

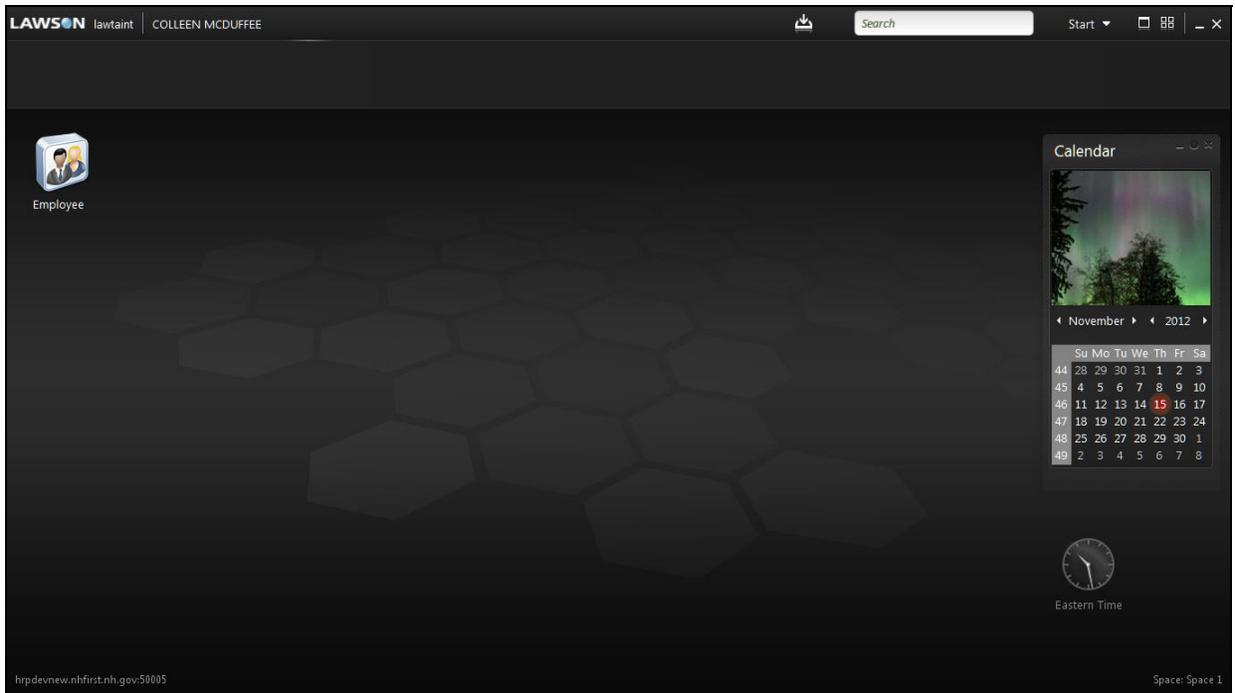
# LTM – Address - Maintain

<b>Purpose:</b>	Employees will use the NH FIRST Employee Space to maintain addresses.
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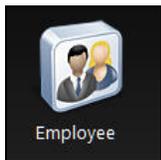
Use the NH FIRST Rich Client to maintain addresses.



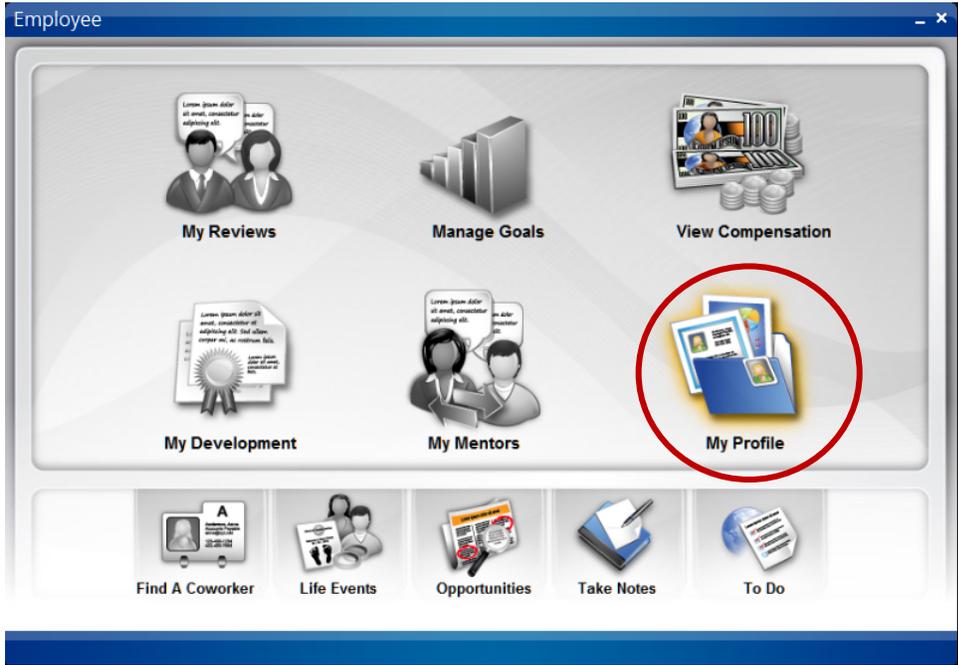
1. Click on the NH FIRST Rich Client icon . Login using your username and password.



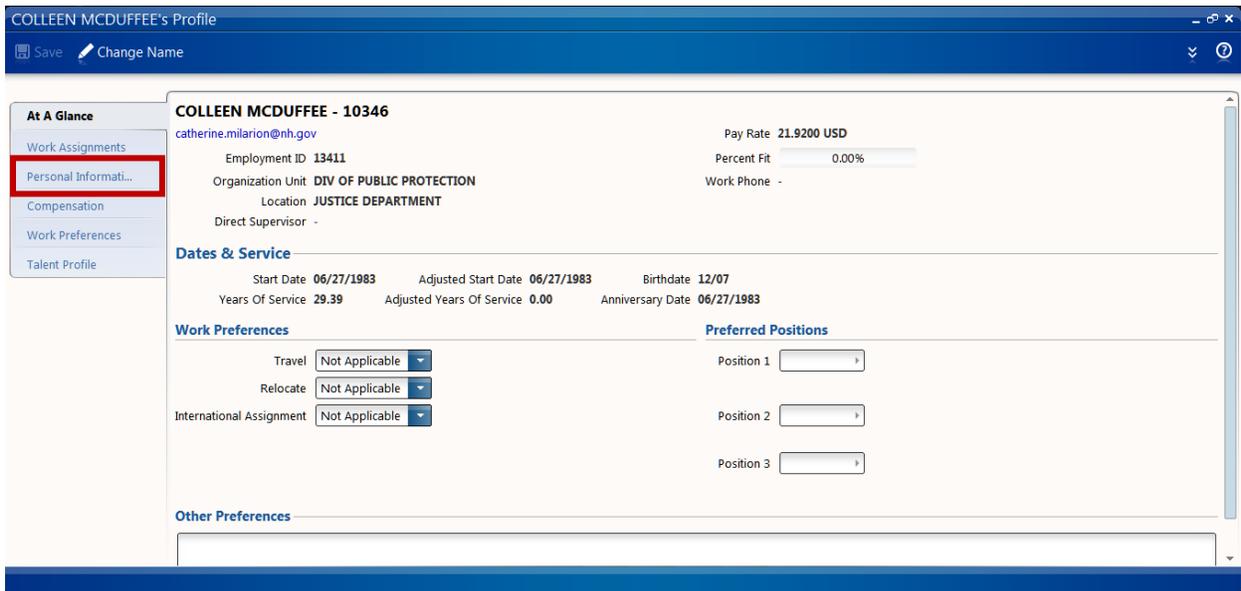
2. From the canvas, double-click the **Employee** icon:



3. Click **My Profile**.



4. Click the **Personal Information** tab.



## LTM – Address - Maintain

5. To update an existing address: a. On the **Addresses** panel, double click to open the address to update.

The screenshot shows the 'COLLEEN MCDUFFEE's Profile' page. On the left is a navigation menu with options like 'At A Glance', 'Work Assignments', 'Personal Informa...', 'Compensation', 'Work Preferences', and 'Talent Profile'. The main content area has three panels: 'Emergency Contacts', 'Addresses', and 'Dependents'. The 'Addresses' panel contains a table with columns: 'Address', 'Mailing Address', 'Residential Address', and 'Active'. One row is highlighted in green and has a red border around it, containing the text '224, concord, NH, @PostalCode', 'Yes', 'Yes', and 'Yes'.

6. To update an existing address: b. Select the effective date of the change from the calendar, or On the **Addresses** panel, double click to open the address to update.
1. Select the effective date of the change from the calendar, or enter the effective date of the change in the format MMDDYYYY or MM/DD/YYYY
  2. Update the information, as necessary.
  3. Click Actions > Save

The screenshot shows the '\*Address' form. At the top, there is a header bar with 'Actions', 'Options', and 'Related' menus. The 'Actions' menu is open, and the 'Save' option is highlighted with a red box. Below the menu, there are several input fields for address information, including 'City' (concord), 'State / Province' (NH), and 'Post Code' (03301). There are also checkboxes for 'Send Mail To This Address' and 'I Live At This Address', both of which are checked.

You have successfully completed this task.



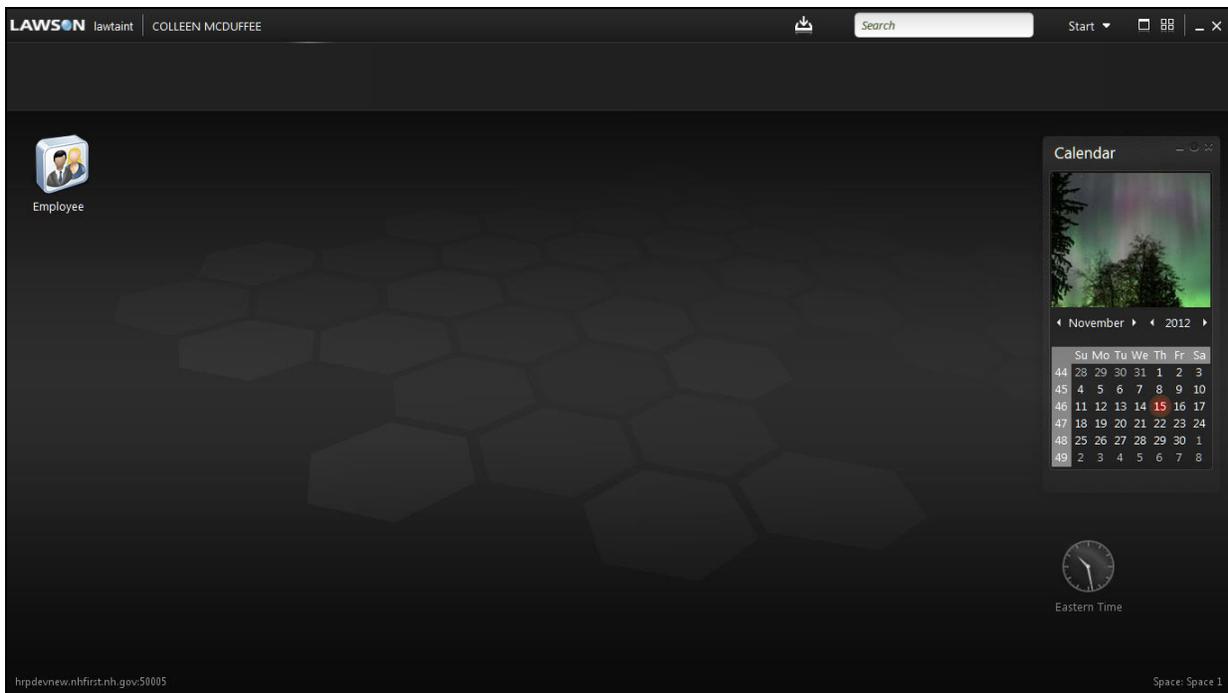
# LTM – Search – Available Jobs

<b>Purpose:</b>	Employees will use the NH FIRST Employee Space to search for available jobs.
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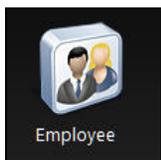
Use the NH FIRST Rich Client to search for available jobs.



1. Click on the NH FIRST Rich Client icon . Login using your username and password.

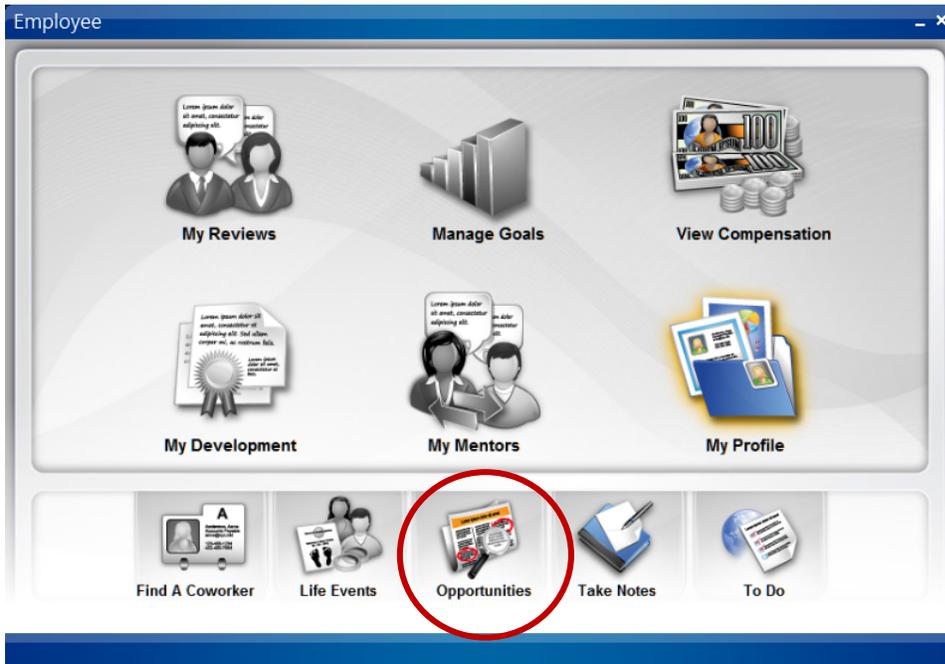


2. From the canvas, double-click the **Employee** icon:

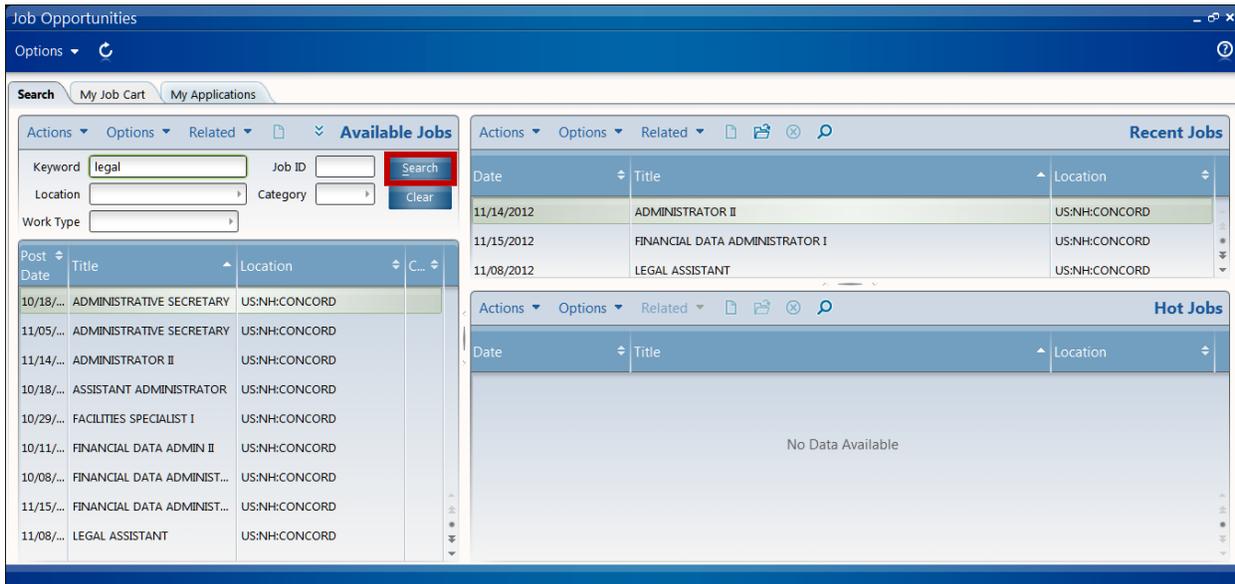


## LTM – Search – Available Jobs

3. Click **Opportunities**.

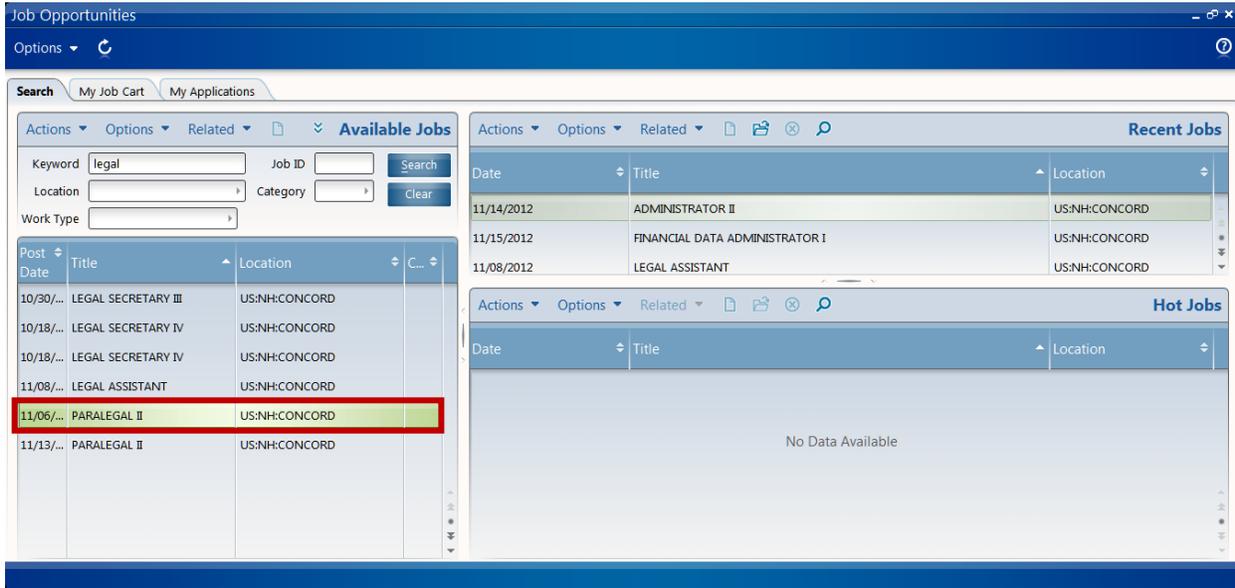


4. To search for opportunities that meet your interests, enter a combination of keywords and field values, and click **Search**. You can use a combination of criteria for your search.

