

Signing Into SolutionPoint

You may access the SolutionPoint page from the MTAS website:

<http://mtas.tennessee.edu>

The screenshot shows the MTAS website homepage. The header includes the University of Tennessee logo and the title 'Municipal Technical Advisory Service'. A navigation bar contains links for 'About MTAS', 'State of TN', and 'TN Municipal League', along with a search bar. The main content area is divided into three columns: 'Municipal Resources', 'News and Announcements', and 'Municipal Handbook'. The 'Municipal Resources' column lists various services and links. The 'News and Announcements' column features two event listings: 'American Recovery and Reinvestment Act/Stimulus Information' and 'Energy Efficiency and Conservation Block Grant Funding'. The 'Municipal Handbook' column lists recent publications. A green callout box with a white border points to the 'Register for a class' and 'Request a transcript' links in the 'MTAS Training' section.

THE UNIVERSITY of TENNESSEE
INSTITUTE for PUBLIC SERVICE

Municipal Technical Advisory Service
CIS | CTAS | LEIC

About MTAS | State of TN | TN Municipal League

Search [] MTAS [] go

MTAS

Municipal Resources

- Locate city information
- View codes and charters
- Read MTAS publications
- Access Knowledgebase
- Find useful links
- View job listings

MTAS Services

- Learn how MTAS can help
- Locate a consultant (map)
- Find a staff member
- Ask a librarian
- Prepare a code

MTAS Training

- View training programs
- Register for a class
- Request a transcript

News and Announcements

Events

American Recovery and Reinvestment Act/Stimulus Information

View information on the stimulus/recovery fund opportunities.

Events

Energy Efficiency and Conservation Block Grant Funding

The Department of Economic and Community Development has released program guidelines and the application packet for the EECBG funding. The deadline for applying is December 30, 2009.

[News release](#) | [EECBG on TN.gov](#) | [Program guidelines](#) | [Application form](#) | [State compliance forms](#)

Municipal Handbook

RECENT PUBLICATIONS

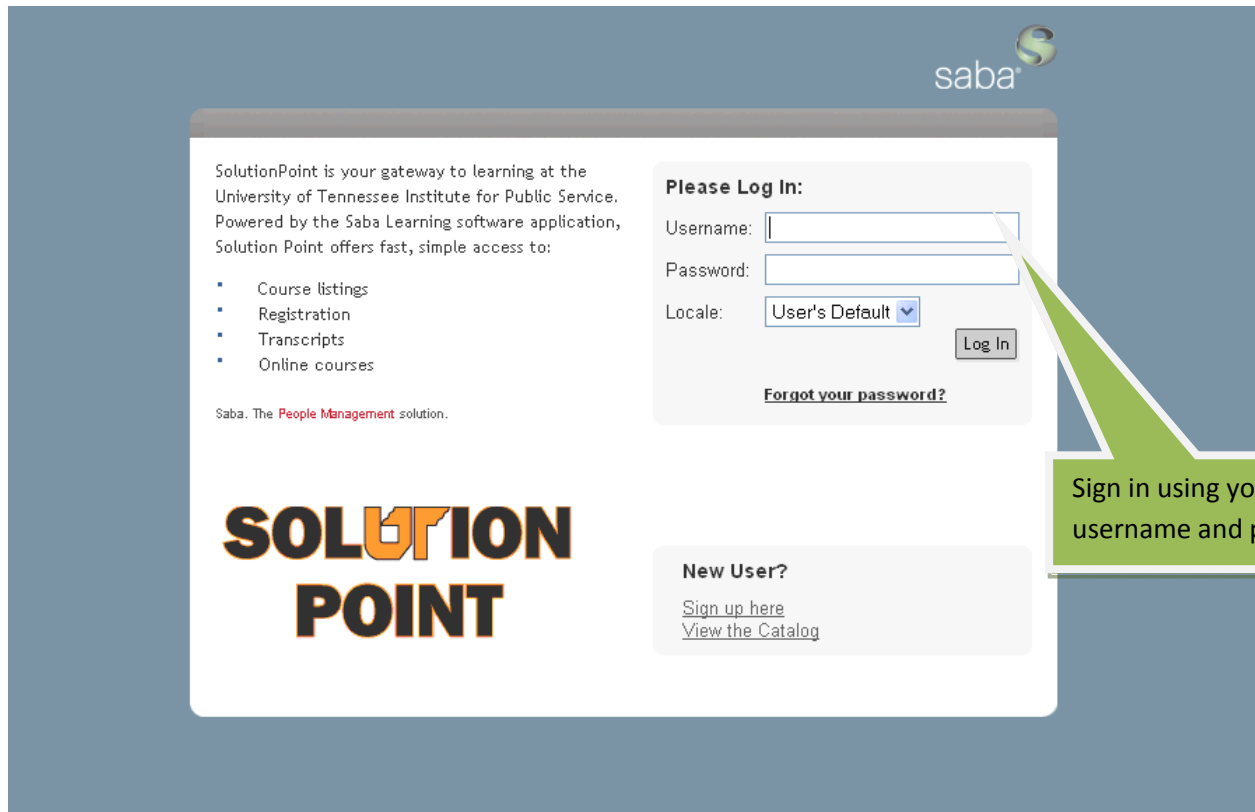
- [What Every City Needs to Know about Health, Dental and Life Insurance \(2009\)](#) (October 2009)
- [Qualification Based Selection: An MTAS Guide for Procuring Professional Engineering Services in Tennessee \(2009\)](#) (September 2009)
- [Interviewing and the Law \(2009\)](#) (August 2009)
- [Municipal Handbook](#) (August 2009)

