



Training Guide

Welcome to the Golden Entertainment Management Solutions (GEMS). We are excited about all of the new features and capabilities to expand our learning and communications throughout the company.

Log in:

<https://goldenent.sabacloud.com>

Login: first initial, last initial, team member #
(Ex: John Smith – js12345)

Password: Last four of your SSN

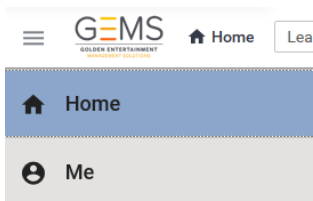
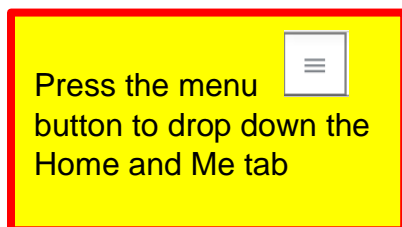
System will then prompt you to change your password to a custom password.

You have the option of uploading a photo – it is not required.

Click on “Forgot Password?” to reset.

USERNAME
PASSWORD
Forgot Password?
SIGN IN






Home Ribbon:



Home – takes you to your home page

Me – gives you several options

Me tab


 Plan	Your learning plan – assigned and optional
 Profile	View profile
 Completed Learning	Track completed learning
 Order History	Track when you select a class or one is assigned.
 Collections	Information you want to collect in one place

Searching using the Browse Button/Toolbar



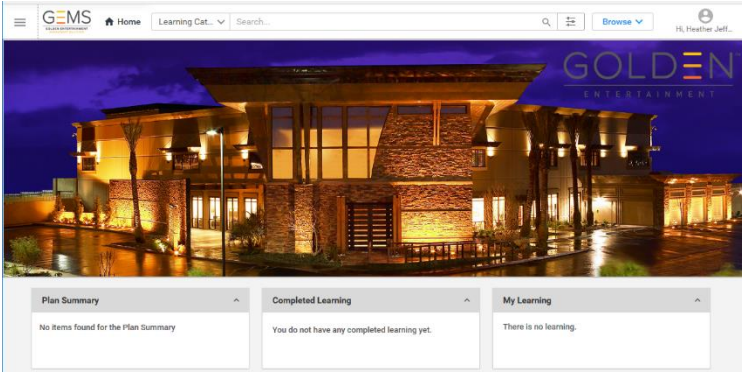
To search for content and activities use the browse button on the top of the screen to select by category or search bar by title.

More Home Page Options

 Hi, **Learners Name** Click on your name, on the top right, to explore more options

Message Center 10	Check internal messages
Account Preferences	Set preferences (accessibility)
Configure Home	Change the look of your homepage
Change Password	Update password
Downloads	Research tools and job aids
Proxy Settings	NA
Calendar	Calendar view of in-person classes you have signed up for
What's New?	System upgrades (NA)
Help	Help function (NA)
Sign out	Sign out when done with session

Navigating through the site:



The home page image (or canvas) depends on your log in information and location. This picture may vary.

Your home page displays three interactive portlets.

Plan Summary:	All classes assigned and elected will be included in your learning plan.
Completed learning:	Shows class and certification completion
My learning:	Tracks learning process





Register for a class: (Even assigned classes require registration)

1. Select the class from your plan or using the browse function above
2. Register
3. Complete Registration (if multiple class options are available, you will be prompted to select one)
4. Confirm registration complete

If the class is full – you will be placed on a waitlist

- Waitlist offers are based on first come, first served basis
- An offer notification will be sent to your “Message Center” and/or email address on file
- You must accept the offer and register for the class to attend


Launch the class

TITLE 31 FOR TAVERN AND ROUTE - ACTIVITIES		
NAME	STATUS	ACTION
 Title 31 for Tavern and Route 	<input type="radio"/> Not evaluated	<input type="button" value="LAUNCH"/>
 Title 31 for Taverns and Route Test Post-test Passing Score: 80 	<input type="radio"/> Not evaluated	


Notice the class has two different tasks to complete the class and the test. Each class will have various requirements.

You must complete all activities in order to be granted completion.

Drop the Class



Influencing with Communication
 (ID: 0000003461)

You have registered for the following class


 Class ID : 0000003500
 Instructor-Led
 06-JAN-2020
 STRAT

Language : English Available seats : 19
 Duration : 02:00 Waitlisted : 0

[Attachments >](#)

 Drop

If you have selected a class and cannot attend select “drop” from the class details screen.

Please drop the class so others on the waitlist are offered the class.