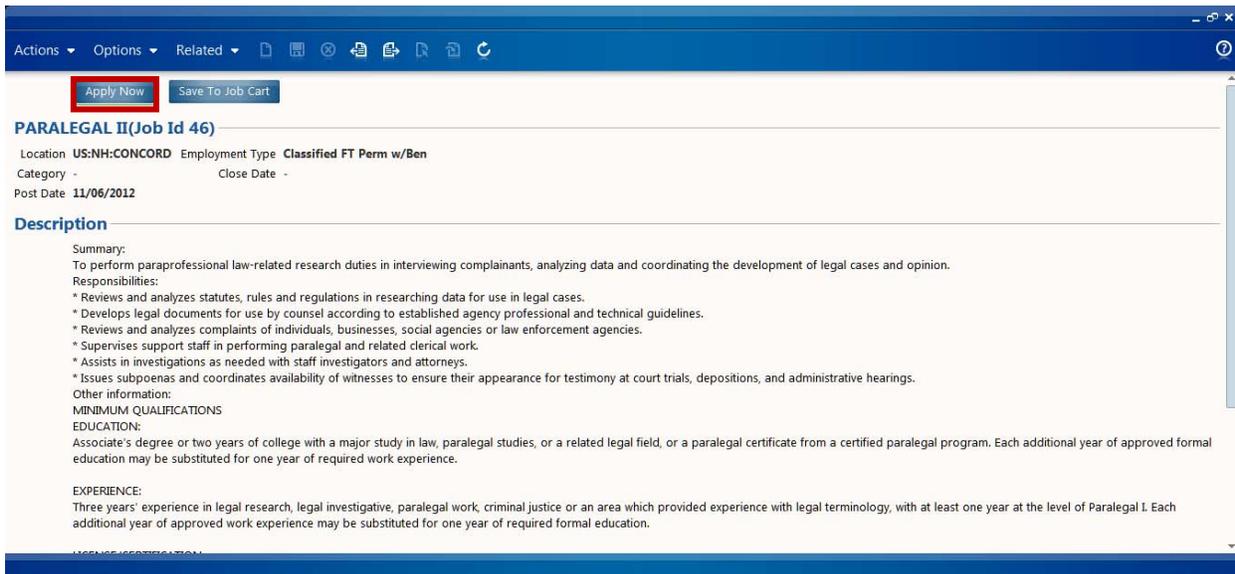


# LTM – Search – Available Jobs

5. Double click a job that interests you to view the details.

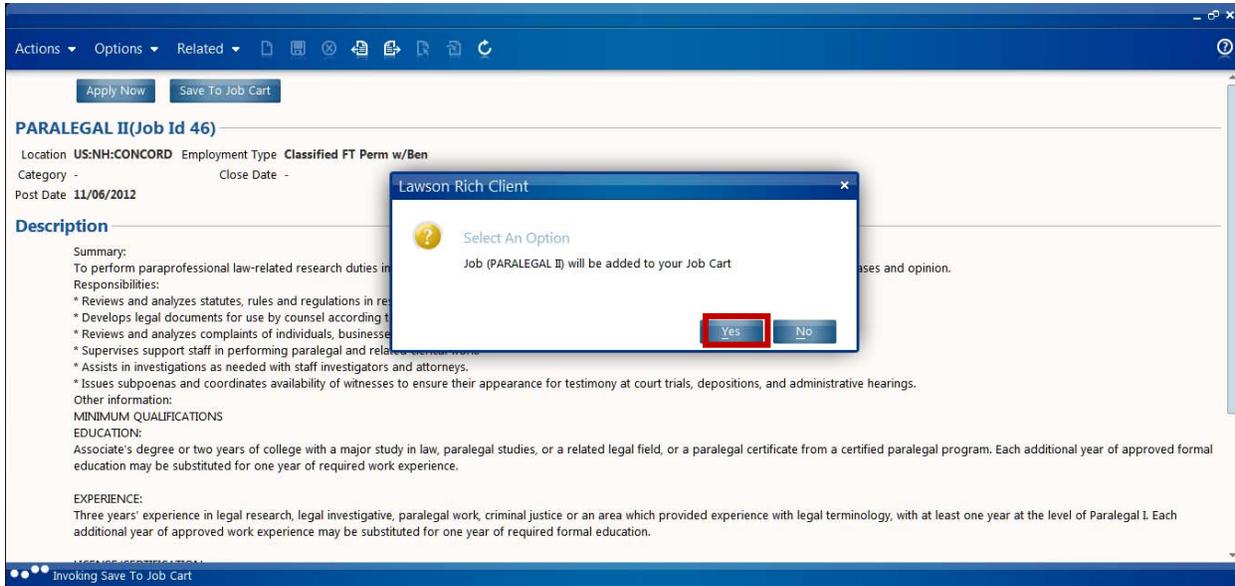


6. To save the job, click **Save To Job Cart**.

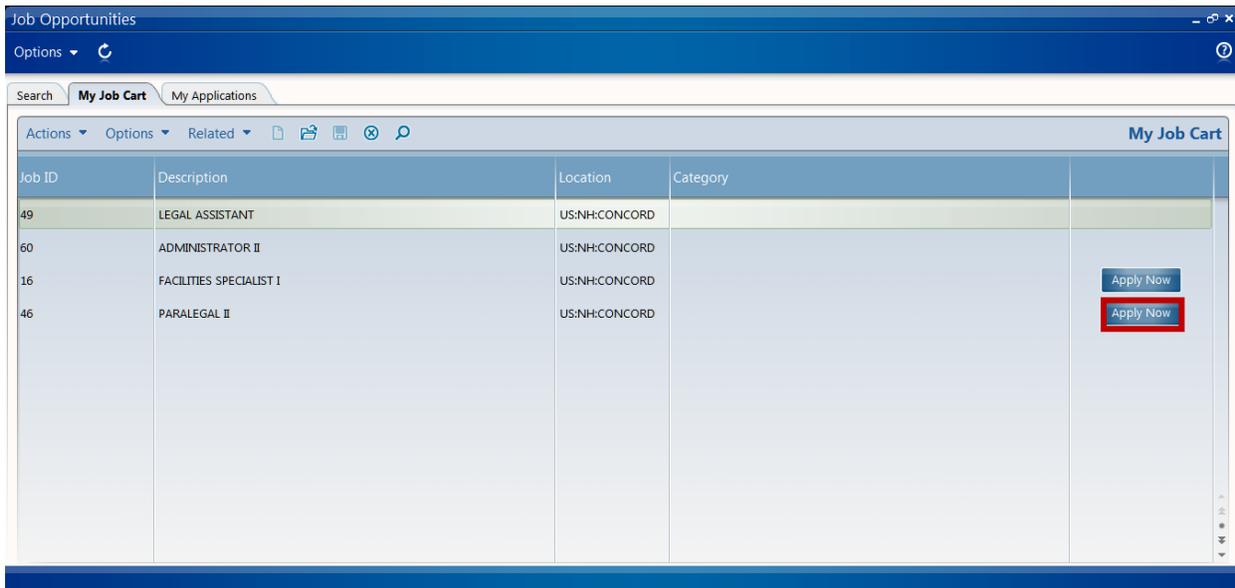


# LTM – Search – Available Jobs

7. A confirmation message appears, to acknowledge click **Yes**.



8. Close forms until you return to the Job Opportunities form. To apply for the job, click **Apply Now**.



9. Complete and Submit the application.

Application For PARALEGAL II

Save

Previous Consent Profile Resume / CV Acknowledgment Summary Next

**Consent Agreement**

**State of New Hampshire**

Welcome to the State of New Hampshire's Career Center.

The State of New Hampshire is an equal opportunity employer. Discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, sexual orientation or any other non-merit factor is strictly prohibited.

I Agree

You have successfully completed this task.



# LTM – Change Name

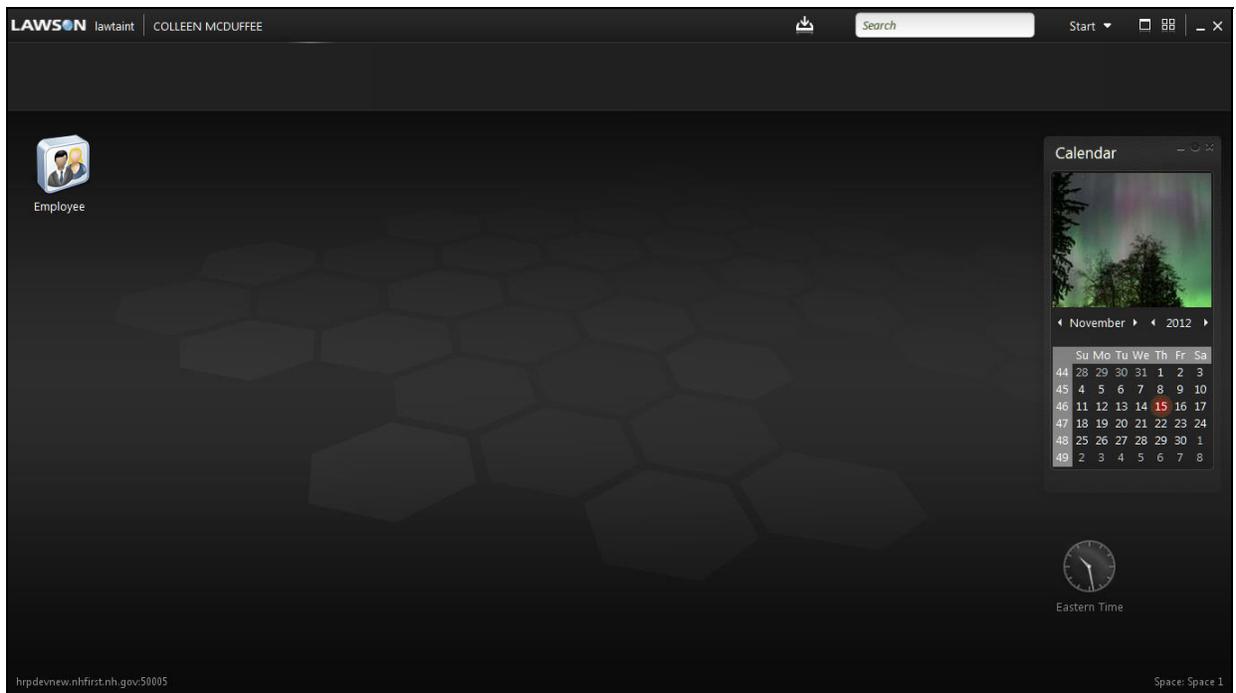
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<b>Purpose:</b>	Employees will use the NH FIRST Employee Space to change their name.
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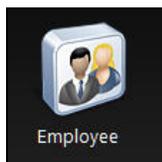
Use the NH FIRST Rich Client to change their name.



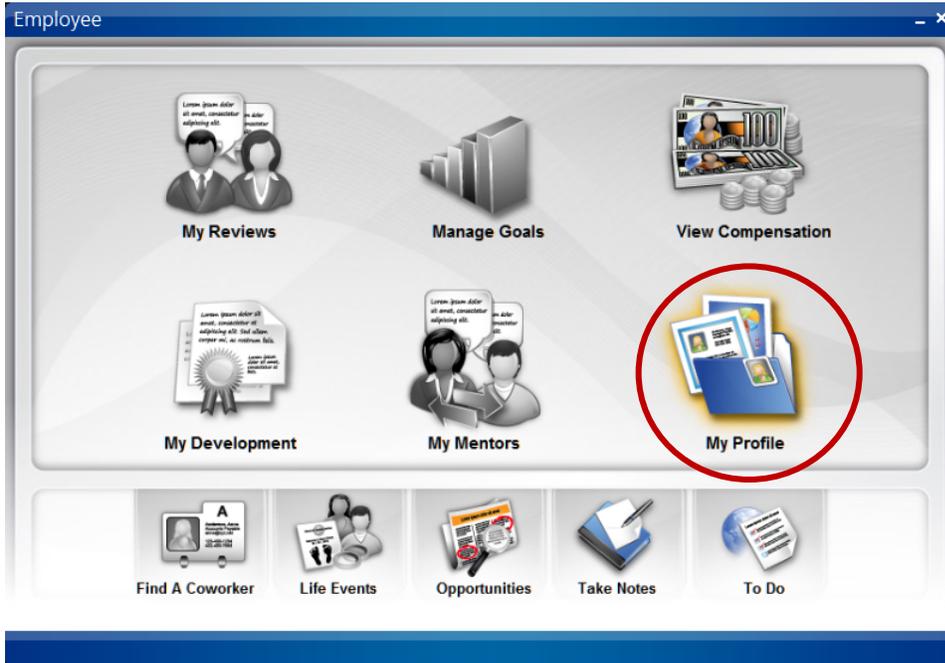
1. Click on the NH FIRST Rich Client icon . Login using your username and password.



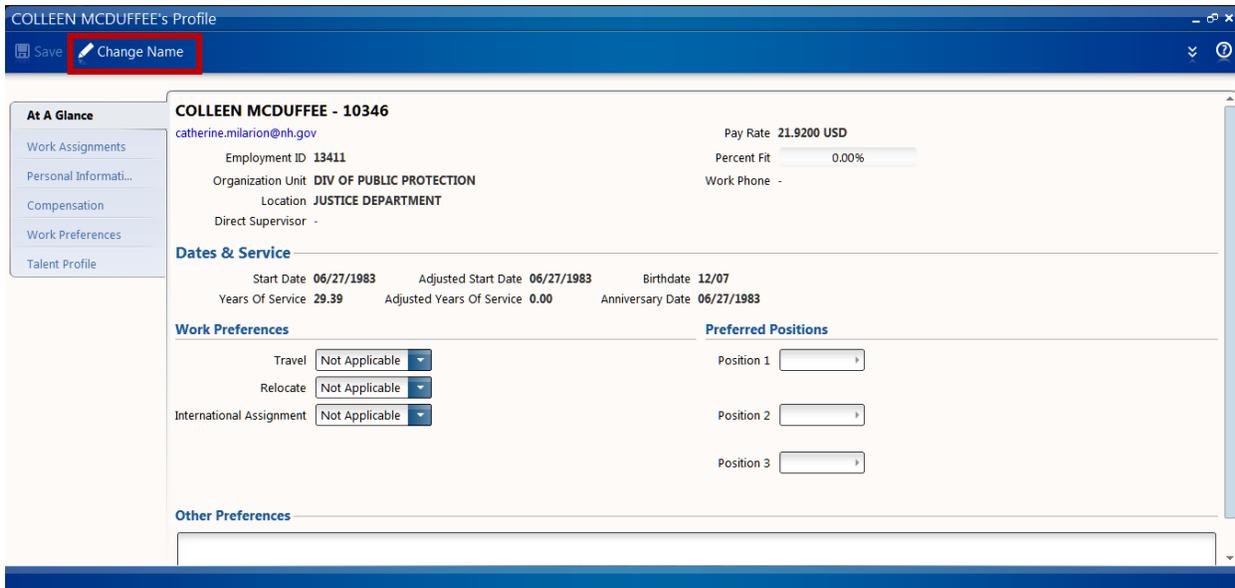
2. From the canvas, double-click the **Employee** icon:



### 3. Click My Profile.



### 4. Click Change Name.



## LTM – Change Name

5. Using the table that follows as reference, fill out the form. Scroll down to attach comments. Click **OK**.

\*Request To Change Name For COLLEEN MCDUFFEE-13411

Options ▾ Related ▾

Effective Date: 11/18/2012

Reason: NC-LGL SEP (Legal separation)

**Enter The Changes**

Title: \_\_\_\_\_

Given Name(First): COLLEEN

Middle Name: \_\_\_\_\_

Family Name(Last): MCDonald

Suffix: \_\_\_\_\_

Professional Designation: \_\_\_\_\_

Marital Status: Legally Separated

Former Given Name(First): \_\_\_\_\_

Former Middle Initial: \_\_\_\_\_

OK Cancel

Field	Value
Effective Date	Select the effective date from the calendar, or enter the effective date in the format MMDDYYYY or MM/DD/YYYY
Reason	Select a reason for the name change
Title	Defaulted from Resource. If applicable, enter the new title of the employee
First Name	Defaulted from Resource. If applicable, enter the new first name of the employee
Middle Name	Defaulted from Resource. If applicable, enter the new middle name of the employee
Last Name	Defaulted from Resource. If applicable, enter the new last name of the employee
Suffix	Defaulted from Resource. If applicable, enter the new name suffix of the employee

## LTM – Change Name

Professional Designation	Defaulted from Resource. If applicable, enter the new professional designation of the employee
Marital Status	If applicable, select a new marital status
Former First Name	If applicable, enter the former first name of the employee
Former Middle Initial	If applicable, enter the former middle initial of the employee
Former Last Name	If applicable, enter the former last name of the employee
Description	Enter a description of the attachment. If left blank, defaults with the attachment file name.
Attach Supporting Document	Attach pertinent documentation, if necessary

6. You will see a **Pending Name Changes** link. Clicking this link allows you to see (and maintain) your name change. The request is routed to the HR Administrator.

