

Overview

Welcome to MarketSource! This guide will help you navigate through OneSource and have an effortless training experience. If you have any questions, please do not hesitate to reach out to your manager.

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Login Information

1. Use the login credentials you received in your welcome email to log in to OneSource.
2. **You cannot change or reset your password.** The CSD/Help Desk will update your password.
3. If your credentials are not working, contact the CSD/Help Desk at (800) 416-6505 or by email at support@marketsource.net.

ONESOURCE by MARKETSOURCE
An Allegra Group Company

HOME CONTACT US

Forgot Password? | Contact Support

Username [password] GO

Your One-Stop Resource for Learning and Program Information

- INCREASE PROFICIENCY**
New employees become proficient faster, and experienced employees gain access to refresher training and reference materials.
- ANYTIME, ANYWHERE ACCESS**
Anytime, anywhere access to the latest program information and product knowledge.
- SOCIAL NETWORKING**
Share your experience and best practice knowledge with others in your program.
- CONSISTENT TRAINING**
Access consistent and comprehensive training, timely communications, and program materials.

Technical Issues

If you experience an issue accessing the OneSource site or course content, please do the following:

1. After logging into OneSource, confirm that your device meets the minimum system requirements. If the system test does not automatically run, select the **System Test and Support** link under the **Help & Support** tab.
2. Try using a different browser [e.g., Internet Explorer, FireFox, Chrome, Safari, etc.].
3. Attempt to access from another computer or device.
4. Log an issue directly through OneSource. On the **Support & System Test** page, click **Submit/View Support Ticket**, and then follow the prompts.

NOTE: The MarketSource CSD/Help Desk cannot assist with issues accessing the site on personal mobile devices.

The screenshot shows the OneSource by MarketSource website interface. The top navigation bar includes Home, Main Menu, My Profile, Calendar, Help & Support, Admin, and Logout. The 'Help & Support' dropdown menu is open, showing options for User Online Help, Support FAQs, and System Test and Support. The 'System Test and Support' page is displayed, featuring a table of system requirements and a 'Submit/View Support Ticket' button.

System Test	Minimum	Recommended	Your System	Status
Operating System	Windows XP, Mac OS X 10.6	Windows 7, Mac OSX 10.9, Windows 8, Windows 8.1	Windows 7	✓
Web Browser	Internet Explorer 8, Google Chrome 7, Firefox 3, Safari 4	Internet Explorer 11, Google Chrome 47, Firefox 42, Safari 5.1	Firefox 44.0	✓
Screen Resolution	1024 x 768	1280 x 800	1440 x 900	✓
Color Depth	24-bit	24-bit	24-bit	✓
Popups Blocked	No	No	No	✓
JavaScript	1.5	1.5	1.8	✓
Java	1.5	1.7	1.8.0.66	✓

Navigation

- *Sample navigation screen on page 5.*

1. MENU BAR

- **Main Menu:** Take the OneSource survey and tell us your experience with the system.
- **My Profile:** View your learning history and profile overview.
- **Help & Support:** Use this tab to troubleshoot technical issues **before** contacting the help desk.

2. ASSIGNED TRAINING

- All of your assigned trainings are listed under the **My Curricula** tab.
- To see the courses you are enrolled in, click or tap the **My Courses** tab.
- The **Course Catalog** tab shows all of the courses available to you in OneSource University.
 - Archived courses or videos can also be found under the Course Catalog.

3. ICONS

- Once you have completed **all** courses in a curriculum, the curriculum will collapse and you will see a  icon to confirm completion. A  icon means there are courses within the curriculum that need to be completed.
- A green check mark means you have completed the course.
- The computer screen icon means the course can be viewed on a desktop.
- The cell phone icon means the course can be viewed on a mobile device.

4. EMPLOYEE RESOURCES

- Benefits, Human Resources, and Payroll information can be found under **Employee Resources**.
- Reach out to your manager to get the information on your dedicated HR & Payroll point of contact.

5. LEARNING PROGRESS

- Displays assigned, past due, and completed totals and percentages for your courses and curricula.

Navigation (Cont'd)

