

## Logging into PACE in the Municipality/Non State Domain

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

This screen will appear:



**Welcome to PACE**

The Commonwealth of  
Massachusetts Performance  
and Career Enhancement  
Learning Management System

**pace**  
PERFORMANCE AND  
CAREER ENHANCEMENT

Login ID:

Password:

[Forgot Login?](#) | [Forgot Password?](#) | [Register](#)



- 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.

## HRD Training and Learning Development Portal

[Register](#)[Login](#)

**REGISTER**

**Select Organization**



Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization.

**Root Organization:**

Commonwealth of Massachusetts - Executive Branch ▼

**Expand**

**Select**

- A new screen will appear, **REGISTER – Select Organization**. The *Root Organization: Commonwealth of Massachusetts – Executive Branch* will be listed as the default organization.

## HRD Training and Learning Development Portal

[Register](#)[Login](#)

REGISTER

Select Organization



Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization.

Root Organization:  [Expand](#) [Select](#)

Sub Organization:  [Expand](#) [Select](#)

- Click on the **Expand** button and then find and choose **Municipalities/Non State Government** from the drop down list.

## HRD Training and Learning Development Portal

[Register](#)[Login](#)

REGISTER

Select Organization



Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization.

Root Organization:  [Expand](#) [Select](#)

Sub Organization:  [Expand](#) [Select](#)

- Click on the **Select** button.

**REGISTER**  
User Profile

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with \*.

\* **First Name:**

\* **Last Name:**

\* **Email Address:**

☒ *Send me updates and notification of content changes at this email address.*

**Title:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Province/Other:**

**Zip:**

**Country:**

**Phone:**

**Fax:**

**Manager's Email:**  [Find Manager](#)

- User will be brought to the **REGISTER – User Profile** Screen. The information must be inputted to establish administrator access in order to run reports.

## HRD Training and Learning Development Portal

[Register](#) [Login](#)

**REGISTER**  
**User Profile**



As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with \*.

\* **First Name:**

\* **Last Name:**

\* **Email Address:**

☒ *Send me updates and notification of content changes at this email address.*

**Title:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Province/Other:**

**Zip:**

**Country:**

**Phone:**

**Fax:**

**Manager's Email:**  [Find Manager](#)

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**.



## HRD Training and Learning Development Portal

[Register](#) [Login](#)

**REGISTER**  
**User Profile**



As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with \*.

\* **First Name:**

\* **Last Name:**

\* **Email Address:**  *(must be valid email address)*

☒ *Send me updates and notification of content changes at this email address.*

**Title:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Province/Other:**

**Zip:**

**Country:**

**Phone:**

**Fax:**

**Manager's Email:**  [Find Manager](#)

- Select one valid email address for the person who will receive/run reports.

## HRD Training and Learning Development Portal

[Register](#) [Login](#)

**REGISTER**  
**User Profile**



As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with \*.

\* **First Name:**

\* **Last Name:**

\* **Email Address:**

☒ *Send me updates and notification of content changes at this email address.*

**Title:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Province/Other:**

**Zip:**

**Country:**

**Phone:**

**Fax:**

**Manager's Email:**  [Find Manager](#)

- 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.

SIMPLER  
FASTER  
BETTER

HRD

pace

PERFORMANCE AND  
CAREER ENHANCEMENT

INFO HOME INDEX HELP GLOSSARY FEEDBACK NOTEPAD RESEARCH LOGOUT

Select a function

ADMINISTRATION

LEARNING CAFE

LIBRARY

PERSONAL KC

STUDENT LEARNING CENTER

TEAMING CENTER

[Announcements](#)  
[Surveys](#)  
[What's New](#)

[Top 10 Resources](#)  
[Top 10 Searches](#)

LIBRARY

ADMINISTRATION

LEARNING CAFE

STUDENT LEARNING CENTER

TEAMING CENTER

[Administration](#) | [Learning Cafe](#) | [Student Learning Center](#) | [Library](#) | [Teaming Center](#)

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).

ADMINISTRATION

LEARNING CAFE

LIBRARY

PERSONAL KC

STUDENT LEARNING CENTER

TEAMING CENTER

ADMINISTRATION

[Return to Administration](#)

Reports

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.

