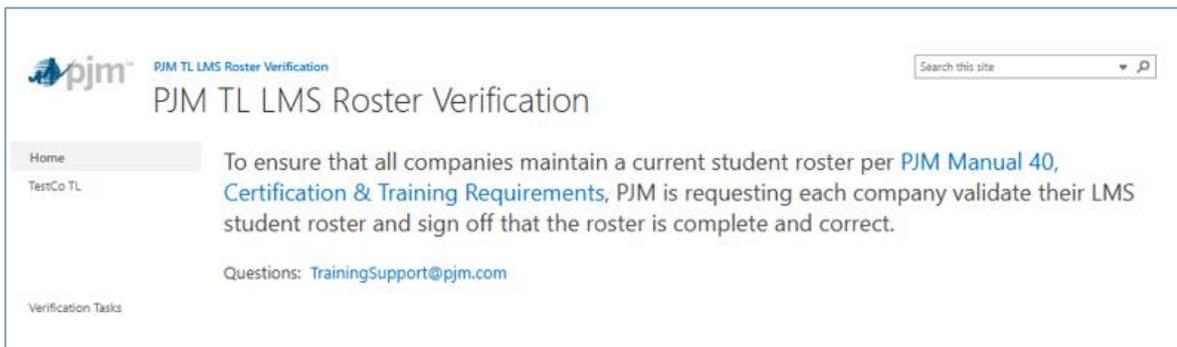


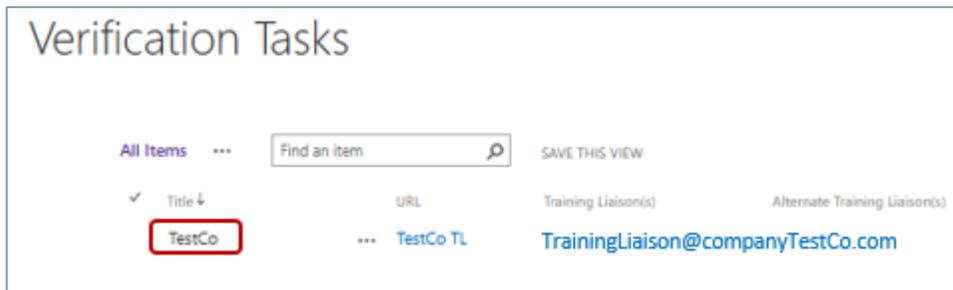
LMS Roster Validation

To ensure that all companies maintain a current student roster per [PJM Manual 40, Certification & Training Requirements](#), PJM is requesting each company validate their LMS student roster and sign off that the roster is complete and correct.

- 1 [Log into](#) the secured LMS Roster Validation site (using your PJM Tools credentials).



- 2 Select "Verification Tasks" from the navigation menu (left side of panel).
- 3 Navigate to the Task Verification for your company.
- 4 Click your company name



- A "Verification Task" task panel displays.
- Select "Link to List" to review your company PJM LMS roster (new window opens).

Verification Tasks - TestCo

VIEW

Edit Item Manage Alert Me Close

Verification Title TestCo

Link to List <https://connect.pjm.com/LMS/Lists/TestCo%20TL/AllItems.aspx>

Training Liason(s) TrainingLiason@companyTestCo.com

Alternate Training Liason(s)

Due Date 11/28/2024

Status Not reviewed

List all Student Names requiring changes

List operator name(s).
If changes are required, please fill out a [personnel change form](#) for each student.

Last Reviewed Date

- 5 Review the roster and then return to the "Verification Task" panel.
 - o Sort on any of the visible fields or use the "Filter" (top-right side of panel) as needed

pjm PJM TL LMS Roster Verification

+ New All Items Y ⓘ

TestCo TL

Student ID	Student Name	Job Title	JobTitleDate	Email	Company	Position
D060829-01	Curley, Maureen			maureen.curley@pjm.com	*TestCo	Training Liaison
FE-R18	Farinas, Marc			Marc.Farinas@pjm.com	*TestCo	Alternate TL
D180312-01	Hasham, Aine			aine.hasham-lawrence@pjm.com	*TestCo	Alternate TL
M220905-01	01, Student	Generation (2023)	1/1/2024	aine.hasham-lawrence@pjm.com	*TestCo	
M220905-02	02, Student	Trans-in-Training	1/1/2024	aine.hasham-lawrence@pjm.com	*TestCo	
M220905-03	03, Student	Transmission (2023)	1/1/2020	aine.hasham-lawrence@pjm.com	*TestCo	

- 6 Once your roster review is complete, go to the "Verification Tasks" panel
 - o Select the "Edit" button

The screenshot displays the 'Verification Tasks - TestCo' application. The main window has a title bar and a close button. Below the title bar is an 'EDIT' section with 'Save' and 'Close' buttons. The main form area contains the following fields:

- Verification Title:** TestCo
- Link to List:** <https://connect.pjm.com/LMS/Lists/TestCo%20TL/AllItems.aspx>
- Training Liason(s):** TrainingLiason@companyTestCo.com
- Alternate Training Liason(s):** (empty)
- Due Date:** 11/28/2024
- Status:** Not reviewed (dropdown menu is open)
- List all Student Names requiring changes:** (empty)
- List operator name(s):** (empty)
- Last Reviewed Date:** (empty)

A yellow arrow points to the 'List operator name(s)' field. A red box highlights the 'Link to List' field. A red box highlights the 'Status' dropdown menu, which is open and shows three options: 'Not reviewed' (selected), 'Personnel Roster Correct, No Changes', and 'Personnel Roster Incorrect, Changes Required'.

- Update the "Status" by selecting one of the options from the dropdown menu
 - If the roster is 100% correct, select "Personnel Roster Correct, No Changes"
 - If the roster is incorrect, select "Personnel Roster Incorrect, Changes Required"



For each roster record requiring a change, enter the operator name

7 Upon completion, select "Save" to complete the PJM LMS Roster Verification

Verification Title	TestCo
Link to List	https://connect.pjm.com/LMS/Lists/TestCo%20TL/AllItems.aspx
Training Liason(s)	TrainingLiason@companyTestCo.com
Alternate Training Liason(s)	
Due Date	11/28/2024
Status	Personnel Roster incorrect, Changes Required
List all Student Names requiring changes	<p>Student Demo</p> <p>List operator name(s). If changes are required, please fill out a personnel change form for each student.</p>
Last Reviewed Date	11/27/2024

8 Log out of the site

- Select your name from the top-right corner
- Select "Sign-Out"

Questions: TrainingSupport@pjm.com