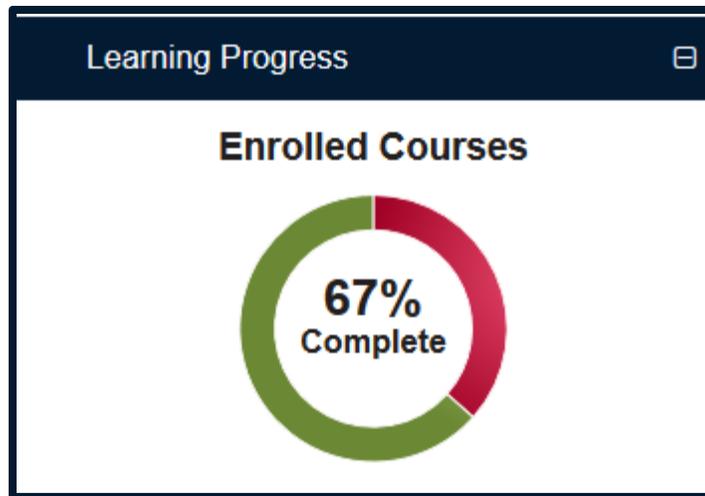
The screenshot displays the OneSource by MarketSource user interface. At the top left, the logo reads "ONESOURCE BY MARKETSOURCE" with the tagline "An Allegis Group Company". A search bar on the top right contains the text "Search Courses..." and a "0 Points" indicator. A dark navigation bar (1) includes links for Home, Main Menu, My Profile, Calendar, Help & Support, Admin, and Logout. Below this is a blue "OneSource > Home" breadcrumb. A secondary navigation bar (2) contains Dashboard, Course Catalog, My Courses, and My Curricula. The main content area (3) features a "Diversity & Inclusion" sidebar with a "Monthly Spotlight On: AFRICAN AMERICAN HISTORY MONTH" banner and a "Click Here" link. The central pane shows a list of recommended training plans with checkboxes and due dates: "New Employee Orientation", "Protecting Personal Information" (due 04-12-2014), "Best Buy Curriculum (Required)" (due 02-20-2015), and "Asset Management". A right-hand sidebar (4) displays "Employee Resources 2016" and "Learning Progress" with a circular progress indicator (5) showing "67% Complete" for "Enrolled Courses".

Learning History

You can find all of your course and curricula information in your Learning History through the Charts located under **Learning Progress**.

ENROLLED COURSES

- The green section displays the percentage of your completed courses.
- The red section displays the percentage of your past due courses.
- The blue section displays all of your remaining assigned courses.



COURSE HISTORY

1. Click on the chart under **Learning Progress** and then scroll down to your course history.
2. View the completion status of your course.
3. View and print your certificate of completion.
4. Download a PDF of your Course History.

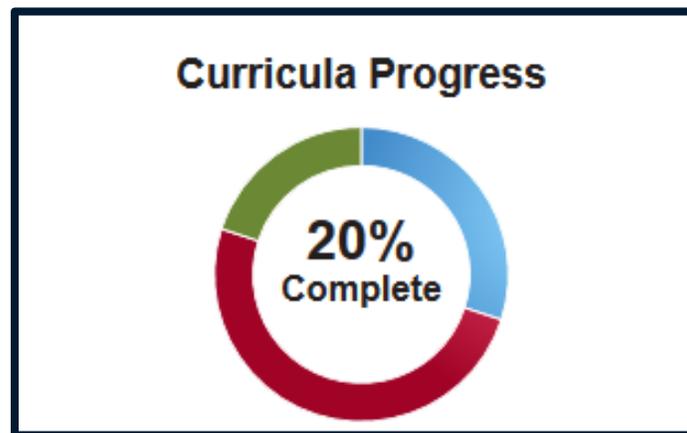
The figure shows a "Course History" table with several callouts: 1 points to the "Course History" header, 2 points to the "Status" column, 3 points to the "Cert" column, and 4 points to the "Download PDF" button. The table contains the following data:

Name	Status	Score	Time Start	Time End	Total Time	Cert
About MarketSource	Passed	N/A	04-01-2014	12-11-2014	00:11:11	🌟
Acknowledgement	Passed	100%	09-15-2015	09-15-2015	00:00:00	🌟
Acknowledgement of Updated Mileage Reimbursement - Required	Passed	100%	N/A	09-15-2015	930:07:24.00	🌟
Benefits	Passed	N/A	04-04-2014	12-11-2014	00:10:59.05	🌟
Best Buy Valued Partner Induction Training	Incomplete	N/A	10-06-2015	10-06-2015	00:30:02.13	🌑

Learning History (Cont'd)

LEARNING PROGRESS: CURRICULA PROGRESS

- The green section displays the percentage of your completed curricula.
- The red section displays the percentage of your past due curricula.
- The blue section displays all of your remaining assigned curricula.



CURRICULA HISTORY

1. Click on the Curricula Progress chart under **Learning Progress** and then scroll down to your curricula history.
2. View the completion status of a curriculum.
3. View and print your certificate of completion for the entire curriculum.
4. Download a PDF of your Curricula History.

Name	Status	Cert #	Assigned On	Due Date	Completed On	Cert
+ New Employee Orientation	Complete	1	02-17-2015	03-19-2015	09-15-2015	☀
+ Protecting Personal Information	Incomplete	1	03-13-2014	04-12-2014	None	⊙
+ Best Buy Curriculum (Required)	Incomplete	1	02-17-2015	02-20-2015	None	⊙

Profile Overview

1. Click on your name.
2. In the **Overview** tab, you will see your assigned curricula (trainings), courses, and groups.
3. On the sidebar, you can see the last time you accessed the system.