- This page will then display.

ADMINISTRATION

LEARNING CAFE

LIBRARY

PERSONAL KC

STUDENT LEARNING CENTER


TEAMING CENTER

ADMINISTRATION

[Return to Administration](#)

Reports

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**.

## ADMINISTRATION

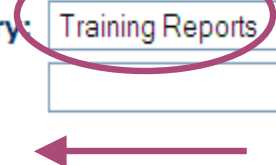
### Reports Console

[Return to Reports](#)

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.

Report Category:  ▼

Keyword(s):   ▼



2 report(s) found.

#### Training Reports

-  [Manager's Direct Reports](#)
-  [Manager's Report - User Progress](#)

- Select **Training Reports** from the drop down menu in the **Report Category**, then click the submit button.

## ADMINISTRATION

### Reports Console

[Return to Reports](#)

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.

Report Category:

Keyword(s):

✓ Submit

2 report(s) found.

#### Training Reports

-  [Manager's Direct Reports](#)
-  [Manager's Report - User Progress](#)

- Access to these reports is restricted to those who have users reporting to them, therefore, it is critical that user select the **[(Name of city/town), Reporting]** as the Manager under Manager's Email on the User Profile page.



## ADMINISTRATION

### Reports Console

[Return to Reports](#)

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.

Report Category: Training Reports ▼

Keyword(s):  All Words ▼

✓ Submit

2 report(s) found.

#### Training Reports

 [Manager's Direct Reports](#)

 [Manager's Report - User Progress](#)



- The **Manager's Direct Reports** will allow you to view an individual's record.

## ADMINISTRATION

### Reports Console

[Return to Reports](#)

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.

Report Category: Training Reports ▼

Keyword(s):  All Words ▼

✓ Submit

2 report(s) found.

#### Training Reports

 [Manager's Direct Reports](#)

 [Manager's Report - User Progress](#)



- The **Manager's Report – User Progress** lets you view everyone who has completed the course.

## REPORTS CONSOLE

### Manager's Report - User Progress

[Return to Reports Console](#)

Select a Progress Status from the dropdown menu. Complete the rest of the form, then select **View Report**. Select items in the Optional Headings area if you would like additional headings to be included in the report.

Progress Status:

#### Course Type:

☐ Classroom ☒ Online ☐ Curriculum

Date From:

Date To:

Number of Records per Page:

#### Optional Headings:

☐ Organization

☐ Manager

☐ Course ID

☐ Bargaining Unit

☐ Location

☐ Email

☐ Course Type

☐ Target Audience

☐ Mail Drop

☐ Appropriation  
Account

☐ Title

☐ Course Format

☐ Funding

☐ Payorg

☐ County

☐ State

☐ Course Provider

☐ Prerequisites

☐ Agency

☐ Employee Flag

 View Report

 Reset

Options for selecting information you want to capture.

- Always select **Online** for Course Type.

## REPORTS CONSOLE

### Manager's Report - User Progress

[Return to Reports Console](#)

Select a Progress Status from the dropdown menu. Complete the rest of the form, then select **View Report**. Select items in the Optional Headings area if you would like additional headings to be included in the report.

Progress Status:

#### Course Type:

☐ Classroom ☒ Online ☐ Curriculum

Date From:

Date To:

Number of Records per Page:

#### Optional Headings:

☐ Organization

☐ Manager

☐ Course ID

☐ Bargaining Unit

☐ Location

☐ Email

☐ Course Type

☐ Target Audience

☐ Mail Drop

☐ Appropriation  
Account

☐ Title

☐ Course Format

☐ Funding

☐ Payorg

☐ County

☐ State

☐ Course Provider

☐ Prerequisites

☐ Agency

☐ Employee Flag

 View Report

 Reset

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).

## HRD Training and Learning Development Portal

[Register](#)[Login](#)

REGISTER

Select Organization



Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization.

Root Organization:  [Expand](#) [Select](#)

Sub Organization:  [Expand](#) [Select](#)

- Click the **Expand** button and then find and choose **Municipalities/Non State Government** from the drop down list.
- Click Select

## HRD Training and Learning Development Portal

[Register](#) [Login](#)

**REGISTER**  
**User Profile**



As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with \*.

