<table>
<thead>
<tr>
<th>Shark Talent Management - Access Instructions</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Log into Sharklink</td>
<td><a href="https://sharklink.nova.edu/cp/home/displaylogin">https://sharklink.nova.edu/cp/home/displaylogin</a></td>
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<tr>
<td>Click on the Employee tab, scroll towards the bottom under Employment and Compensation, and choose the Shark Talent Management Suite link.</td>
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<tr>
<td>The Shark Talent Management Suite Welcome Page will display. You can access training information directly through the Welcome page or through the Learning Tab.</td>
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**Checking for Transcript Accuracy**

Please check for transcript accuracy for all the NSU OHR training that you have completed and report any inaccuracy to hr4u@nova.edu.

Under Actions Needed, Click on View Transcript to view the training sessions you need to complete or that you have completed.

The “Completed” tab contains your training records for training courses that you have completed. If any record is missing, please contact hr4u@nova.edu.
Contains your transcript or internal NSU training records.

To view all pending or completed training, click on "View transcript."

Contains all tasks assigned to you by your Supervisor for Shark Performance Management.

Summary of all Training courses (online and "live" sessions) that are mandatory in NSU and have been assigned to you by your Supervisor.

Add courses you need to complete and Select Session for training that has been assigned to you.

This area will be your one-stop shop for all scheduled training.

Summary of all your mandatory courses.

Contains all courses that you have registered for. You may refer to this area for planning purposes. Remember to update your Outlook calendar accordingly.

Browse for training courses available in the different categories.

Click on a category, and a window will display the courses available under this category.

Select the title of the course you desired to see more information on and begin registration.

Use the Calendar to view all training events. You can use different types of filters to find information.
How to Assign Training:
1. From the **My Team** tab, click **My Team**.
2. The screen will display all your direct reports. **Please check this** to ensure everyone you supervise is shown here. If there is an error, report the correct supervisor NSU ID, name, and position number immediately to hr4u@nova.edu.
3. By default you should be on the **ToDo** tab.
4. Select the person to assign training.
5. Click on **Add To Do**.
6. Click on **Current Activities**.
7. Click on the Actions drop down list and choose **Assign Training**.
8. From the Search box, use a course title or keyword to find trainings.
9. Click on the course to assign to one or multiple employees.

Approve or Deny Pending Requests
1. Click on the **Learning** Tab.
2. Click **Manage Employee Learning**.
3. Click under the **Options** column to approve or deny.

Run Reports
1. Click on the **Reports** Tab.
2. Choose **Standard Reports**.
3. There are multiple types of reports you can choose to run from here.

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For assistance, please contact:

hr4u@nova.edu (954) 262-HR4U (4748)