The screenshot displays the profile page for COLLEEN MCDUFFEE - 10346. The page is titled 'COLLEEN MCDUFFEE's Profile' and includes a 'Change Name' button. The main content area shows the following details:

- Employee Information:** COLLEEN MCDUFFEE - 10346, catherine.milarion@nh.gov, Employment ID 13411, Pay Rate 21.9200 USD, Percent Fit 0.00%.
- Organization:** DIV OF PUBLIC PROTECTION, Location JUSTICE DEPARTMENT.
- Dates & Service:** Start Date 06/27/1983, Adjusted Start Date 06/27/1983, Birthdate 12/07, Years Of Service 29.39, Adjusted Years Of Service 0.00, Anniversary Date 06/27/1983.
- Work Preferences:** Travel (Not Applicable), Relocate (Not Applicable), International Assignment (Not Applicable).
- Preferred Positions:** Position 1, Position 2, Position 3 (all empty).

A red box highlights the 'Pending Name Changes' link under the 'Direct Supervisor' field. The page footer indicates 'Change Name Completed'.

You have successfully completed this task.

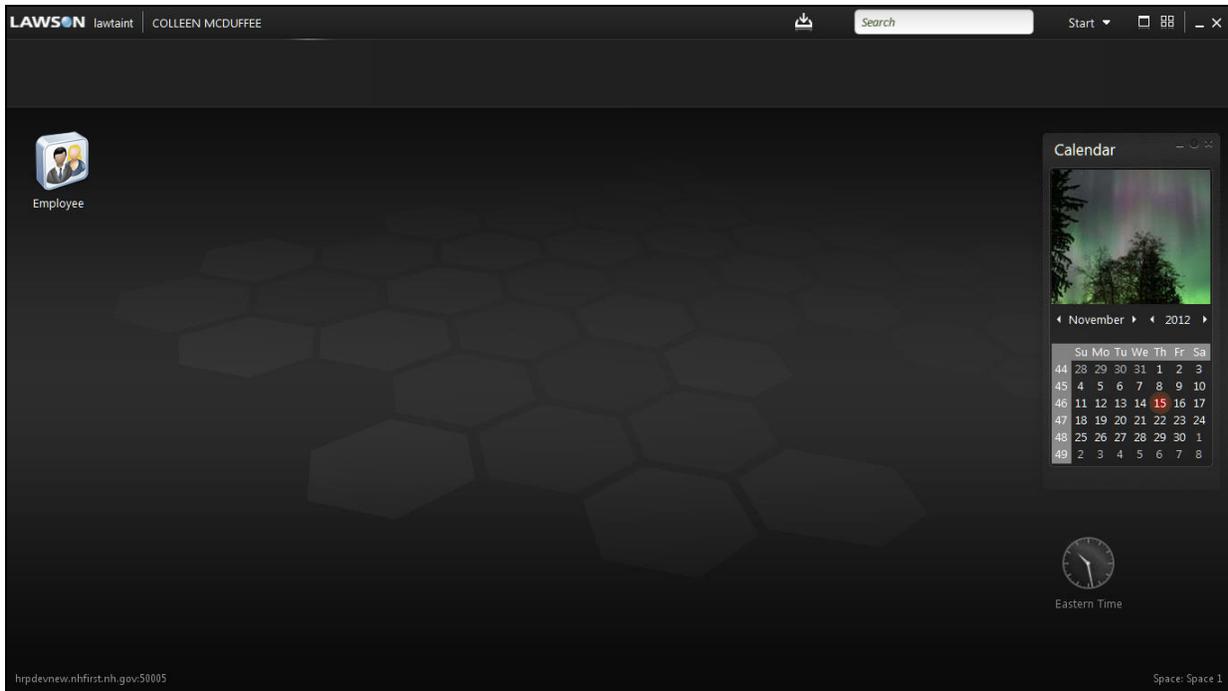
# LTM – Emergency Contact Details - Maintain

<b>Purpose:</b>	Employees will use the NH FIRST Employee Space to maintain emergency contact details.
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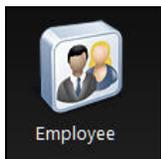
Use the NH FIRST Rich Client to maintain emergency contact details.



1. Click on the NH FIRST Rich Client icon . Login using your username and password.

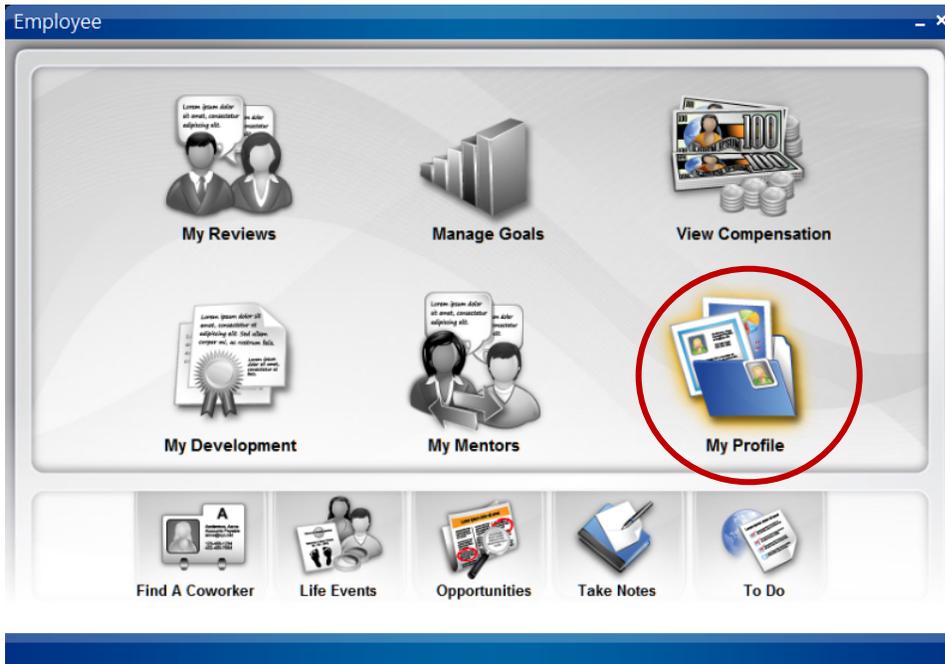


2. From the canvas, double-click the **Employee** icon:

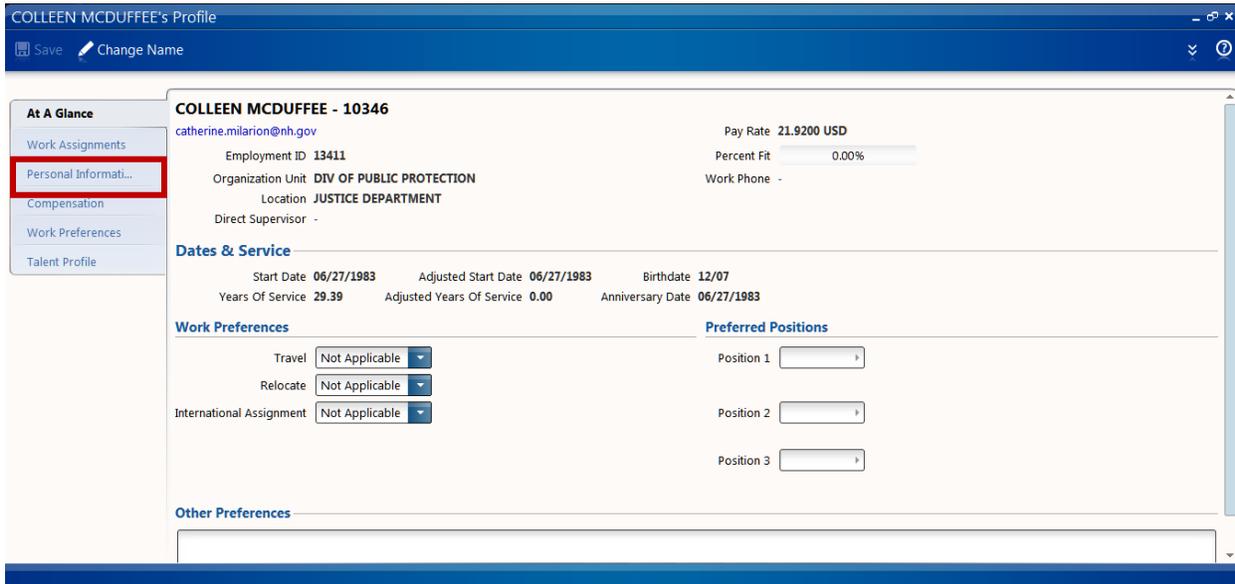


# LTM – Emergency Contact Details - Maintain

3. Click **My Profile**.

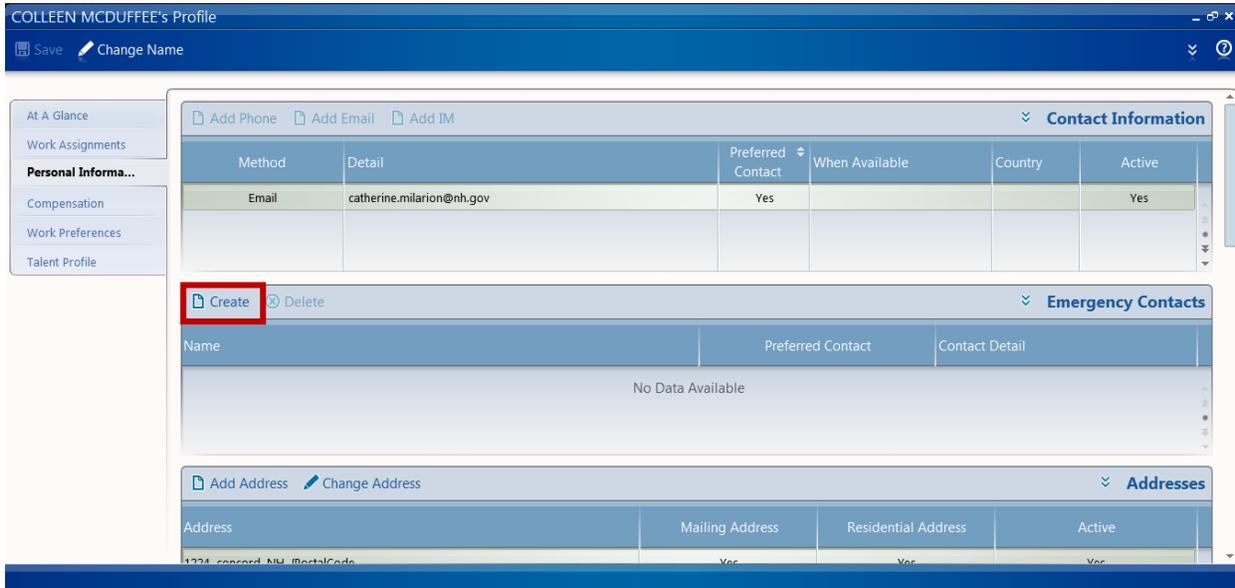


4. Click the **Personal Information** tab.



# LTM – Emergency Contact Details - Maintain

5. To add a new Emergency Contact: a. On the **Emergency Contacts** panel click **Create**.



6. To add a new Emergency Contact: b. Using the table that follows as a reference, fill out the form. c. click **OK**.

The screenshot shows a form titled '\*Add Emergency Contact For COLLEEN MCDUFFEE-13411'. The form contains the following fields and options:

- Effective Date:** 11/15/2012
- Given Name(First):** Donna
- Family Name(Last):** Jones
- Relationship:** Friend
- Preferred Contact:**
- \*Preferred Contact Method:** Mobile Phone
- Phone Information:**
  - Home:** Country Code, Phone Number
  - Work:** Country Code, Phone Number, Ext
  - Mobile:** Country Code (1), Phone Number (612-876-2867)
- Email & IM:**
  - Email Address:** donjon897@gmail.com
  - Instant Message Network:** IM Address
- Address:** (fields are partially visible)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the form.

## LTM – Emergency Contact Details - Maintain

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Field	Value
Effective Date	Select the effective date from the calendar, or enter the effective date in the format MMDDYYYY or MM/DD/YYYY
First Name	Enter the first name of the emergency contact
Last Name	Enter the last name of the emergency contact
Relationship	Enter the relationship of the emergency contact to the employee
Preferred Contact	Click the checkbox if this is the preferred emergency contact of the employee
Preferred Contact Method	Among all the contact methods you enter below, select the one that should be used first.
Home Phone	Enter the contact's home phone. This is required if the preferred contact method is Home Phone
Work Phone	Enter the contact's home phone. This is required if the preferred contact method is Work Phone
Mobile Phone	Enter the contact's home phone. This is required if the preferred contact method is Mobile Phone
Email Address	Enter the contact's email address. This is required if the preferred contact method is Email Address
Instant Message Network	Enter the contact's Instant Message Network. This is required if the preferred contact method is Instant Message
IM Address	Enter the contact's IM Address. This is required if the preferred contact method is Instant Message
Same As Resource Address	If the contact's address is the same as the employee's address, select which employee address.
Other Address	If the contact's address is different from the employee's address, enter another address.

## LTM – Emergency Contact Details - Maintain

7. To update an existing Emergency Contact: a. On the **Emergency Contacts** panel, double click to open the emergency contact to update.

The screenshot shows the 'COLLEEN MCDUFFEE's Profile' page. The 'Emergency Contacts' section is expanded, showing a table with the following data:

Name	Preferred Contact	Contact Detail
Jones, Donna	Yes	1 612-876-2867

8. To update an existing Emergency Contact: b. Select the effective date of the change from the calendar, or enter the effective date of the change in the format MMDDYYYY or MM/DD/YYYY. c. Make changes. d. Click **OK**.

The screenshot shows the 'Change Emergency Contact For COLLEEN MCDUFFEE-13411' dialog box. The fields are as follows:

- Effective Date: 11/15/2012
- Given Name(First): Donna
- Family Name(Last): Jones
- Relationship: Friend
- Preferred Contact:
- \*Preferred Contact Method: Mobile Phone
- Phone Information:
  - Home: Country Code, Phone Number
  - Work: Country Code, Phone Number, Ext
  - Mobile: Country Code: 1, Phone Number: 612-876-2857
- Email & IM:
  - Email Address: donjon897@gmail.com
  - Instant Message Network, IM Address
- Address: (fields are empty)

The 'OK' button is highlighted with a red border.

## LTM – Emergency Contact Details - Maintain

9. To delete an existing Emergency Contact: a. On the **Emergency Contacts** panel, click the emergency contact to delete. b. Click **Delete**.

The screenshot shows the 'Emergency Contacts' panel in the Lawson Rich Client. The panel has a 'Create' button and a 'Delete' button, with the 'Delete' button highlighted by a red box. Below the buttons is a table with the following data:

Name	Preferred Contact	Contact Detail
Jones, Donna	Yes	1 612-876-2857

10. To delete an existing Emergency Contact: c. Click **Yes** to confirm.

The screenshot shows the same 'Emergency Contacts' panel as in the previous image, but with a confirmation dialog box overlaid. The dialog box is titled 'Lawson Rich Client' and contains the following text:

Confirmation Required  
Are You Sure You Want To Delete Contact?

Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

## LTM – Emergency Contact Details - Maintain

11. To delete an existing Emergency Contact: d. Select the effective date of the change from the calendar, or enter the effective date of the change in the format MMDDYYYY or MM/DD/YYYY. e. Click **OK**.

The screenshot shows the 'COLLEEN MCDUFFEE's Profile' page. A dialog box titled 'Enter Required Information For This Action' is open, prompting for an 'Effective Date'. The date '11/15/2012' is entered in the field. The 'OK' button is highlighted with a red box. In the background, the 'Emergency Contacts' table is visible, showing a contact for 'Jones, Donna' with a phone number '1 612-876-2857'.

12. The contact no longer displays.

The screenshot shows the 'COLLEEN MCDUFFEE's Profile' page. The 'Emergency Contacts' table is now empty, displaying 'No Data Available'. The 'Contact Information' table shows an email contact for 'catherine.milarion@nh.gov'. A blue status bar at the bottom of the page reads 'Delete Contact Completed Successfully'.