Click on "Register for a class" or "Request a transcript"

The links will take you to the SolutionPoint page in order to login.

Website address:

<https://solutionpoint.sabanow.net/Saba/Web/Main>



Your username should be the initial of your first name and your whole last name

Ex. April Smith would be asmith

In some cases there are multiple users with the same first initial and last name. In such cases a number has been added to the end of the username such as asmith5.

Your password should have been emailed to you. If you have not received a password please call our office at 865-974-0411 and ask for SolutionPoint password assistance.

Searching the Course Catalog in SolutionPoint

The catalog search dialogue box is located on your homepage when you first login. If you know the ID number or keywords associated with the course you may enter them into this search box and click “Go.”

The screenshot shows the SolutionPoint homepage. At the top, there are navigation links: My Calendar, My Account, Help, and Log Out. The user is logged in as Sarah Holley. The main navigation bar includes Home, My Learning, My Network, and My Profile. A 'Catalog Search' box is highlighted with a green callout that says: "Here is the catalog search box. After entering the course ID or keywords click 'Go'". The search box contains the text "Enter Keyword, ID or Description" and a dropdown menu set to "All Catalog Resources". A "Go" button is visible next to the search input. Below the search box is a "Welcome" message and a "Current Enrollments" section showing "No items found".

If you are unable to find the course you are looking for here, click on the Advanced Search link which will take you to the page below.

The screenshot shows the "Find Knowledge Resources - Advanced Search" page. The page has a sidebar with "My Learning" options: My Enrollments, My Curricula, My Certifications, My Transcript, Learning Requests, Evaluations & Surveys, COCTP Progress, and Registration History. The main content area is titled "Find Knowledge Resources - Advanced Search" and lists various resource categories: Courses, Packages, Files, Centra Recordings, Websites, Experts, Communities, Wikis, Discussions, and Q&A. Below these categories is a "Simple Search | Configure" form with the following fields: Title, Keyword, Start Date, Category, Competency, Location, Delivery Type (set to All), Language (set to -Select One-), Facility, and Agency (set to MTAS). A "Search Learning Catalog" button is at the bottom of the form. Two green callouts are present: one pointing to the "Title" field with the text "Add course title here", and another pointing to the "Agency" field with the text "Add MTAS in the agency field". At the bottom of the page, there are two buttons: "Request Private Offering" and "Request Public Offering".