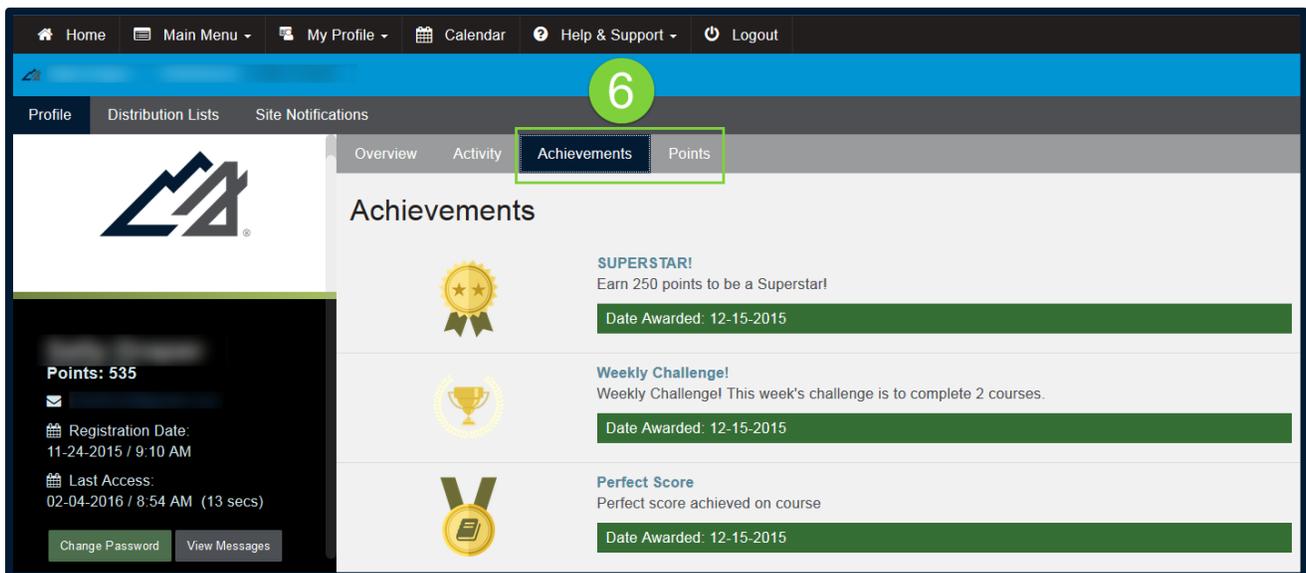
The screenshot shows the MarketSource user interface. At the top, there is a navigation bar with 'Home', 'Main Menu', 'My Profile', 'Calendar', 'Help & Support', 'Admin', and 'Logout'. Below this is a user profile header for 'Jennifer' with a search bar and '0 Points'. The main content area is divided into tabs: 'Overview', 'Activity', 'Achievements', and 'Points'. The 'Overview' tab is active, displaying a profile picture, location (Canton, GA), and sections for 'My Curricula/Series', 'My Courses', 'My Groups', and 'My Roles'. A sidebar on the left shows 'Points: 0', registration date (03-13-2014 / 10:15 AM), and last access (02-03-2016 / 4:00 PM (16 Hours 45 Mins)).

4. When you click on the **Activity** tab, you will see your Course History and recent activities.
5. Click on the course name to access the course.

The screenshot shows the 'Activity' tab selected in the profile overview. The 'Activity' section is divided into 'Course History' and 'Activity Log'. The 'Course History' section lists several courses with their completion dates and times ago. The 'Activity Log' section lists recent activities, including logging into the site and viewing Watson simulation training. A 'Show Last 24 Hours' button is visible in the top right of the activity section.

Profile Overview (Cont'd)

6. If your program includes achievements and points in the trainings, you can view your records on the **Achievements & Points** tabs.



The screenshot displays a user profile page with a dark blue header and a light blue sidebar. The main content area is titled "Achievements" and features three achievement cards. A green circle with the number "6" is overlaid on the "Achievements" tab in the navigation bar.

Navigation: Home, Main Menu, My Profile, Calendar, Help & Support, Logout

Profile Summary:

- Points: 535
- Registration Date: 11-24-2015 / 9:10 AM
- Last Access: 02-04-2016 / 8:54 AM (13 secs)
- Buttons: Change Password, View Messages

Achievements List:

Icon	Achievement Name	Description	Date Awarded
	SUPERSTAR!	Earn 250 points to be a Superstar!	12-15-2015
	Weekly Challenge!	Weekly Challenge! This week's challenge is to complete 2 courses.	12-15-2015
	Perfect Score	Perfect score achieved on course	12-15-2015