## LTM – Emergency Contact Details - Maintain

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You have successfully completed this task.



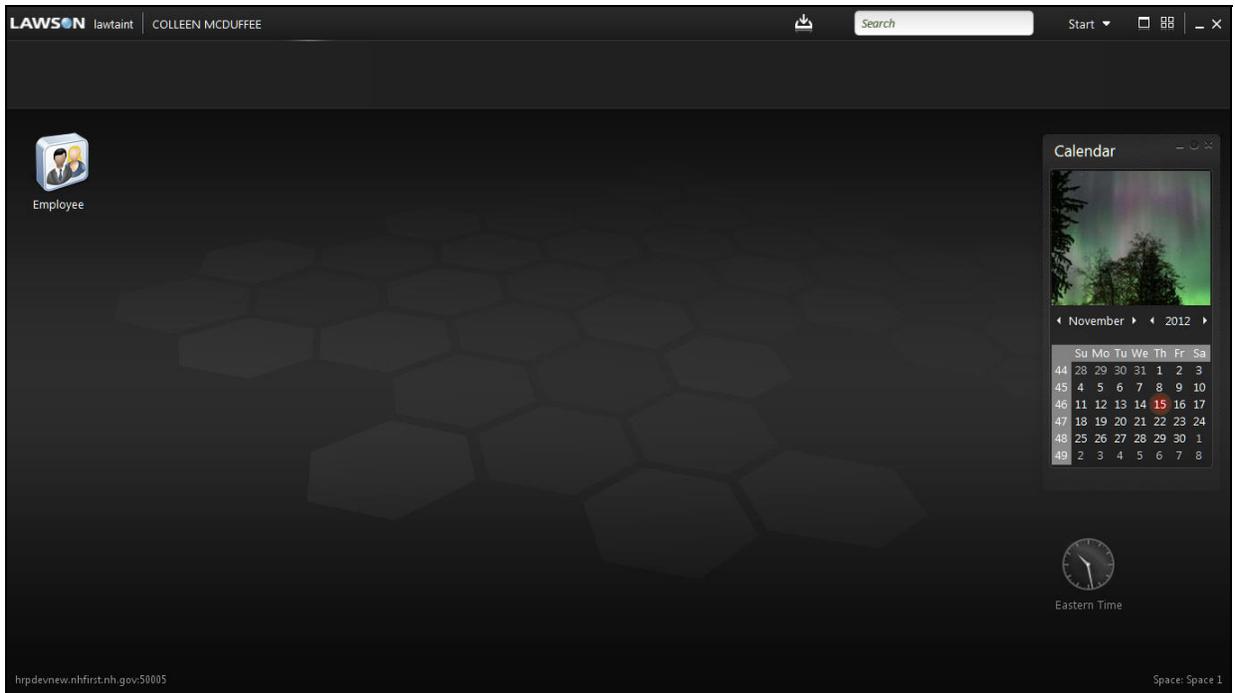
# LTM – Request Leave of Absence

<b>Purpose:</b>	Employees will use the NH FIRST Employee Space to request a leave of absence.
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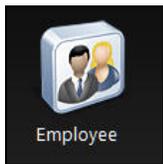
Use the NH FIRST Rich Client to request a leave of absence.



1. Click on the NH FIRST Rich Client icon . Login using your username and password.

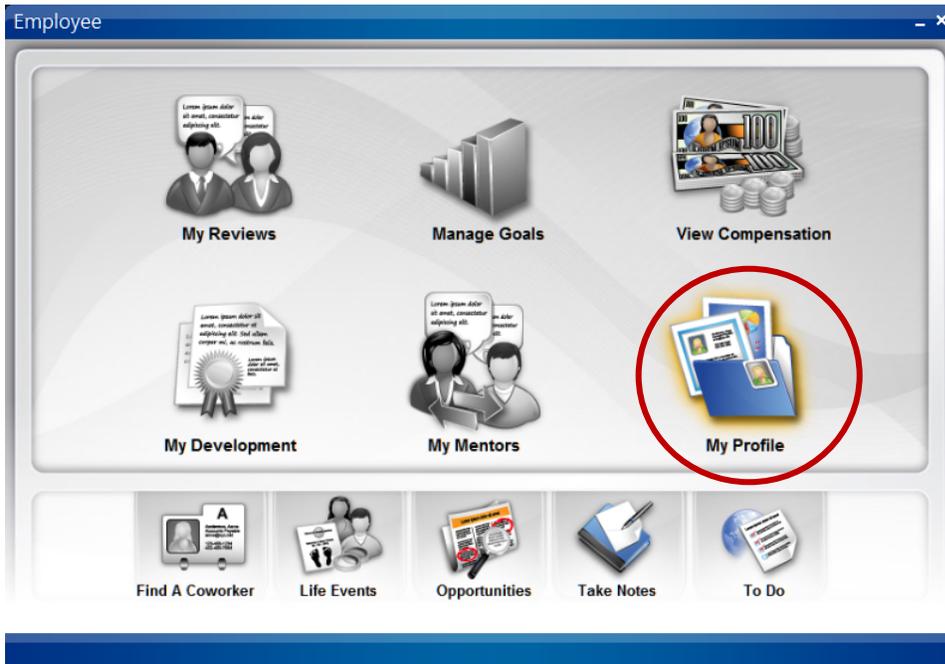


2. From the canvas, double-click the **Employee** icon:

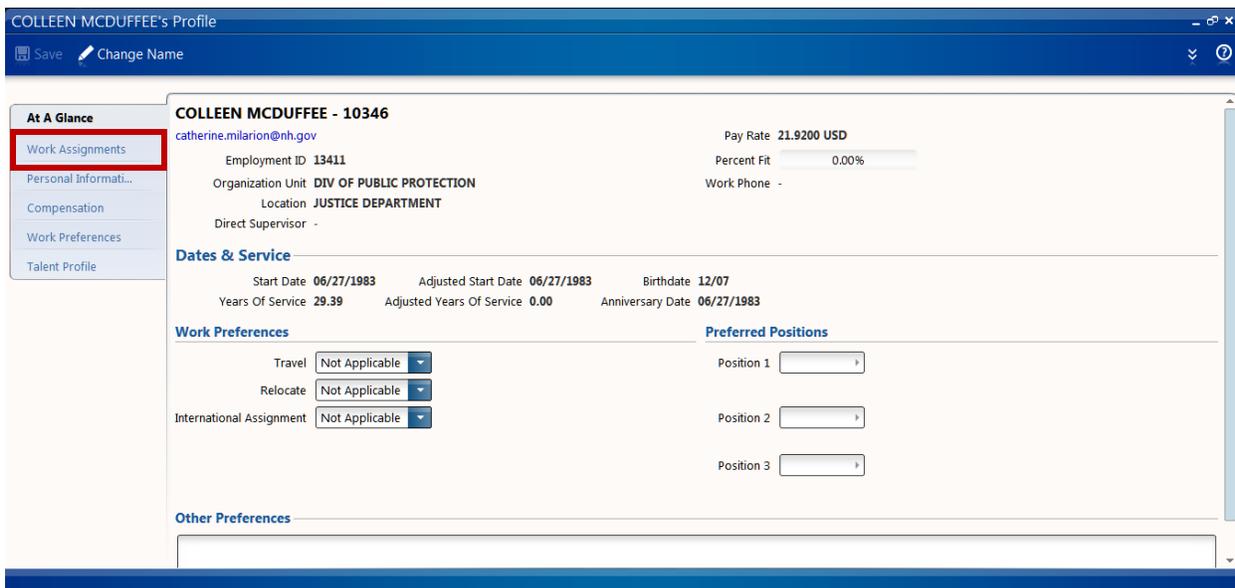


# LTM – Request Leave of Absence

3. Click **My Profile**.



4. Click the **Work Assignments** tab.



# LTM – Request Leave of Absence

5. To request a new leave of absence: a. On the **Leave of Absence** panel, click the **Request Leave** button.

The screenshot shows the 'COLLEEN MCDUFFEE's Profile' page. On the left, there is a navigation menu with options: 'At A Glance', 'Work Assignments', 'Personal Informat...', 'Compensation', 'Work Preferences', and 'Talent Profile'. The main content area is divided into two sections: 'Work Assignments' and 'Leave Of Absence'. The 'Work Assignments' section contains a table with columns: Primary, Organization Unit, Position, My Direct Supervisor, My Indirect Supervisor, and Assign... The 'Leave Of Absence' section contains a table with columns: Reason, Type, Begin, Completion Date, and Status. Below the 'Leave Of Absence' table, there are buttons: 'Request Leave' (highlighted with a red box), 'Cancel Request', and 'Print to File'.

Primary	Organization Unit	Position	My Direct Supervisor	My Indirect Supervisor	Assign...
Yes	2005	PARALEGAL II	No resources assigned		

Reason	Type	Begin	Completion Date	Status
FMLA-Self		10/23/2012	11/11/2012	Completed
Personal	Leave Without Pay	01/01/2013		Requested

6. To request a new leave of absence: b. Using the table that follows as reference, fill out the form. c. Click **Actions > Save**.

The screenshot shows the '\*Request Leave Of Absence COLLEEN MCDUFFEE-13411' form. At the top, there is a menu bar with 'Actions', 'Options', and 'Related'. Below the menu bar, there are several input fields: 'Save and New on' (PERSONAL), 'Select' (PERSONAL), and 'Define'. There are also date pickers for '\*Beginning Of Leave' (11/15/2012) and '\*Estimated Return' (12/16/2012). At the bottom, there is a large text area labeled 'Additional Information'. The 'Save' button in the 'Actions' menu is highlighted with a red box.

## LTM – Request Leave of Absence

7. To cancel a leave request: b. Click the leave request. c. Click the **Cancel Request** button.

COLLEEN MCDUFFEE's Profile

Save Change Name

At A Glance

**Work Assignments**

Primary	Organization Unit	Position	My Direct Supervisor	My Indirect Supervisor	Assign...
Yes	2005	PARALEGAL II	No resources assigned		

Request Leave **Cancel Request** Print to File

**Leave Of Absence**

Reason	Type	Begin	Completion Date	Status
FMLA-Self		10/23/2012	11/11/2012	Completed
Personal	Leave Without Pay	01/01/2013		Requested
Personal	Personal	11/15/2012		Requested

8. To cancel a leave request: d. Enter a **Reason** code. c. Click **OK**.

\*Cancel Leave Of Absence COLLEEN MCDUFFEE-13411

Options Related

Reason

Comment

OK Cancel

You have successfully completed this task.

# LTM – Work Assignment – View Details for Current

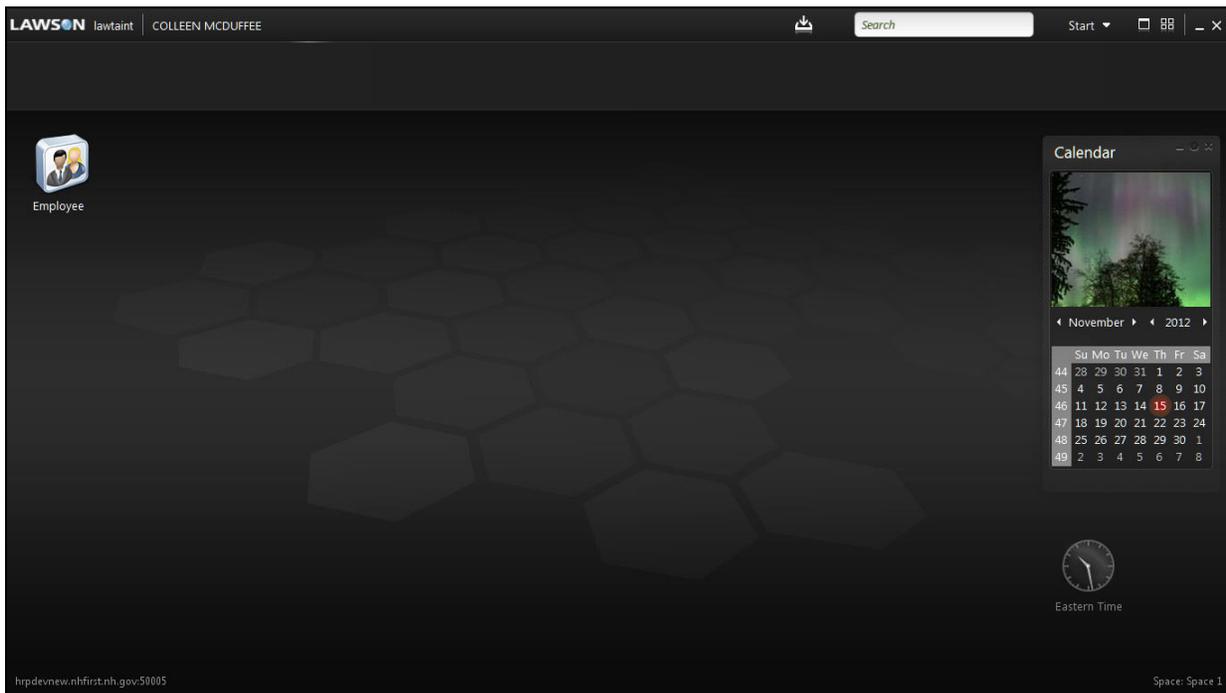
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<b><u>Purpose:</u></b>	Employees will use the NH FIRST Employee Space to view details on their current work assignment.
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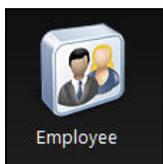
Use the NH FIRST Rich Client to view details on their current work assignment.



1. Click on the NH FIRST Rich Client icon . Login using your username and password.

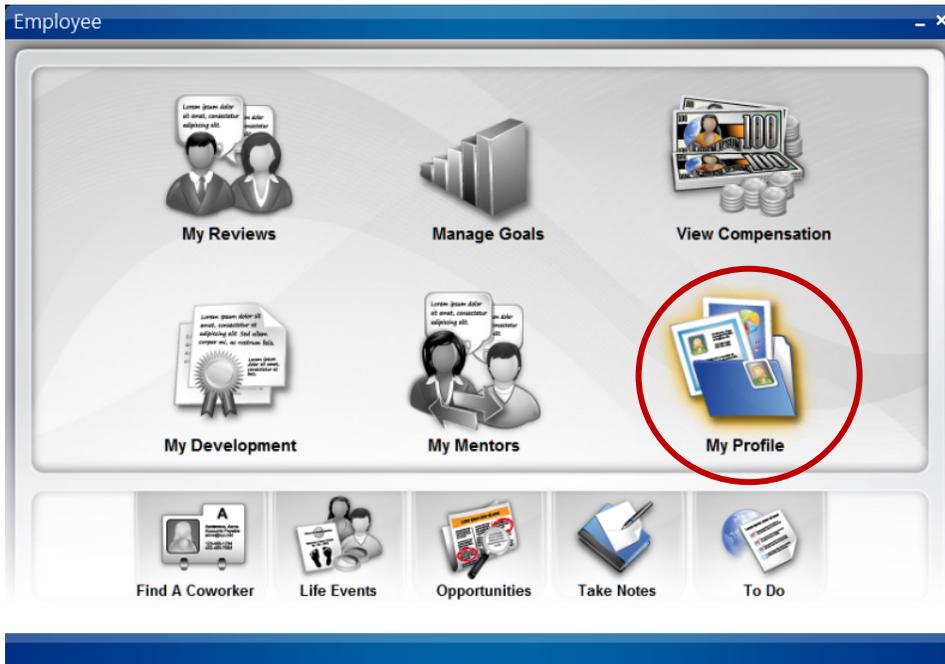


2. From the canvas, double-click the **Employee** icon:

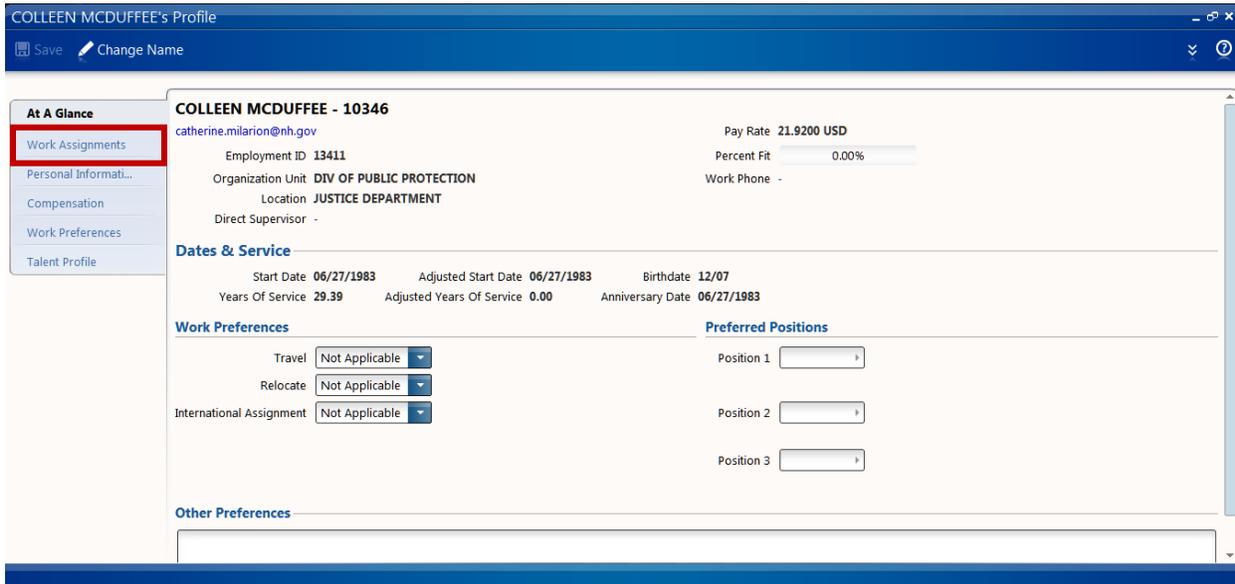


## LTM – Work Assignment – View Details for Current

3. Click **My Profile**.



4. Click the **Work Assignments** tab.



# LTM – Work Assignment – View Details for Current

5. In the **Work Assignments** panel, double click the work assignment to view.

The screenshot shows the 'COLLEEN MCDUFFEE's Profile' page. On the left is a navigation menu with 'Work Assignments' selected. The main content area has two sections: 'Work Assignments' and 'Leave Of Absence'. The 'Work Assignments' table has a red box around the first row, which is highlighted in light green. The 'Leave Of Absence' table below it shows three rows of leave requests.