\* **First Name:**

\* **Last Name:**

\* **Email Address:**   
☒ *Send me updates and notification of content changes at this email address.*

**Title:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Province/Other:**

**Zip:**

**Country:**

**Phone:**

**Fax:**

**Manager's Email:**  [Find Manager](#)

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 screenshot shows the HRD Pace website's Student Learning Center. At the top, there is a banner with the HRD logo (Simpler, Faster, Better) and a row of eight diverse people. To the right is the Pace logo with a star. Below the banner is a navigation bar with yellow buttons for INFO, HOME, INDEX, HELP, GLOSSARY, FEEDBACK, NOTEPAD, RESEARCH, and LOGOUT. To the right of these buttons is a dropdown menu labeled 'Select a function' and a 'GO' button. On the left side, there is a vertical menu with blue buttons for ADMINISTRATION, LEARNING CAFE, LIBRARY, PERSONAL KC, STUDENT LEARNING CENTER, and TEAMING CENTER. Below this menu are links for Announcements, Surveys, What's New, Top 10 Resources, and Top 10 Searches. The main content area is titled 'STUDENT LEARNING CENTER' and 'Course Catalog'. It includes a paragraph explaining how to search for courses, a 'Note' about waitlists, and a search interface. The search interface has a 'Topic:' dropdown menu set to 'All', a 'Keywords:' text input field (highlighted with a red rectangle), a dropdown menu set to 'All Words', and a 'Search' button with a magnifying glass icon.

**HRD**  
SIMPLER  
FASTER  
BETTER

**pace**

PERFORMANCE AND  
CAREER ENHANCEMENT

INFO HOME INDEX HELP GLOSSARY FEEDBACK NOTEPAD RESEARCH LOGOUT

Select a function **GO**

**ADMINISTRATION**  
**LEARNING CAFE**  
**LIBRARY**  
**PERSONAL KC**  
**STUDENT LEARNING CENTER**  
**TEAMING CENTER**

[Announcements](#)  
[Surveys](#)  
[What's New](#)  
[Top 10 Resources](#)  
[Top 10 Searches](#)

**STUDENT LEARNING CENTER**  
**Course Catalog**

[Return to Student Learning Center](#)

To search for courses, complete the [search criteria](#), then click **Search**. From the resulting list, click the information icon for details. To start an online course, click the title. To enroll in a classroom course, click the information icon, then click the Enroll link next to the section you wish to be enrolled in.

**Note:** If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically enrolled and notified via email.

Topic: All

Keywords:

All Words

**Search**

- 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.

Knowledge Centre - Windows Internet Explorer

http://www.pace.state.ma.us/kc/main/kc\_frame.asp

File Edit View Favorites Tools Help

Convert Select

Knowledge Centre

MASSACHUSETTS DEPARTMENT OF REVENUE

pace

PERFORMANCE AND CAREER ENHANCEMENT

INFO HOME INDEX HELP GLOSSARY FEEDBACK NOTEPAD RESEARCH LOGOUT

Select a function 60

ADMINISTRATION

CAREER CENTER

CONFERENCE & MEDIA CENTER

LEARNING CAFE

LIBRARY

PERSONAL KC

STUDENT LEARNING CENTER

TEAMING CENTER

Announcements

Surveys

What's New

Top 10 Resources

Top 10 Searches

### STUDENT LEARNING CENTER

[Return to Student Learning Center](#)

#### Course Catalog

To search for courses, complete the [search criteria](#), then click **Search**. From the resulting list, click the information icon for details. To start an online course, click the title. To enroll in a classroom course, click the information icon, then click the Enroll link next to the section you wish to be enrolled in.

**Note:** If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically enrolled and notified via email.

Topic: All

Keywords: conflict All Words

**Search**

#### Results

1 record(s) found.

[Conflict of Interest Law](#) [Online]

Course Bookmarks | Course Catalog | Learning Track | Notes & Assignments | Software & Plug-ins

Done

start

Inbox - Microsoft ...

FW: Access PACE ...

Document6 - Micro...

Knowledge Centre ...

3:09 PM

- 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.