Logging into PACE in the Municipality/Non State Domain

Use this URL: http://www.pace.state.ma.us/HRDnonhrcms

This screen will appear:
To create a municipal account: Click the **Register** link.

The system will ask for a Login ID and Password.
• The Login ID and password must both be at least 4 characters.
• The password does not expire.
A new screen will appear, **REGISTER – Select Organization**. The *Root Organization: Commonwealth of Massachusetts – Executive Branch* will be listed as the default organization.
Click on the Expand button and then find and choose Municipalities/Non State Government from the drop down list.
Click on the Select button.
User will be brought to the REGISTER – User Profile Screen. The information must be inputted to establish administrator access in order to run reports.
Establish one account for the person(s) who will be running reports.

- First Name entered as **Reporting**.
- Last Name entered as the name of the **Municipality**.
• Select one valid email address for the person who will receive/run reports.
Users will be instructed to select this name in the Manager’s Email field. The Manager’s Email field is critical in that this is how you will be able to run reports as to who has completed the online training program.
Once you create a log in account and then log in, the PACE Home Page will display each time a person logs into PACE.
To run manager reports, click on **Administration** (either the tab on the menu in the left hand column or the tab in the center of the page).
The Reports function contains both system-generated and user-created reports. Select from either option below to access these different report types.

- **Reports Console**: Enables users to access all of the standard reports and search links from a central location. Access to Reports Console is permissions-driven; users may view only reports that are available through their designated permissions group.
Click on the Reports Console.

The Reports function contains both system-generated and user-created reports. Select from either option below to access these different report types.

- **Reports Console**: Enables users to access all of the standard reports and search links from a central location. Access to Reports Console is permissions-driven; users may view only reports that are available through their designated permissions group.
Select **Training Reports** from the drop down menu in the **Report Category**, then click the submit button.
Access to these reports is restricted to those who have users reporting to them, therefore, it is critical that users select the [[(Name of city/town), Reporting]] as the Manager under Manager’s Email on the User Profile page.
The Manager’s Direct Reports will allow you to view an individual’s record.
The Manager’s Report – User Progress lets you view everyone who has completed the course.
Options for selecting information you want to capture.

- Always select **Online** for Course Type.
The Date fields should encompass the period the course is available through the date you are running the report. Otherwise you won’t capture the completion of someone who may have started the course, left it, and then went back at a later date to complete it.
Employees will follow the same procedure to create a login account.

- Click **Register** and the system will ask for a **Login ID** and **Password**.
To find the online training course, after logging in, the user will log in and click on the **Student Learning Center** (either the tab on the menu in the left hand column or the tab in the center of the page).
• Click the **Expand** button and then find and choose **Municipalities/Non State Government** from the drop down list.

• Click **Select**
Users will complete the registration information. For **Manager’s Email** they will be directed to click **Find Manager** and then select their municipality. This will link their course completion information to the correct database for reports.
• The employee will then be brought to the PACE home page. To find a course, the user will click on the Student Learning Center (either the tab on the menu in the left hand column or the tab in the center of the page.)
• This will bring the user to a new screen
• Click on the **Course Catalog** link and another screen will appear
• The user will enter a keyword to find the course and then click the **Search** button. Keywords are **conflict**, **interest**, **ethics**, **COI**. Any of these can be used to find the course.
• Click on the course
You will be able to select whether to take the course, browse the course, or review the course. Your login in will allow you to start the course and resume it at a later time if you wish.