Extra Topics

If the Extra Topics feature is made available by your organization, you will see an additional tab to the upper right of your mLP inbox.

Clicking this tab will display a page containing an extensive library of articles and resources relating to the health and human services field. It is important to note that accessing these resources will not appear on your transcript or count toward your training requirements. They are available if you are looking for additional information and/or resources on a particular topic but don't require formal training.

Request a Course (RAC)

If the RAC feature has been activated for your organization, a Request A Course link will appear at the bottom of your Communication Center. If you do not see this link, you may disregard the instructions below.This feature allows you to view a catalog of available courses and send a request for assignment.

1. Click the **Request A Course** link to open the RAC catalog display.

:: Communication Center ::

- Welcome Message
- My Certificates
- My Elective Courses
- My Passed Online Courses
- My Transcript
- Request A Course
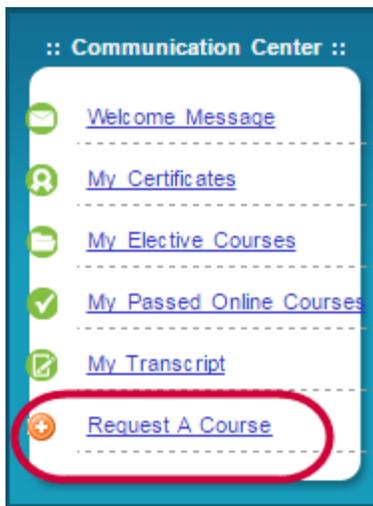
Navigating the Catalog

When the screen refreshes, by default all courses available to request are displayed in alphabetical order.

A. To see courses beginning with a specific letter, click the available link. If a letter does not appear as a link, there are no course titles in the catalog beginning with that letter.

B. To display only courses in a specific category, select it from the available list. This display will automatically refresh to show only titles in the chosen category.

C. To display only courses that carry credits from a specific approval body, select it from the available list. The display will automatically refresh to show only titles carrying credits from the chosen approval body.

D. To search for a course by keyword, enter it into the available field and click the **Search** button. If any courses match the entered keyword, the screen will refresh to display them.

E. To view the full description and course details for a displayed title, click the **More** link that follows it. When finished viewing the expanded details, click the **View Request Queue** button to return to the list of courses.

F. Click the **Request Queue** button to see a list of currently pending requests.

⚠️
Filters B-D are mutually exclusive, so only one can be applied at a time.

2. Click the **Request** button to the left of a title to generate a request. An email will be sent to your supervisor informing them of the request.

3. The Request Queue will display when the screen refreshes. All courses that have been requested and pending disposition will display.

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To cancel a request made previously, click the **Cancel Request** button to the left of the title. It will immediately delete the course from the assignment queue.

4. To return to the catalog, click the **Request a Course** button. Repeat steps 2-4 as needed.

When you return to your inbox, the number of requested courses pending disposition will appear in parentheses at the end of the **Request A Course** link until requests are approved or declined.
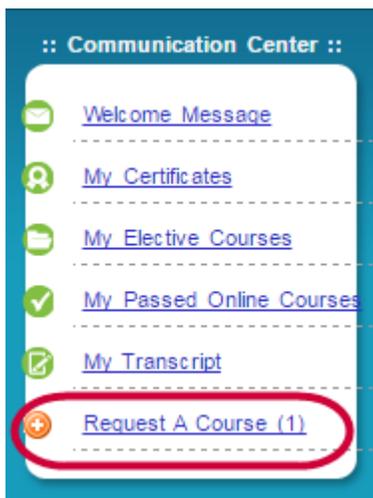
You supervisor or an administrator will either approve or deny your request. If approved, the assignment will appear in the My Training section of your Inbox or under the My Electives link depending on how it was assigned. If denied, you may receive an email providing reasons why the course has not been assigned.