Primary	Organization Unit	Position	My Direct Supervisor	My Indirect Supervisor	Assign...
Yes	2005	PARALEGAL II	No resources assigned		

Reason	Type	Begin	Completion Date	Status
FMLA-Self		10/23/2012	11/11/2012	Completed
Personal	Leave Without Pay	01/01/2013		Requested
Personal	Personal	11/15/2012		Requested

6. To view a description of the current work assignment, click the **Position Description** tab.

The screenshot shows the 'COLLEEN MCDUFFEE's Work Assignment Profile' page. The 'Position Description' tab is selected and highlighted with a red box. The main content area displays detailed information about the current work assignment, including pay rate, position title, organization unit, and supervisors.

**COLLEEN MCDUFFEE - 10346**  
 Pay Rate 21.9200 USD [Compensation Profile](#)

**Work Assignment Information**

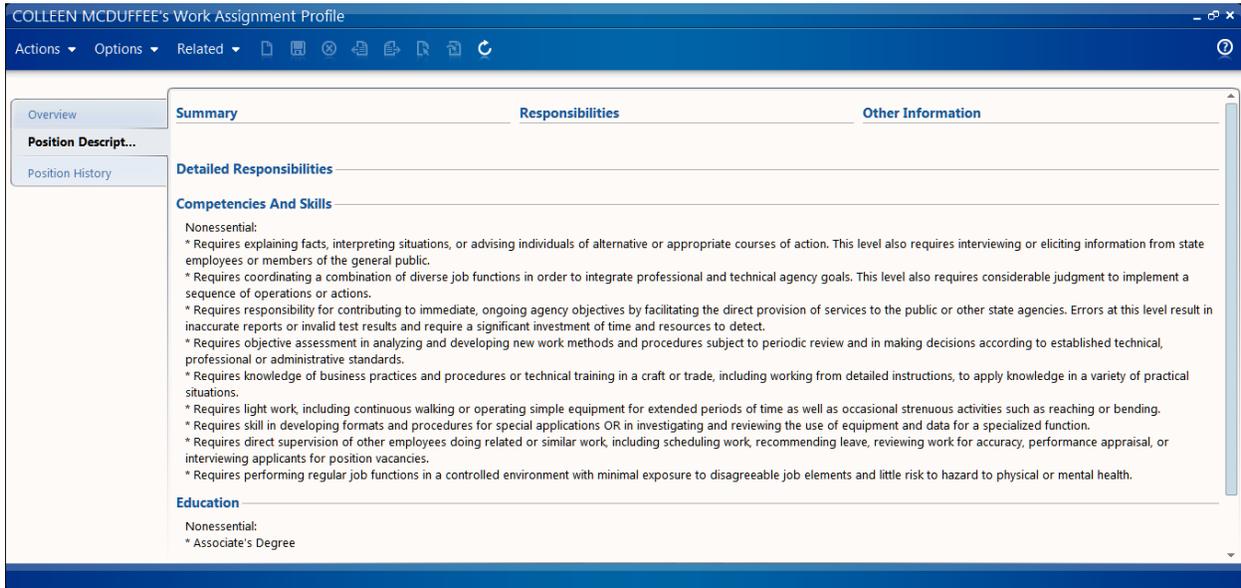
Position **PARALEGAL II** Preferred Job Title -  
 Is Primary **Yes** Work Country **United States**  
 Organization Unit **2005** Organization Unit Description **DIV OF PUBLIC PROTECTION**  
 Company **GENERAL FUND** Job **PARALEGAL II**  
 Accounting Unit **CRIMINAL JUSTICE**  
 Account **Regular Officers And Employees**  
 Activity -  
 Account Category -  
 Location **JUSTICE DEPARTMENT**

**Supervisors**

Manager **No resources assigned** **9U260--10 TOP LEVEL**

# LTM – Work Assignment – View Details for Current

## 7. Position description detail displays.



You have successfully completed this task.

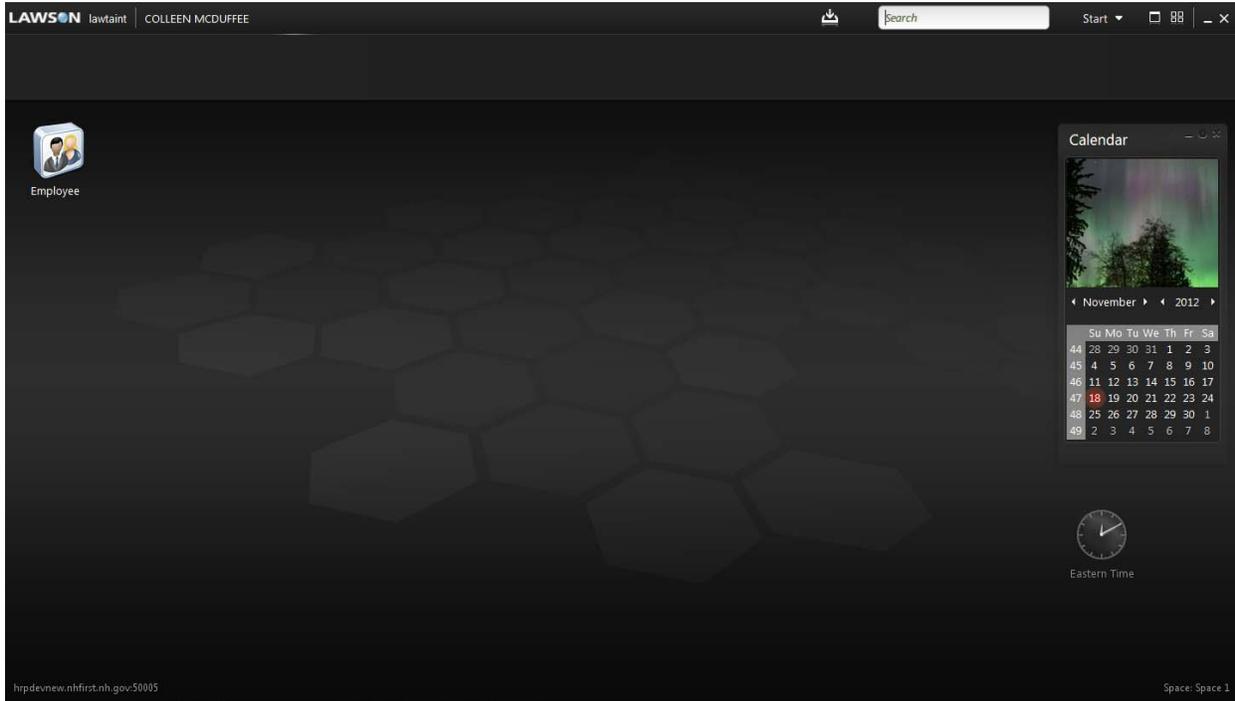
# LTM – Add/Update Education & Credentials

<b>Purpose:</b>	Employee will use NH FIRST Employee Space to add and update education and credentials
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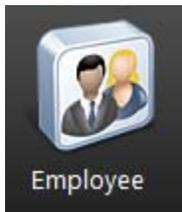
Use the NH FIRST Rich Client to add and update education and credentials



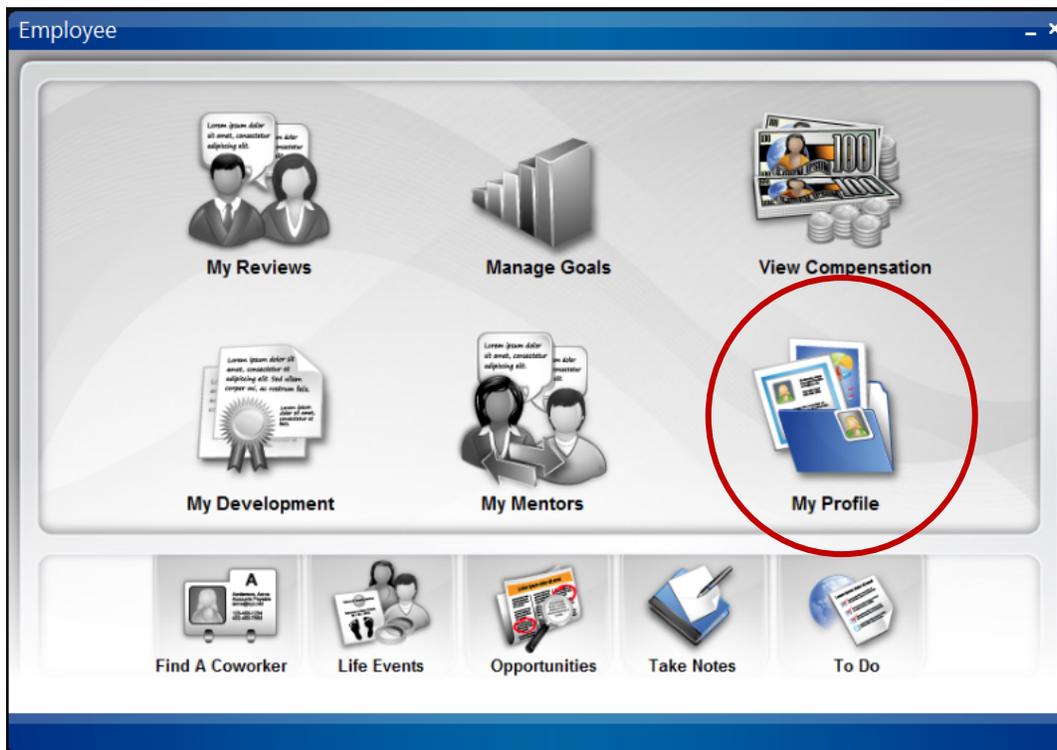
1. Click on the NH FIRST Rich Client icon . Login using your username and password.



2. From the canvas, double-click the **Employee** icon:



## 3. Click **My Profile**



## 4. Click the Talent Profile tab.

# LTM – Add/Update Education & Credentials

**COLLEEN MCDUFFEE - 10346**  
 catherine.milarion@nh.gov      Pay Rate **21.9200 USD**

Employment ID **13411**      Percent Fit **0.00%**

Organization Unit **DIV OF PUBLIC PROTECTION**      Work Phone -

Location **JUSTICE DEPARTMENT**

Direct Supervisor -

[Pending Name Changes](#)

**Dates & Service**

Start Date **06/27/1983**      Adjusted Start Date **06/27/1983**      Birthdate

Years Of Service **29.40**      Adjusted Years Of Service **0.00**      Anniversary Date

**Work Preferences**      **Preferred Positions**

Travel **Not Applicable**      Position 1

Relocate **Not Applicable**

International Assignment **Not Applicable**      Position 2

5. To add a new Education,
  - a. On the Education panel, click Create

**COLLEEN DUFFEE's Profile**

**Create**      **Education**

Education	Essen...	Specialization	Institution	In Proc...	Va...
Associate's Degree		Audiology	Albertus Magnus Co...	No	Yes
Master's Degree		Business Administrat...	Briarwood College	No	No

**Create**      **Employment History**

Company	Job Title
No Data Available	

## LTM – Add/Update Education & Credentials

b. Fill out the form with the information in the table

The screenshot shows a web form titled "Education For COLLEEN DUFFEE-13411". The form has a blue header with a "Save" button. Below the header, there are several sections:

- Reason:** A dropdown menu and a text input field.
- Either Select Education Or Enter Other:** A dropdown menu for "Education" and a text input field for "Other".
- Either Select Education Specialization Or Enter Other Specialization:** A dropdown menu for "Education Specialization" and a text input field for "Other Specialization".
- Completion Date:** Fields for "Month" and "Year" (with a calendar icon), and a checkbox for "In Process".
- Education Rating:** A text input field.
- Either Select Education Institution Or Enter Other Institution And Address:** A dropdown menu for "Education Institution", a text input field for "Other Institution", a dropdown menu for "Country Of Address", and three stacked text input fields for "Address".

Field	Value
Reason	Select a reason for adding the education
Education	Select the education. If the education is not listed, use the Other field.
Education Specialization	Select the education specialization. If the education specialization is not listed, use the Other field.
Completion Date	If the education has been completed, select the date the education was completed from the calendar, or enter the date the skill was acquired in the format MMDDYYYY or MM/DD/YYYY
In Process	Click the checkbox if the education is in process.
Education Institution	Select the education institution. If the education institution is not listed, use the Other field.
Attachment Description	Enter a description of the attachment. If left blank, defaults with the attachment file name.
File Name	Attach pertinent documentation, if necessary

- c. Enter Comments
- d. Click Save.

## LTM – Add/Update Education & Credentials

---

\*Education For COLLEEN DUFFEE-13411

Save

City

State Province

Postal Code

County

**Attachment**

Description

File Name

**Comments**

New degree completed

The new education is routed to the HR Administrator for validation.

6. To update an existing Education,
  - a. On the Education panel, double click to open the education to update

## LTM – Add/Update Education & Credentials

COLLEEN DUFFEE's Profile

Save Change Name

At A Glance  
Work Assignments  
Personal Informati...  
Compensation  
Work Preferences  
**Talent Profile**

Create Education

Education	Essen...	Specialization	Institution	In Proc...	Va...
Associate's Degree		Audiology	Albertus Magnus Co...	No	Yes
Master's Degree		Business Administrat	Brianwood College	No	No

Create Employment History

Company	Job Title
No Data Available	

- b. Update the information, as necessary.
- c. Click Save

\*Education For COLLEEN DUFFEE-13411

Save

Reason: DEGREE COMPLETION | Degree Completed

Either Select Education Or Enter Other

Education: Master's Degree

Other: [Text Field]

Either Select Education Specialization Or Enter Other Specialization

Education Specialization: Business Administration

Other Specialization: [Text Field]

Completion Date

Month: 11 | Year: 2012

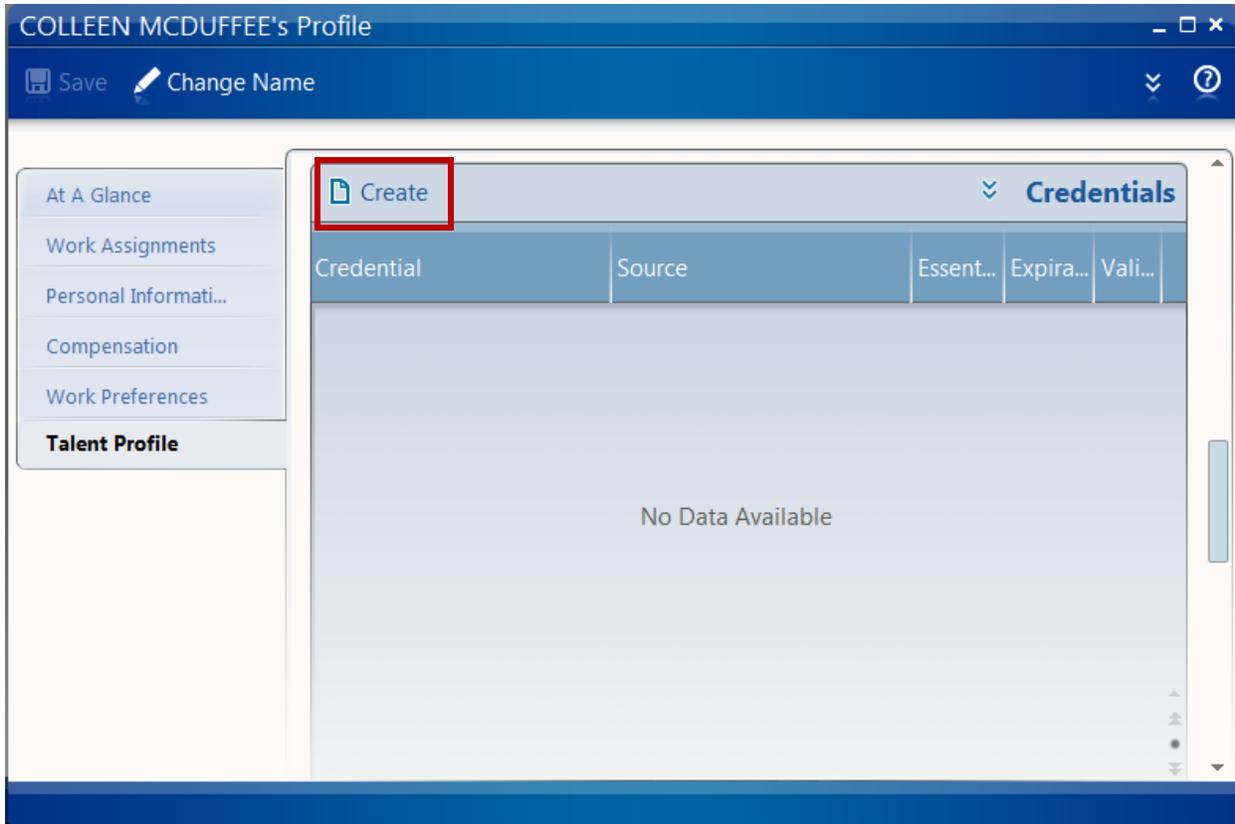
In Process

Education Rating

Education Rating: [Text Field]

7. To add a new Credential,
  - a. On the Credentials panel, click Create

# LTM – Add/Update Education & Credentials



b. Fill out the form with the information in the table

The screenshot shows a form titled 'Credential For COLLEEN MCDUFFEE-13411'. The form includes the following fields and sections:

- Reason:** A dropdown menu.
- Either Select Credential Or Enter Other:** A section with a 'Credential' dropdown and an 'Other' text input field.
- Credential Number And Dates:** A section with 'Credential Number' text input, '\*Original Credential Date' date picker, 'Most Recent Renewal' date picker, 'Expiration Date' date picker, 'Next Renewal Date' text input, 'Next Expiration Date' text input, and 'Renewal Cycle' text input.
- Either Select Credential Source Or Enter Other Source:** A section with 'Credential Source' dropdown and 'Other Source' text input.
- Attachment:** A section with 'Description' text input.

