

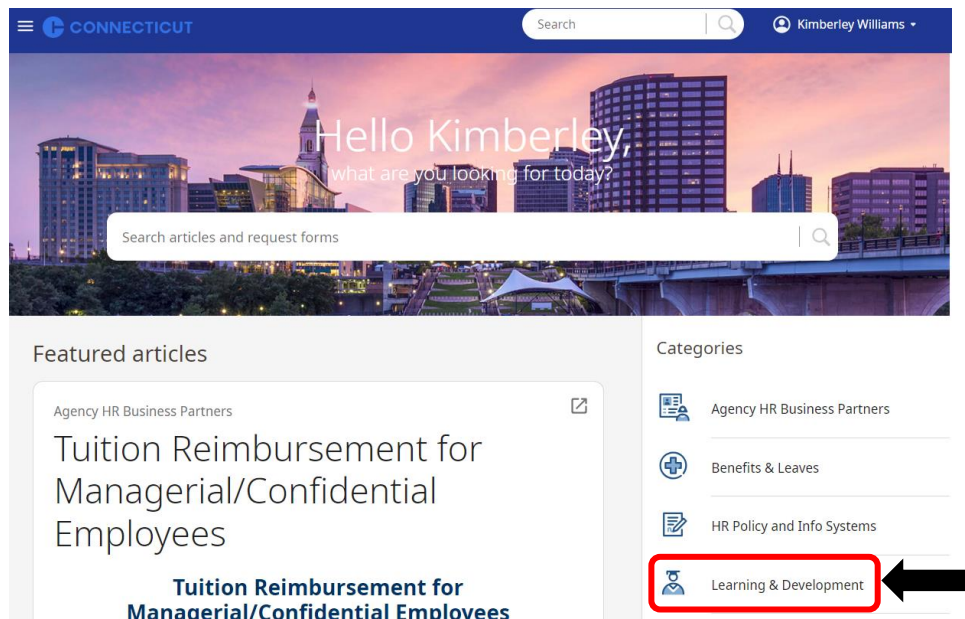
GL 115 Training: Agency Transportation Administrators (ATA)/Agency Head Form – Employee Job Aid

Submitting your GL 115 Training: Agency Transportation Administrators (ATA)/Agency Head Documentation in the UKG Employee Portal:

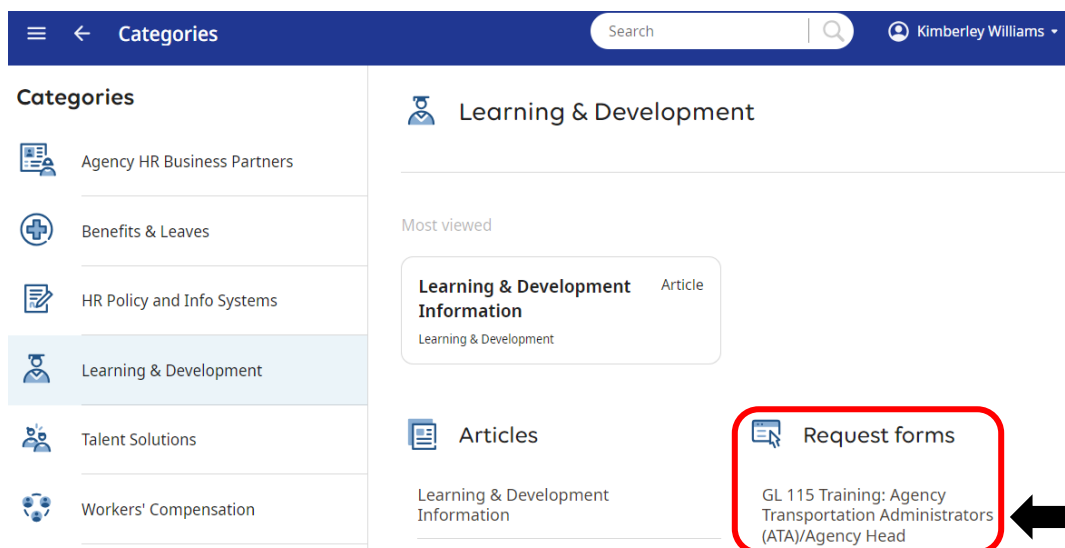
1. Navigate to the UKG People Assist Employee Portal using the following link and sign in with your employee portal credentials: https://ct.employee.us.people-doc.com/login?normal_access=true

Note: If you have never accessed this system before, select “**Request an activation link**” then enter your email address (this will likely be your ct.gov email address or your personal email address). An activation link will be emailed to you from no-reply@people-doc.com. Click on the link in the email that directs you to activate your account. If you do not receive an email, please contact DAS.HRSD@ct.gov for further assistance.

2. Once logged in, select “**Learning & Development**” from the right-side of the homepage:



3. Under “**Request forms**,” select “**GL 115 Training: Agency Transportation Administrators (ATA)/Agency Head**” to launch the request form.



4. Input the date you completed the training then enter your name to sign the request.

Select the date you completed all components of the ATA/Agency Head training on LinkedIn Learning: *

MM/DD/YYYY

Type your full first and last name below to serve as an electronic signature confirming your understanding of all aspects of the training and your responsibilities as related to General Letter 115: *

5. After reviewing your entry, scroll to the bottom of the form and click the blue “**Send request**” button to submit your request. You may “**Save as draft**” or return to the home page and resubmit the request form at a later time.

Save as draft

Send request

Please **do not use** the optional attachment field at the bottom of the form.

You will receive a message on your screen confirming submission of your GL 115 Training: Agency Transportation Administrators (ATA)/Agency Head Form. You may review your open and closed requests in the UKG Employee Portal on your “**My requests**” page.

