



Volunteer Connection: Tip Sheet for Volunteers Obtaining and Entering Your Training IDs

What are your training IDs and how do they relate to Volunteer Connection?

If you have a learner record in the SABA Enterprise LMS, then you have an ID that identifies you in that system's database. And the same applies to EMBARC, which was launched in June 2015 to track learning activities for Humanitarian and Corporate classes (for details regarding the EMBARC launch, please visit <u>the Exchange</u>). If your Saba Enterprise LMS account was created before June 10, 2015, you will automatically have an EMBARC ID that matches your Saba Enterprise LMS ID. Otherwise, you may not have an account in both systems, or your IDs for the two systems may differ.

How do your training IDs relate to Volunteer Connection?

Training data, specifically completed classes and certification information, can automatically appear at your member profile in Volunteer Connection.

Personal Info	Emergency	Contacts Tra	ining History	ARC Qualifications Shifts/Hou	rs Email History	Disaster Responder	ſ				
Training Certifications											
Certification I	Name		Version	Status Ad	quired	Expired	Revoked				
No Training Ce	ertifications on F	File.									
Training Tra	anscripts										
EMBARC Tra	anscripts were I	ast updated on 2	2015-08-12 13	:12:34 EST							
Transcript Number	Transcript Status	Subject Area	Line of Service	Course Name	Course Number	Ended/Completed on Date	Date Marked Complete	Valid For			
55097644	Successful	B1 - Disaster Courses	Disaster	Casework and Recovery Planning Fundamentals	CRPFUND	2015-06-06	2015-06-06	Does not expire			
55601033	Successful	B1 - Disaster Courses	Disaster	Casework and Recovery Planning Fundamentals	COMPCRPFUND	2015-06-06	2015-06-06	Does not expire			
53268645	Successful	B1 - Disaster Courses	Disaster	Disaster Services: An Overview (Online)	DIS000095W	2015-02-11	2015-02-11	See Component			
54601886	Successful	B1 - Disaster Courses	Disaster	Disaster Services: An Overview (Online)	COMPDIS000095W	2014-07-16	2014-07-16	Does not expire			
54601887	Successful	B1 - Disaster	Disaster	Disaster Services: An Overview	DIS000095W	2014-07-16	2014-07-16	See			

But in order for it to do so, your member profile must include your training ID for the Saba Enterprise LMS and/or EMBARC. It must list the ID for each of the two systems for which you have a learner account, even if your ID is the same in both systems. This tip sheet shows you first how to obtain your training ID from both the Saba Enterprise LMS and EMBARC, and then how to record the ID(s) on your member profile in Volunteer Connection.





Note: If the ID for your Saba Enterprise LMS account was validated in Volunteer Connection before June 10, 2015, then the system will have automatically recorded your EMBARC ID for you; you will not need to record it yourself.

Obtaining Your Training ID(s)

Saba Enterprise LMS

- Log into the Saba Enterprise LMS at: <u>https://classes.redcross.org</u>
- Click My Profile
- Make a note of the **Person ID** value

Home My Learning	My Skill My Profile Reports
Full Profile	David Evans's Profile
	Expand All Collapse All Printer Friendly View Internal Resume View Snapshot Edit Profile Snapshot David
	Primary Organization: National Headquarters Job: TMTTM2 Secondary Organizations: National Headquarters American Red Cross (GMT-05:00) Eastern Time (US & Canada) Office Phone: OpenCR0SS.ORG Personal Objective Manager: Date of Birth:
	Profile Status: Complete Current Personal Contact Information Home Address: 20006 Home Phone: Current Job Information
	Employment History
	Education
	E Licenses and Certifications
	E Languages





<u>EMBARC</u>

- Log into EMBARC at: <u>https://embarc-learning.sabacloud.com</u>
- Click Me
- Click **Profile** in the left menu frame
- Scroll down to the **Optional Information** section and make a note of the **Person No** value

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Entering Your Training ID(s)

- Log into Volunteer Connection at: <u>https://volunteerconnection.redcross.org/</u>
- Click My Profile
- Click Edit Profile



- Scroll down and expand the Training Accounts section
- Either 1) Enter your Saba Enterprise LMS **Person ID** into the **Saba ID** field and click **Verify Saba ID**; or 2) Enter your EMBARC **Person No** into the **EMBARC ID** field and click **Verify EMBARC ID**





 Training Accounts 								
To display your American Red Cross training history to your volunteer record, please enter your Saba Person ID below:								
Saba D 00001101 Verify Saba ID								
To display your American Red Cross training history to your volunteer record, please enter your EMBARC ID below:								
Embarc ID Verify Embarc ID								

If you entered a Saba ID, click OK at the Proceed with Saba ID . . . ? message.
 Note: This message does not appear when you enter an EMBARC ID; instead, the system displays a message stating that Your EMBARC ID is being processed.

The page at	.com says:	×
Proceed with Saba ID 00001101?		
	OK Cancel]

- If the system's validation of the ID is successful, it will indicate that Your Saba ID is connected or that Your EMBARC ID has been Verified successfully
- If the validation is not successful, the system will indicate that the ID . . . is being validated by an administrator

 Training Accounts 										
Saba ID 00001101		Edit	Your Saba ID is connected. Class information is refreshed	l every 24 hours.						
To display your American Red Cross training history to your volunteer record, please enter your EMBARC ID below:										
Embarc ID	11223344		Your Embarc ID is being validated by an administrator.							





If a validation is successful:

- Your training data from the Saba Enterprise LMS will appear on your member profile within 48 hours of the validation
- Your EMBARC training data will typically appear on your member profile within five minutes of the validation, but it may take up to a few hours, depending on the number of data updates that are pending in the system's queue

Data from each system will appear in the **Training Transcripts** and/or **Training Certifications** section of your member profile, as appropriate; the display does not distinguish between Saba Enterprise and EMBARC data.

After you have validated training IDs on your member profile, your training data will be refreshed according to this schedule:

- All data from the Saba Enterprise LMS is refreshed overnight
- Transcript data from EMBARC is refreshed overnight
- Certification data from EMBARC is refreshed each time that you or an administrator visits your member profile, with a limit of one update per 24 hours; these updates typically occur within five minutes but may take up to a few hours, depending on the number of data updates that are pending in the system's queue

If validation is not successful, you need to work with your region or station to complete the validation process.

Note: Even after you have one or more validated training IDs and Volunteer Connection displays training data at your member profile, you still need to use the Saba Enterprise LMS to register for PHSS classes and EMBARC to register for Humanitarian or Corporate classes, such as those for Disaster Cycle Services or SAF. Entering your training IDs in Volunteer Connection simply makes it easier for everyone to see a full picture of your volunteer involvement in one place.

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