Field	Value
-------	-------

## LTM – Add/Update Education & Credentials

Reason	Select a reason for adding the credential
Credential	Select the Credential
Other	If the credential is not available in the above list, enter another credential
Credential Number	If applicable, enter the credential number
Original Credential Date	Select the date the credential was acquired from the calendar, or enter the date the credential was acquired in the format MMDDYYYY or MM/DD/YYYY
Most Recent Renewal	Select the date the credential was most recently renewed from the calendar, or enter the date the credential was most recently renewed in the format MMDDYYYY or MM/DD/YYYY
Expiration	Select the date the credential will expire from the calendar, or enter the date the credential will expire in the format MMDDYYYY or MM/DD/YYYY
Credential Source	Select where the credential was acquired
Other Source	If the qualification source is not available in the above list, enter another qualification source
Attachment Description	Enter a description of the attachment. If left blank, defaults with the attachment file name.
File Name	Attach pertinent documentation, if necessary

- c. Enter Comments
- d. Click Save.

The screenshot shows a web application window titled '\*Credential For COLLEEN MCDUFFEE-13411'. A red box highlights the 'Save' button in the top left corner. The form contains the following fields and sections:

- Reason:** A dropdown menu set to 'NEW CREDENTIAL'.
- Either Select Credential Or Enter Other:**
  - Credential:** A dropdown menu set to 'BARBER'S LICENSE' with 'NH Barber's License' displayed below it.
  - Other:** An empty text input field.
- Credential Number And Dates:**
  - Credential Number:** An empty text input field.
  - \*Original Credential Date:** A date picker set to '11/18/2012'.
  - Most Recent Renewal:** A date picker.
  - Expiration Date:** A date picker.
  - Next Renewal Date:** A date picker.
  - Next Expiration Date:** A date picker.
  - Renewal Cycle:** A dropdown menu.
- Either Select Credential Source Or Enter Other Source:**
  - Credential Source:** A dropdown menu.
  - Other Source:** An empty text input field.
- Attachment:**
  - Description:** An empty text input field.
  - File Name:** An empty text input field with a 'Browse...' button.
- Comments:** An empty text area.

The new credential is routed to the HR Administrator for validation.

8. To update an existing Credential,
  - a. On the Skills panel, double click to open the credential to update

## LTM – Add/Update Education & Credentials

COLLEEN MCDUFFEE's Profile

Save Change Name

At A Glance

Work Assignments

Personal Informati...

Compensation

Work Preferences

**Talent Profile**

Create

Credential	Source	Essent...	Expira...	Vali...
NH Barber's License				No

Refreshing...

- b. Update the information, as necessary.
- c. Click Save

Credential For COLLEEN MCDUFFEE-13411

Save

Other

**Credential Number And Dates**

Credential Number

\*Original Credential Date 11/18/2012

Most Recent Renewal 11/18/2012 Expiration Date

Next Renewal Date - Next Expiration Date - Renewal Cycle -

**Either Select Credential Source Or Enter Other Source**

Credential Source

Other Source

**Attachment**

Description test attachment.txt

File Name test attachment.txt Browse...

**Comments**

attaching documents

You have successfully completed this task.



# LTM – Job Cart

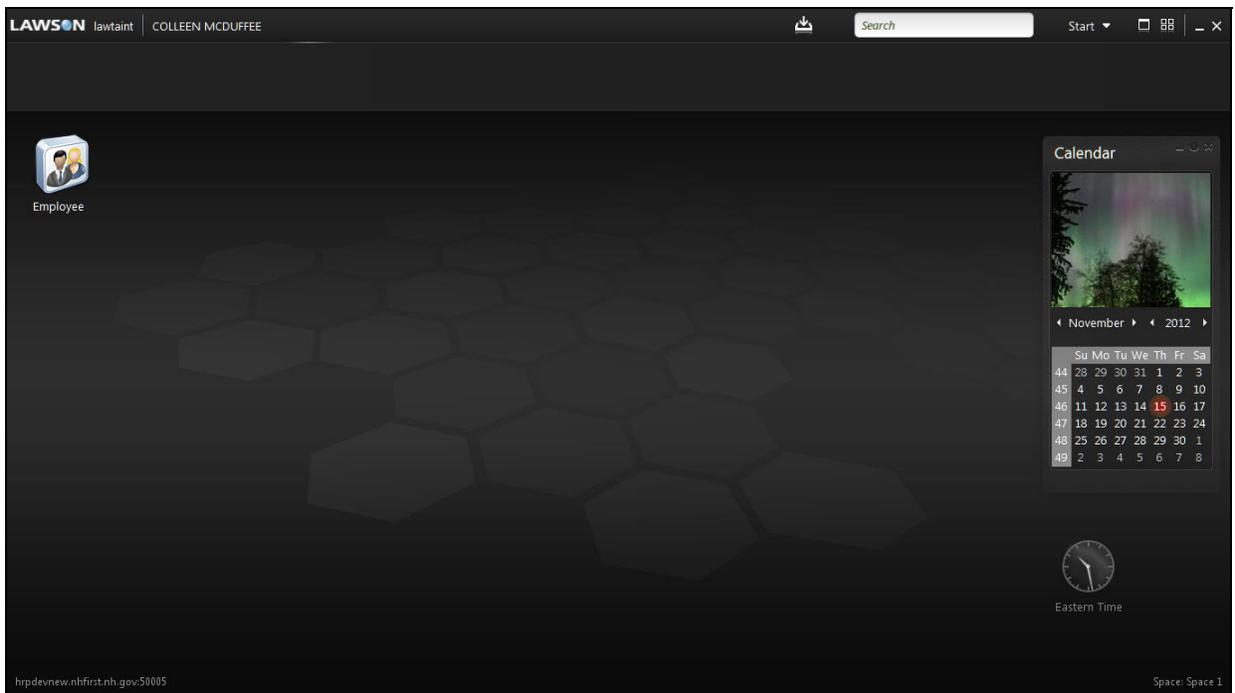
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<b>Purpose:</b>	Employees will use the NH FIRST Employee Space to view their job cart.
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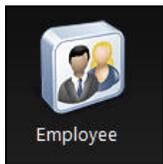
Use the NH FIRST Rich Client to view their job cart.



1. Click on the NH FIRST Rich Client icon . Login using your username and password.



2. From the canvas, double-click the **Employee** icon:

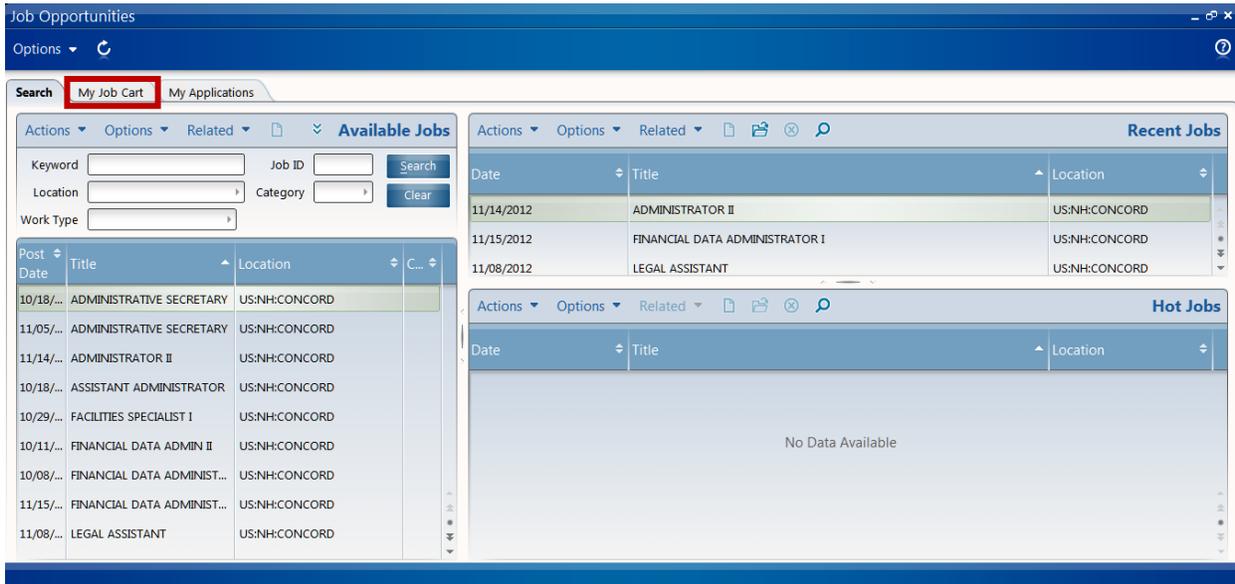


# LTM – Job Cart

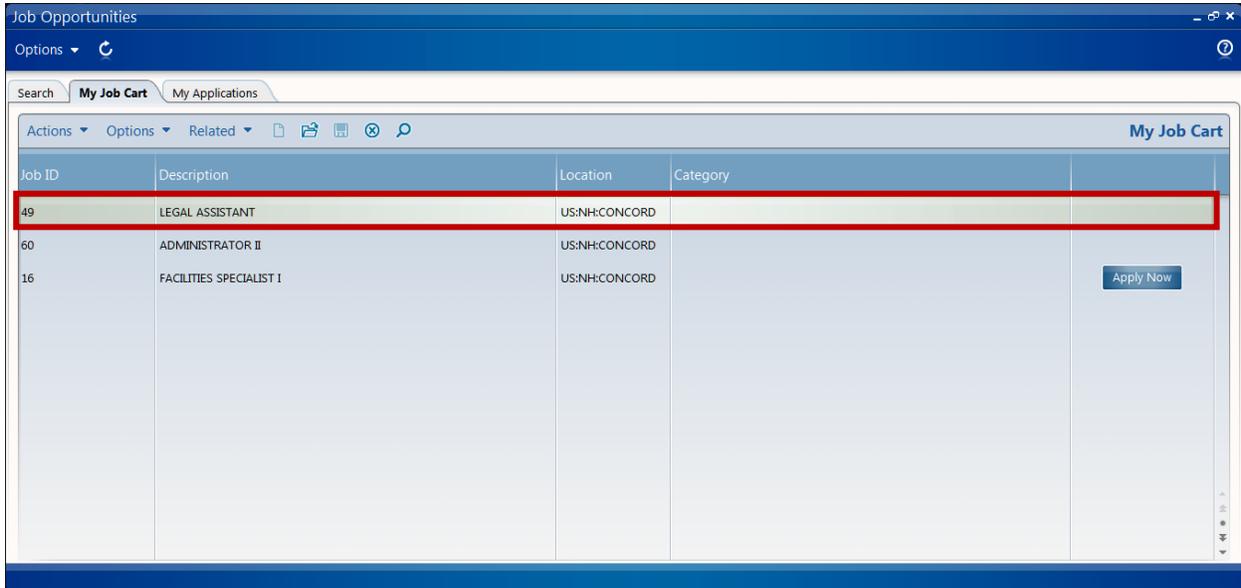
3. Click **Opportunities**.



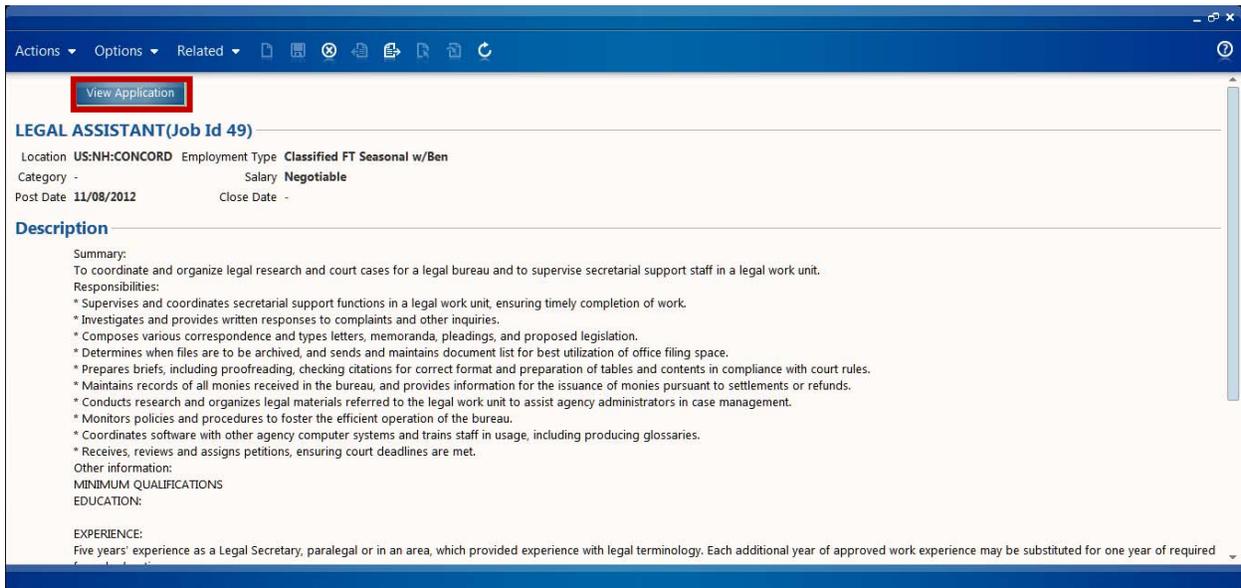
4. To locate the job you saved, click the **My Job Cart** tab.



5. Double click a job to view the details.



6. To view an application for a job, click **View Application**.



# LTM – Job Cart

7. Several form tabs display on the left, enabling you to access additional information. When you are finished, close  windows until you return to the **Job Opportunities** form.



LEGAL ASSISTANT Application For COLLEEN MCDUFFEE

Save Review Application

Status **New** Employee Number **13411** Source **In House Posting within my Agency**  
Job ID **49** Years Of Service **29.39** Referring Source -

**Position Detail**

LEGAL ASSISTANT (Job Id 49)

Location - Work Type **SONH**  
Category - Salary **Negotiable**  
Post Date **11/08/2012** Closed Date -

**Description**

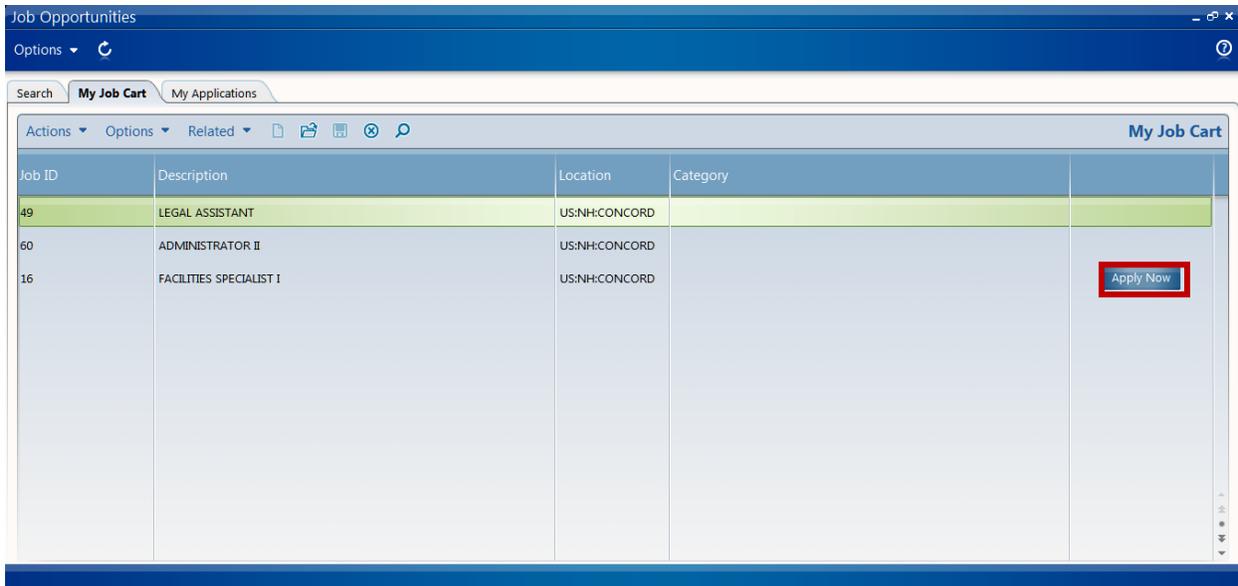
Summary:  
To coordinate and organize legal research and court cases for a legal bureau and to supervise secretarial support staff in a legal work unit.