Make sure to delete the Start Date and add MTAS to the Agency field when searching for courses (see notes in green boxes above).

The screenshot shows the 'Find Knowledge Resources - Advanced Search' interface. The search criteria are: Title: %Identity Theft, Location: (empty), Keyword: (empty), Delivery Type: All, Start Date: (empty), End Date: (empty), Language: -Select One-, Category: (empty), Facility: (empty), Competency: (empty), Currency: US Dollars, ID: MTAS. The search results table is as follows:

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Price	Actions
Identity Theft - JCE		Web Based Training						English	10.00 USD	Register Add to Plan
Identity Theft sat		Web Based Training						English	10.00 USD	Register Add to Plan
MTAS-Online-Identity Theft	01	Web Based Training						English	25.00 USD	Register Add to Plan
MTAS-Online-Identity Theft...	01	Web Based Training						English	10.00 USD	Register Add to Plan

Buttons: Save Search Query, Search Learning Catalog, Submit Learning Request.

Course search results appear

Click on the register button to be added to the course.

For further assistance call the MTAS office at 865-974-0411.

Accessing Online Courses

After you have registered and paid for an online course, follow the steps below to access the content.

The screenshot shows the 'Search Knowledge Resources' interface. The search criteria are 'Identity Theft' in 'All Catalog Resources'. The results are sorted by 'Relevance' and show 15 results per page. The first result is 'Identity Theft A (MTAS Online)' with ID 00001440. The second result is 'Identity Theft C (MTAS Online)' with ID 00001614 and a price of 25.00 USD. A green callout box with a white arrow points to the 'Register' link for the second course, with the text: 'After clicking register and paying for course you can access content.'

The screenshot shows the 'My Enrollments' page. The top navigation bar has 'My Learning' highlighted with a yellow star. The left sidebar has 'My Enrollments' highlighted with a yellow star. The main content area shows a table of enrolled courses. A green callout box with a white arrow points to the '+' icon next to the 'Identity Theft C (MTAS Online)' course title in the table, with the text: 'Find the course on your "My Learning Tab" under "My Enrollments" then click the + box to the left of the title.'

Title	Delivery Type	Sessions	Start Date	Location	Facility	Actions
Bridging the Gap	Instructor-Led	Wednesday	11/18/2009	Knoxville	Univ of Tenn - Conference...	View Progress Drop
+ Hiring and Firing	Web Based Training					View Progress Drop
+ How to Fill a Vacancy in ...	Web Based Training					View Progress Drop
+ Identity Theft C (MTAS On...	Web Based Training					View Progress Drop
+ Identity Theft C (MTAS On...	Web Based Training					View Progress Drop

- Knowledge Center
- Evaluations & Surveys
- COCTP Progress
- Order History

My Enrollments

[Modify Table](#)

Title	Delivery Type	Sessions	Start Date	Location	Facility	Actions
Bridging the Gap	Instructor-Led	Wednesday	11/18/2009	Knoxville	Univ of Tenn - Conference...	View Progress Drop
<input type="checkbox"/> Hiring and Firing	Web Based Training					View Progress Drop
<input type="checkbox"/> How to Fill a Vacancy in ...	Web Based Training					View Progress Drop
<input type="checkbox"/> Identity Theft C (MTAS On...	Web Based Training					View Progress Drop
<input type="checkbox"/> Identity Theft C (MTAS On...	Web Based Training					View Progress Drop
<input type="checkbox"/> Identity Theft Exam						Launch
<input type="checkbox"/> Identity Theft Handout						Launch
<input type="checkbox"/> Identity Theft Manual						Launch
<input type="checkbox"/> Identity Theft Webcast						Launch
<input type="checkbox"/> Navigation Tips - Read Th...						Launch

Click "Launch" to begin viewing the course materials

After completing the course, click on they "My Transcript" link and the course will show as completed on your transcript.

For further assistance call the MTAS office at 865-974-0411.