

# Training Central Guide

## Navigate Training Central as an Employee

### “I am a Learner (Employee)” Step by Step Instructions

- Log into Training Central using MY NMSU log on at <https://trainingcentral.nmsu.edu/Saba/Web/Main> . Training Central may also be accessed under Employee Tab on MY NMSU.
- Click on Help Icon in upper right hand corner:



- Click on “I am a Learner” Link on Left Hand Side to expand list of “How to” instructions of many different employee functions in Training Central.
- To review your training records, click on “Review Completed Courses” for step by step instruction.

## Navigate Training Central as a Manager

### “I am a Manager” Step by Step Instructions

- Log into Training Central using MY NMSU log on at <https://trainingcentral.nmsu.edu/Saba/Web/Main> . Training Central may also be accessed under Employee Tab on MY NMSU.
- Click on Help Icon in upper right hand corner:



- Click on “I am a Manager” Link on Left Hand Side to expand list of “How to” instructions of many different manager functions in Training Central.
- To review your Team’s training records, click on “Review Completed Courses” for step by step instruction.

Contact EHS for Safety Training Questions at (575) 646-3327

Contact CLPD for Technical Training Central Questions at (575) 646-7444