Responsibilities:

- \* Supervises and coordinates secretarial support functions in a legal work unit, ensuring timely completion of work.
- \* Investigates and provides written responses to complaints and other inquiries.
- \* Composes various correspondence and types letters, memoranda, pleadings, and proposed legislation.
- \* Determines when files are to be archived, and sends and maintains document list for best utilization of office filing space.
- \* Prepares briefs, including proofreading, checking citations for correct format and preparation of tables and contents in compliance with court rules.
- \* Maintains records of all monies received in the bureau, and provides information for the issuance of monies pursuant to settlements or refunds.
- \* Conducts research and organizes legal materials referred to the legal work unit to assist agency administrators in case management.
- \* Monitors policies and procedures to foster the efficient operation of the bureau.
- \* Coordinates software with other agency computer systems and trains staff in usage, including producing glossaries.
- \* Receives, reviews and assigns petitions, ensuring court deadlines are met.

Other information:  
MINIMUM QUALIFICATIONS  
EDUCATION:

8. To apply for a job, click **Apply Now**.



Job Opportunities

Options

Search My Job Cart My Applications

Actions Options Related

Job ID	Description	Location	Category
49	LEGAL ASSISTANT	US:NH:CONCORD	
60	ADMINISTRATOR II	US:NH:CONCORD	
16	FACILITIES SPECIALIST I	US:NH:CONCORD	

My Job Cart

Apply Now

9. Complete and **Submit** the application.

The screenshot shows a web application interface for a job application. At the top, the title bar reads "Application For FACILITIES SPECIALIST I". Below the title bar is a navigation menu with buttons for "Previous", "Profile" (highlighted in green), "Resume / CV", "Summary", and "Next". A "Save" button is also visible in the top left corner. The main content area is titled "Review" and contains the following text: "Information from your Employee Profile will be used during this application. Click the link below to update/enhance your existing Employee Profile. If your profile is current, proceed to the next step." Below this text is a circular logo and a link labeled "View / Update". Underneath, there is a section titled "Additional Profile Options" with the instruction: "For this application, you have the option to enhance the following information (this does not update your existing Employee Profile). By selecting any or all of the following, you will be prompted to update this information later in the application process:". This section includes three checkboxes: "Work Preferences", "Employment and Education History", and "Competencies, Credentials and Achievements".

You have successfully completed this task.



# LTM – Job Cart

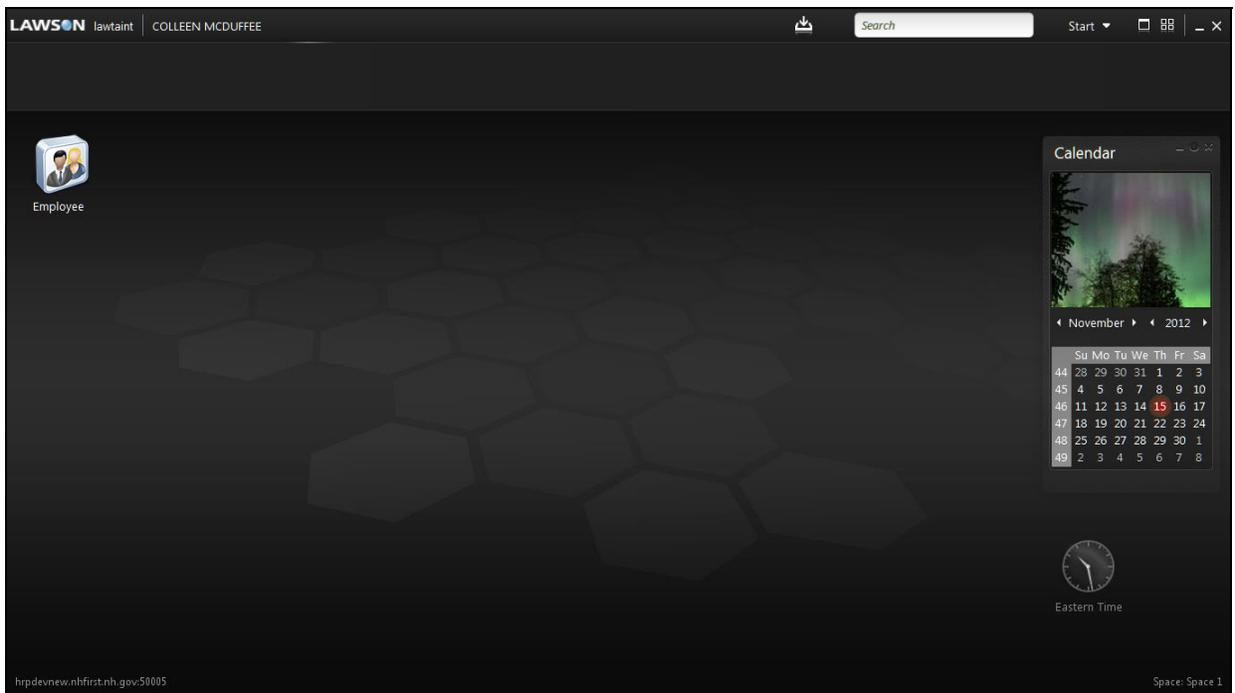
---

<b>Purpose:</b>	Employees will use the NH FIRST Employee Space to view their job cart.
-----------------	--

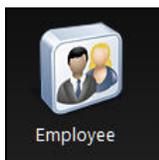
Use the NH FIRST Rich Client to view their job cart.



1. Click on the NH FIRST Rich Client icon . Login using your username and password.

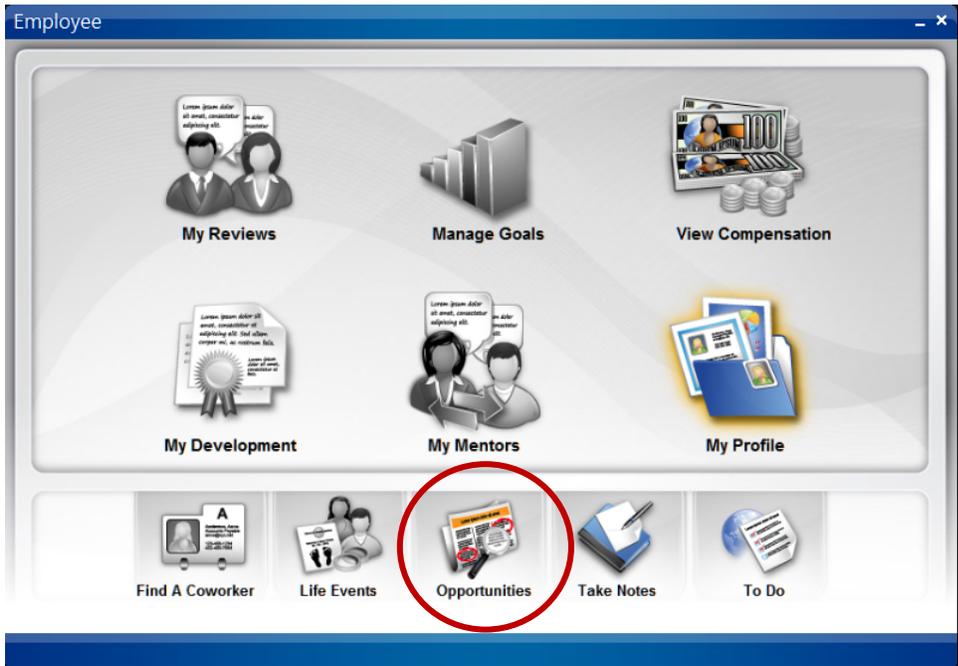


2. From the canvas, double-click the **Employee** icon:

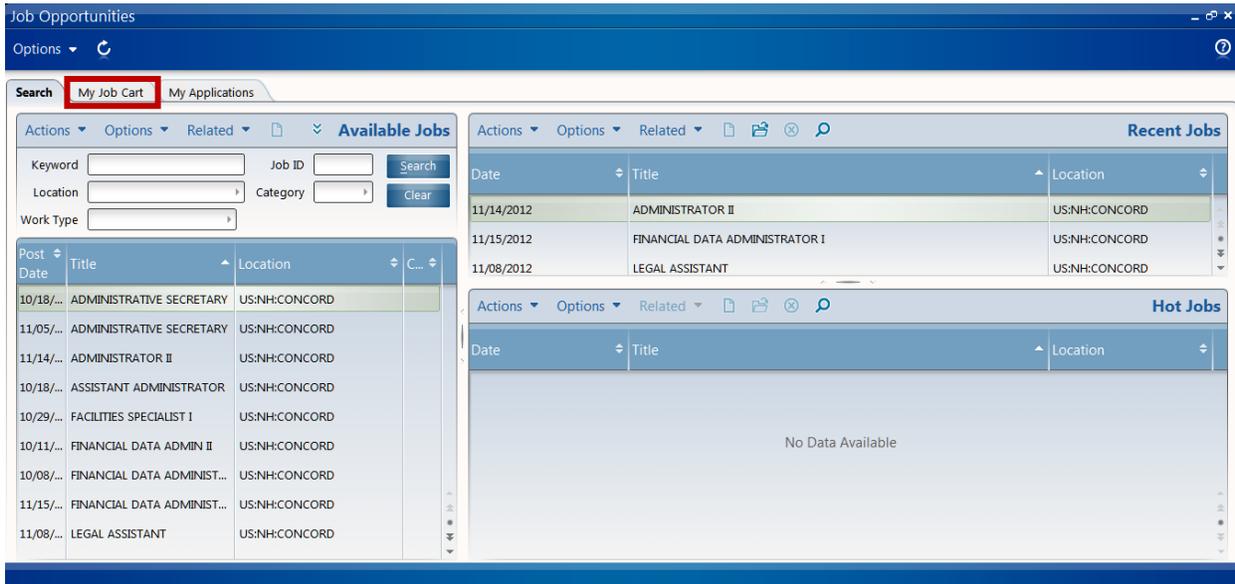


# LTM – Job Cart

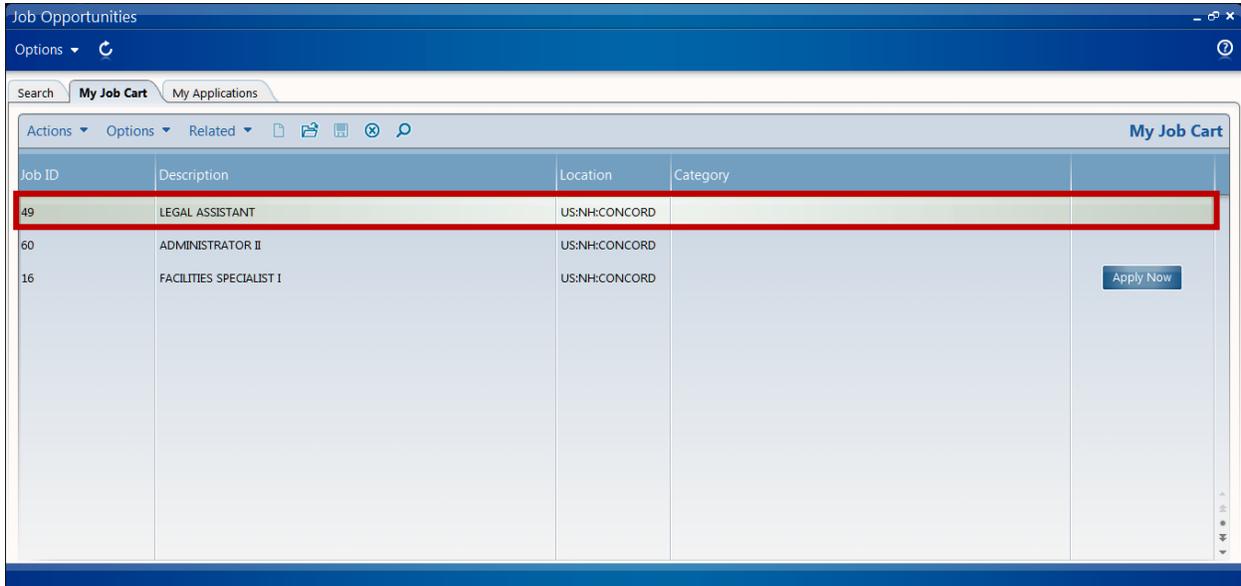
3. Click **Opportunities**.



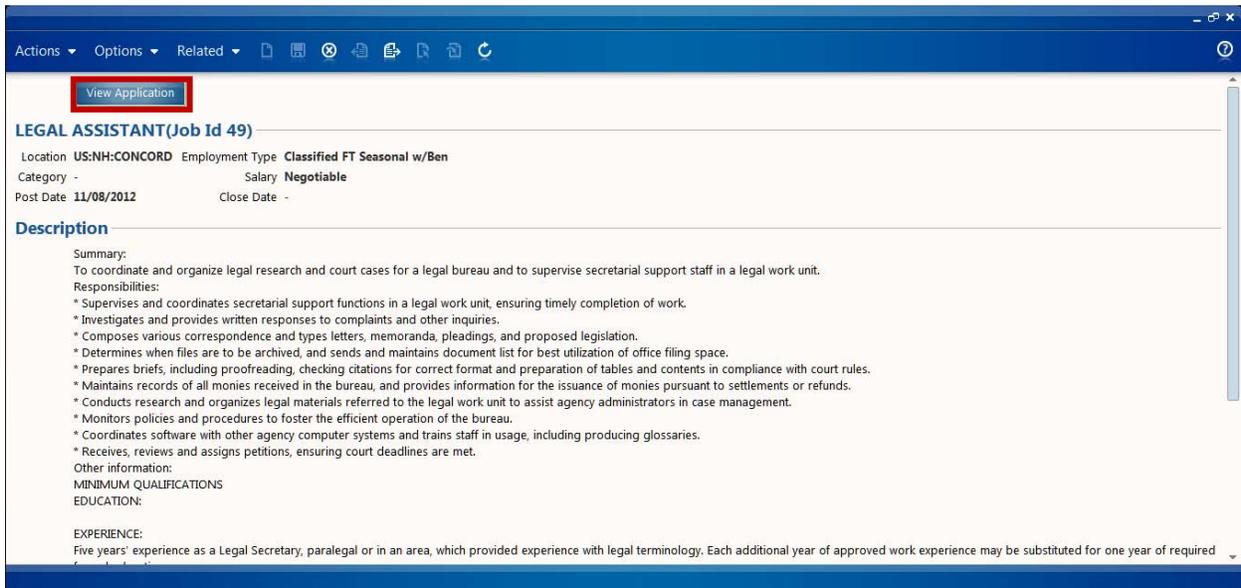
4. To locate the job you saved, click the **My Job Cart** tab.



5. Double click a job to view the details.

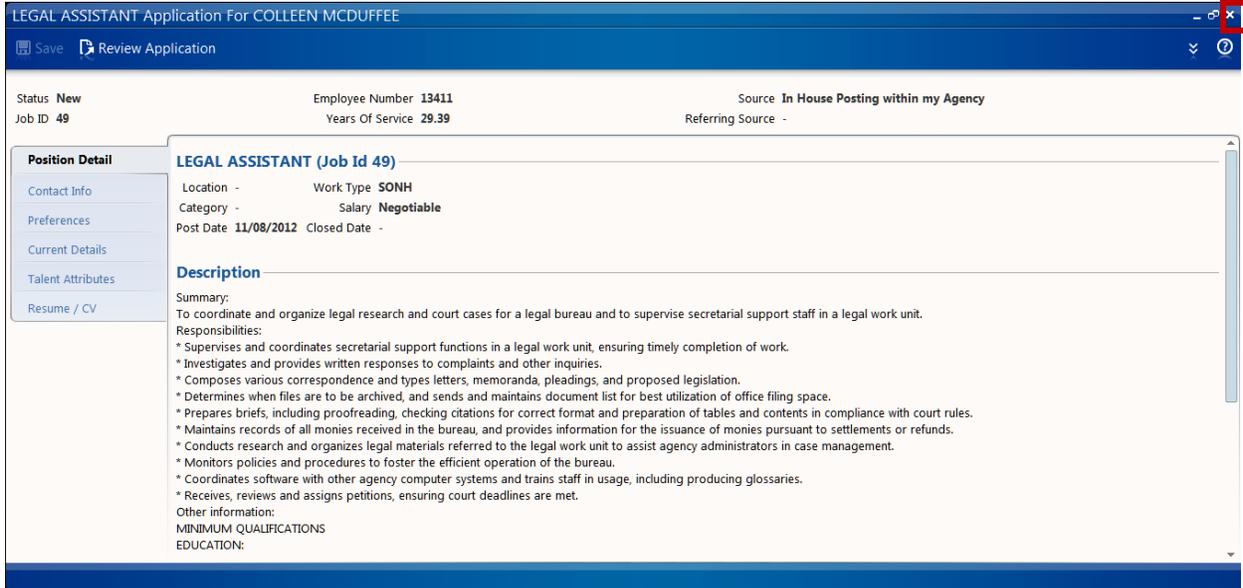


6. To view an application for a job, click **View Application**.



# LTM – Job Cart

7. Several form tabs display on the left, enabling you to access additional information. When you are finished, close  windows until you return to the **Job Opportunities** form.



