.
Key Word Search	<ol style="list-style-type: none"> 1. Type any key word in the Search field. 2. Click Go. <p>Tips:</p> <ul style="list-style-type: none"> • To locate a course, type the initials, a space, and then the numbers (e.g., MPO 101). • You may use an asterisk (*) as a wildcard character.
Advanced Search	<ol style="list-style-type: none"> 1. Type any key word in the Search field. 2. Narrow your search by clicking the Open (two arrows) on the far right side of the Advanced Search bar. 3. Narrow your search by refining an Activity Type, Delivery Method, or Content Type. 4. Click Search. 5. Use the scroll bar or Next button to locate the training you wish to access.

What Can I Find in the Catalog?

The Catalog houses a variety of resources and documentation:

Deliverable	Definition
Information on Using Deliverables	
<p>eLearning Courses</p>	<p>eLearning courses include a business process overview, specific transaction training, terminology, system tips and tricks and assessments. Courses include links to step-by-step procedures and system simulations to teach users how to complete transactions.</p> <ul style="list-style-type: none"> • Always remember to click Next in the final slide of an eLearning course to exit properly. • Set your screen resolution to 1024 x 768 pixels. • eLearning courses are free to Catalog users. • eLearning courses are best when you dedicate uninterrupted time for training. They typically take less than an hour. • Click all links in the eLearning course to access all of the simulations and step-by-step procedure to help with system transactions. • You must complete every page in the course for My LINC to track your course progress as 100% complete. • To access the place where you stopped in a partially-completed eLearning course, click the Launch icon for the course title in your Current Training on the My LINC homepage.
<p>Guided and Practice Simulations</p>	<p>Guided simulations walk you through a procedure, with instructional prompts. They include notes on why certain actions are taken. Navigation buttons enable you to move back and forth through the simulation or exit.</p> <p>Practice simulations enable you to practice the procedure with limited instructions. If you make a mistake, you are allowed two more attempts at each step before receiving assistance.</p> <ul style="list-style-type: none"> • Set your desktop screen resolution to 1024 x 768 pixels. • To view simulations, users need the RapidPlayer plug-in. For more information on the RapidPlayer plug-in, go to http://www.mais.umich.edu/training/simulation_access.html • If you are unable to launch simulations and have RapidPlayer installed on your machine, confirm that all pop-up blockers are disabled on your system. Contact your system administrator if you need assistance. • You may exit a simulation at any time by pressing ALT + F4.
<p>Documentation</p> <p>Overview of Changes</p> <p>Quick Reference Sheet</p> <p>Step-by-Step Procedure</p> <p>Field Description</p> <p>Support Materials</p>	<p>Overview of change documents provide details on the changes to a business process or system transaction. They can contain details on process and system changes, terminology, policies, etc.</p> <p>Quick Reference Sheets summarize the main points of a business process, illustrate the process flow, detail system information, and include links to resources.</p> <p>Step-by-step Procedures demonstrate the tasks to complete a procedure. They provide screen shots with numeric references, enabling you to identify the location of each field.</p> <p>Field Description documents provide screen shots with field descriptions for each key field on a page.</p> <p>Support Material documents provide additional system information or resources.</p> <p>Documents in My LINC are frequently updated. If you have previously printed a document, compare the date or version number in the footer of the documents to ensure you have the most recent version.</p>