Completing the Class

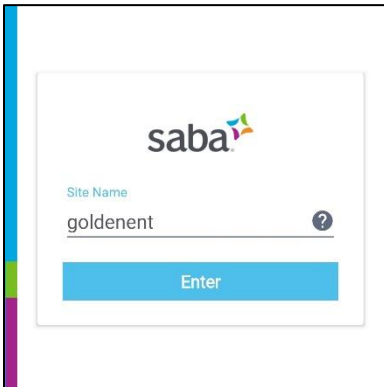
- You will see the completion details on your **Me** page, and Completed Training tab
- All tests must be passed with at least 80%
- You can relaunch any class for further review

Using GEMS on a Mobile Device

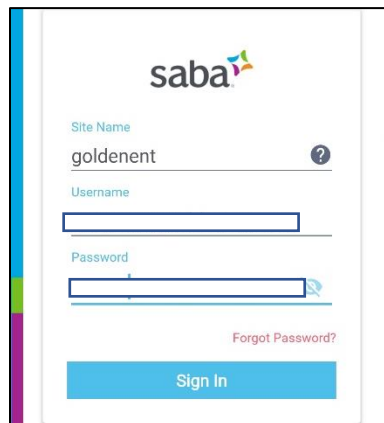
To view training content on a mobile device, it is recommended to use the FREE app- *Saba Cloud Mobile App*. This can be downloaded for both iOS and Android Devices.

Note: There are different **Saba** Apps for different products. Be sure to download the *Saba Cloud Mobile App*.

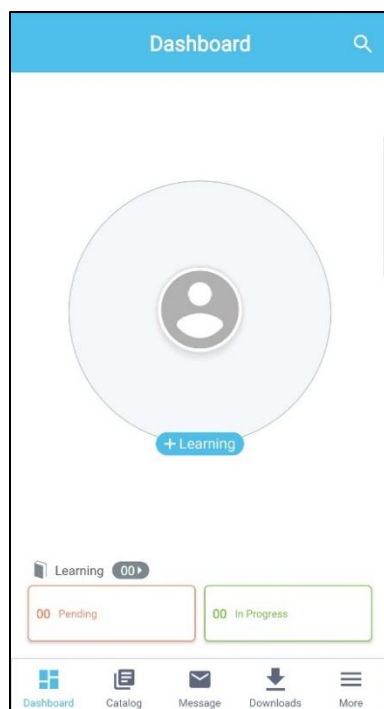
How to log in to the Saba Cloud Mobile App:



- When you first launch the Saba Cloud Mobile App, type *goldenent* in the Site Name field.



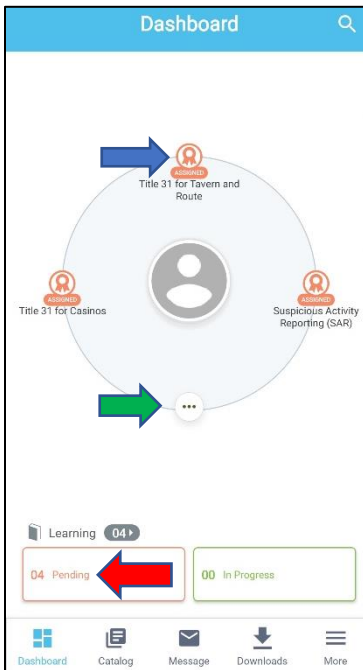
- Type in your log in information. Username is your First Initial+Last Initial+Team Member Number. For example, John Smith would be: JS12345. Your password for your *first* log in will be the last four of your social security number.



- Your mobile Dashboard will look different than your desktop Dashboard. The search function will still be on top of the screen, but your catalog, messages, and profile options will be at the bottom.

How to register for and view a course:

Find the course if it is a requirement that was assigned to you:

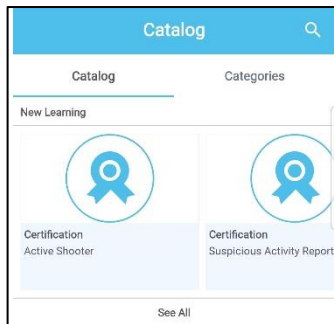


- If the course is a requirement that was assigned to you, it will be visible on your Dashboard as an *Assigned Certification*.
- Tap on the certification icon to be taken to the registration for the course.
- If you have more than three course options in your plan, select the **three dotted** icon or the **“Pending”** icon to view all.

Find the course if it was *not* assigned to your profile:

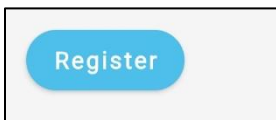


- To search for a course, from your Dashboard select the magnifying glass at the top of your screen.
- Type in the course you would like to register for- the catalog will appear.

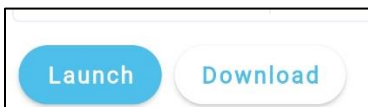


- Tap on the course or certification you would like to select.

Register for the course and view:



- After finding and selecting the course, select “Register.” *Note: There is no need to select “Add to Plan.” Selecting “Register” will add the course to your plan automatically.*



- If it is a web based course, you will have the option to launch the course. *Note: Some courses require you to view more than one video. Make sure you launch each required video to complete training for the course. You do not need to view all videos in one sitting; however, for each video, if you exit before the player has completed, you will have to restart the video from the beginning to receive credit.*
- If it is an in-person course, also referred to as “Instructor–Led,” you will have the option to enroll and select a date for attendance.