



## How to Find and Register for OSD Training Classes Within MassAchieve

**This Reference Guide:**

Provides instructions on *How to Find and Register for OSD training classes within MassAchieve*. MassAchieve is the State’s Learning Management System (LMS).

**NOTE:** OSD training classes are delivered either via webinars or within a traditional in-person training room setting. The OSD COMMBUYS Training Room location for in-person classes is: 1 Ashburton Place, 2<sup>nd</sup> floor, Room 209, Boston, MA 02108.

**\*Executive Agency employees must utilize MassAchieve for OSD class registration.**

STEP	ACTION
1	Log in to MassAchieve. Go to: <a href="https://mass.csod.com">https://mass.csod.com</a>
2	For MassPerform users, after logging into MyPath, <b>Click</b> on the MassAchieve Home link on the right side of the screen. Everyone else is automatically directed to the home page once logged in.
3	<b>Click</b> on the <b>My LEARNER HOME</b> button located at the top right quadrant of the page.
4	Type <b>OSD</b> into the search bar that displays <b>Click on Search for Learning</b> and press <b>Enter</b> .
5	The <b>Search Results</b> displays all available OSD training classes.
6	<b>Click</b> on the desired class name to access the details and complete your registration. <b>Step 1:</b> Use the <b>View Details</b> dropdown to choose the date/time. Select <b>Request</b> . You will receive an email from MassAchieve confirming your registration and the <i>GoToTraining</i> or ZOOM meeting link will be placed on your Outlook calendar. <b>Step 2:</b> Click on the <b>GoToTraining</b> or ZOOM link and enter your first and last name, email address, and organization (agency/department) to secure your seat in the class (for virtual webinar sessions only).
7	You are now registered and ready to learn!