Employee signs up for Hub training using PDO.

Employee:  
- completes Hub training using MyMCPS Classroom.  
- confirms training was recorded in PDO.

Employee notifies supervisor of course completion.

Supervisor initiates UMSAP request on behalf of employee.

System owner approves UMSAP request.

Employee receives an email prompting them to log in and confirm the request.

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Key

- Employee
- Supervisor
- System Owner
- DBIS team member

Notes and Key Terms

- UMSAP - User Management Security Access Portal  
- PDO - Professional Development Online  
- DBIS - Department Business Information Services

- ✤ If request is rejected, the process stops. The supervisor will receive email notification that the request was not approved.  
- ✡ From this step, the remainder of the process can take 3 to 5 days to complete.  
- ✴ Users with the Procurement role will need to complete additional setup prior to working in the hub.