LEGAL ASSISTANT Application For COLLEEN MCDUFFEE

Save Review Application

Status **New** Employee Number **13411** Source **In House Posting within my Agency**  
Job ID **49** Years Of Service **29.39** Referring Source -

**Position Detail**

LEGAL ASSISTANT (Job Id 49)

Location - Work Type **SONH**  
Category - Salary **Negotiable**  
Post Date **11/08/2012** Closed Date -

**Description**

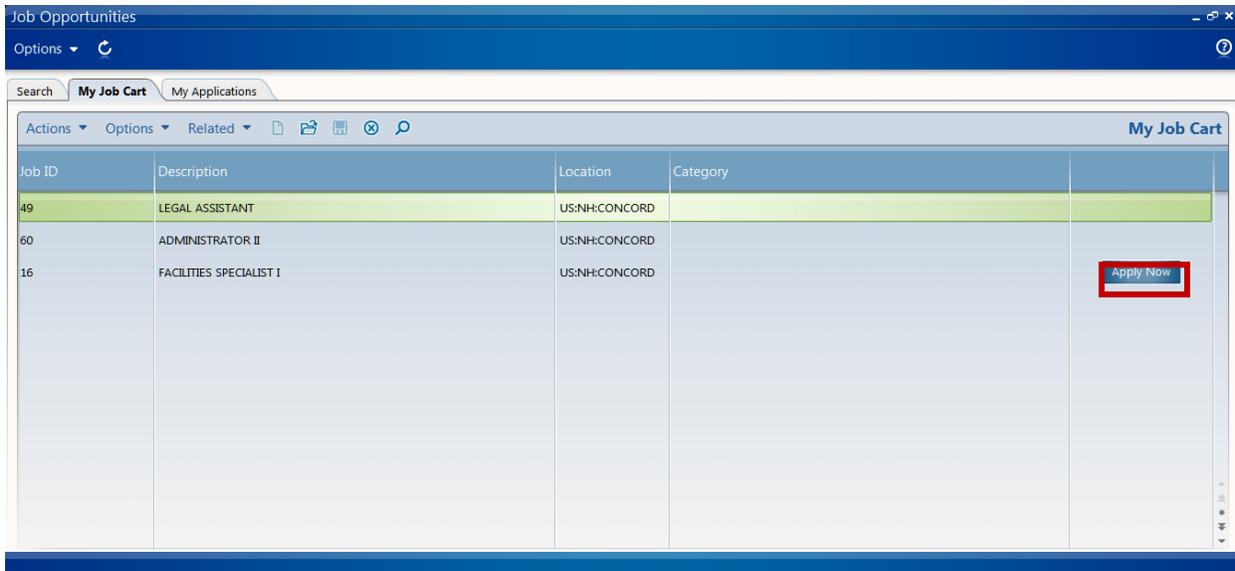
Summary:  
To coordinate and organize legal research and court cases for a legal bureau and to supervise secretarial support staff in a legal work unit.

Responsibilities:

- \* Supervises and coordinates secretarial support functions in a legal work unit, ensuring timely completion of work.
- \* Investigates and provides written responses to complaints and other inquiries.
- \* Composes various correspondence and types letters, memoranda, pleadings, and proposed legislation.
- \* Determines when files are to be archived, and sends and maintains document list for best utilization of office filing space.
- \* Prepares briefs, including proofreading, checking citations for correct format and preparation of tables and contents in compliance with court rules.
- \* Maintains records of all monies received in the bureau, and provides information for the issuance of monies pursuant to settlements or refunds.
- \* Conducts research and organizes legal materials referred to the legal work unit to assist agency administrators in case management.
- \* Monitors policies and procedures to foster the efficient operation of the bureau.
- \* Coordinates software with other agency computer systems and trains staff in usage, including producing glossaries.
- \* Receives, reviews and assigns petitions, ensuring court deadlines are met.

Other information:  
MINIMUM QUALIFICATIONS  
EDUCATION:

8. To apply for a job, click **Apply Now**.



Job Opportunities

Options

Search My Job Cart My Applications

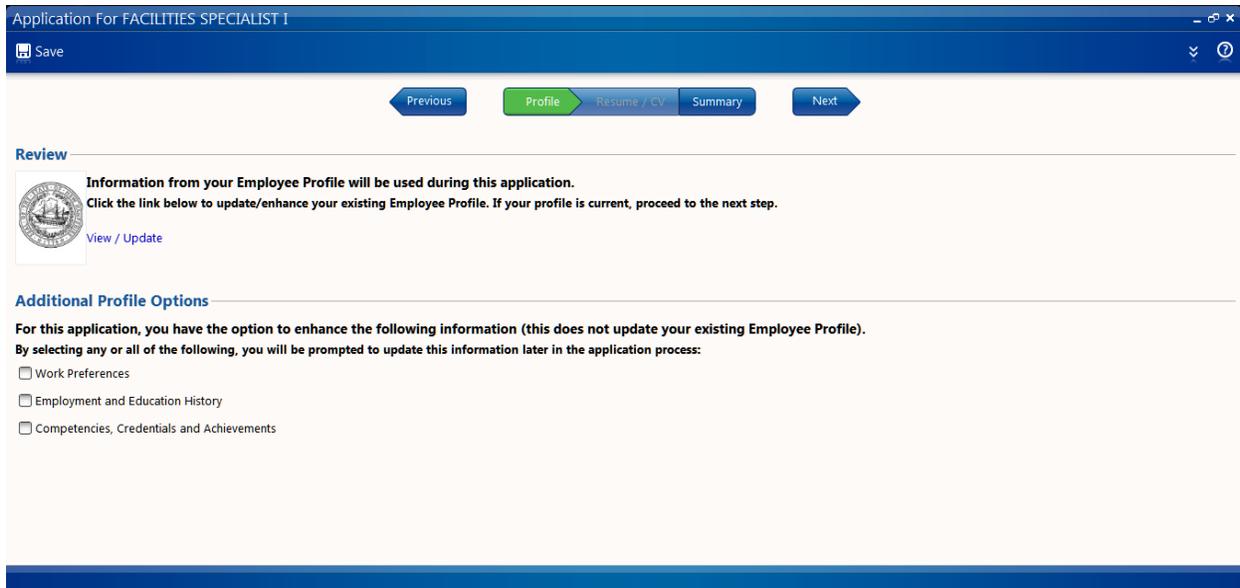
Actions Options Related

Job ID	Description	Location	Category
49	LEGAL ASSISTANT	US:NH:CONCORD	
60	ADMINISTRATOR II	US:NH:CONCORD	
16	FACILITIES SPECIALIST I	US:NH:CONCORD	

My Job Cart

Apply Now

9. Complete and **Submit** the application.



The screenshot shows a web application window titled "Application For FACILITIES SPECIALIST I". The window has a blue header bar with a "Save" button on the left and window control icons on the right. Below the header is a navigation bar with five buttons: "Previous", "Profile" (highlighted in green), "Resume / CV", "Summary", and "Next".

The main content area is titled "Review" and contains the following text:

**Information from your Employee Profile will be used during this application.**  
Click the link below to update/enhance your existing Employee Profile. If your profile is current, proceed to the next step.

Below this text is a circular logo of the State of New Hampshire and a link labeled "View / Update".

The next section is titled "Additional Profile Options" and contains the following text:

**For this application, you have the option to enhance the following information (this does not update your existing Employee Profile).**  
By selecting any or all of the following, you will be prompted to update this information later in the application process:

- Work Preferences
- Employment and Education History
- Competencies, Credentials and Achievements

You have successfully completed this task.



# LTM – My Applications

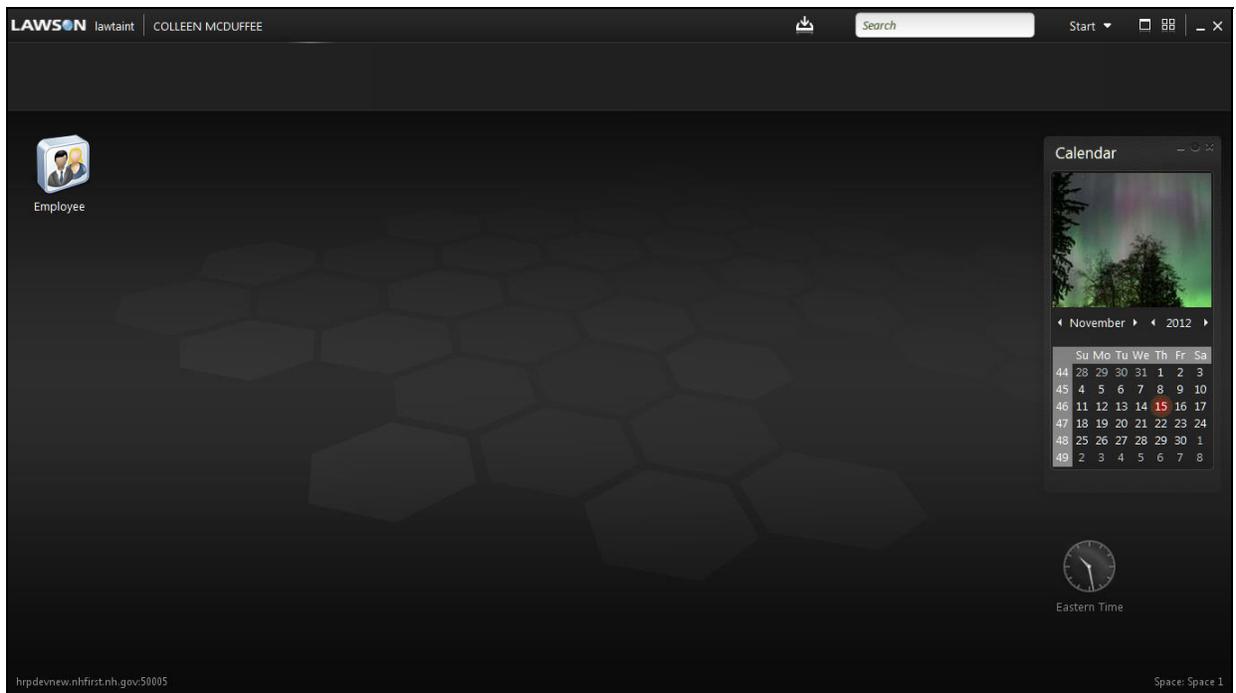
**Purpose:**

Employees will use the NH FIRST Employee Space to view their applications.

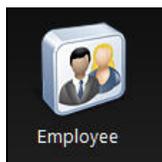
Use the NH FIRST Rich Client to view their applications.



1. Click on the NH FIRST Rich Client icon . Login using your username and password.

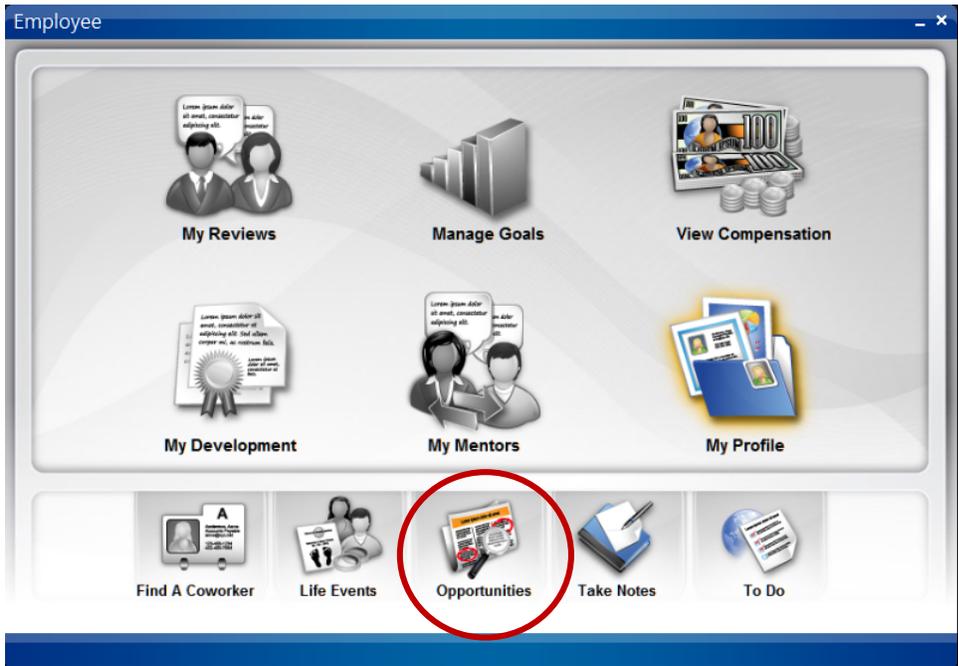


2. From the canvas, double-click the **Employee** icon:

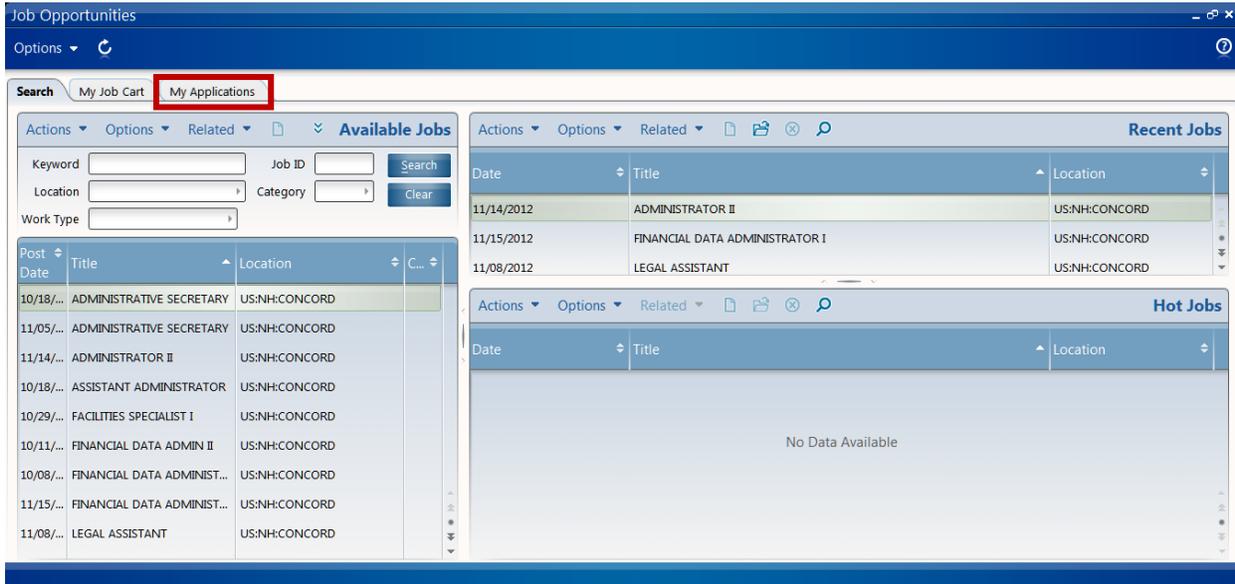


# LTM – My Applications

3. Click **Opportunities**.



4. To locate the job you applied for, click the **My Applications** tab.



# LTM – My Applications

5. To view details of an application, double click the job.

Application Date	Posting Position	Location	Status	Action
11/12/2012	LEGAL ASSISTANT	US:NH:CONCORD	New	
11/13/2012	PARALEGAL II	US:NH:CONCORD	Hire	
11/15/2012	ADMINISTRATOR II	US:NH:CONCORD	Hire	

6. Note that this form includes several tabs on the left to access additional information.

**LEGAL ASSISTANT Application For COLLEEN MCDUFFEE**

Status: **New**      Employee Number: **13411**      Source: **In House Posting within my Agency**  
Job ID: **49**      Years Of Service: **0.00**      Referring Source: **-**

**Position Detail** (Job id 49)

Location -      Work Type **SONH**  
Category -      Salary **Negotiable**  
Post Date **11/08/2012**      Closed Date -

**Description**

Summary:  
To coordinate and organize legal research and court cases for a legal bureau and to supervise secretarial support staff in a legal work unit.

Responsibilities:

- \* Supervises and coordinates secretarial support functions in a legal work unit, ensuring timely completion of work.
- \* Investigates and provides written responses to complaints and other inquiries.
- \* Composes various correspondence and types letters, memoranda, pleadings, and proposed legislation.
- \* Determines when files are to be archived, and sends and maintains document list for best utilization of office filing space.
- \* Prepares briefs, including proofreading, checking citations for correct format and preparation of tables and contents in compliance with court rules.
- \* Maintains records of all monies received in the bureau, and provides information for the issuance of monies pursuant to settlements or refunds.
- \* Conducts research and organizes legal materials referred to the legal work unit to assist agency administrators in case management.
- \* Monitors policies and procedures to foster the efficient operation of the bureau.
- \* Coordinates software with other agency computer systems and trains staff in usage, including producing glossaries.
- \* Receives, reviews and assigns petitions, ensuring court deadlines are met.

Other information:  
MINIMUM QUALIFICATIONS  
EDUCATION:

## LTM – My Applications

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You have successfully completed this task.