

ATTENTION

It is recommended that you use Chrome as your browser



Building Value

NOTE

If you don't know your ABM Employee number, reach out to your manager, HR Rep or look on your paystub

If you've logged in before and have updated your email address, use this to have TLS email you a new password

The Learning Spot

[Forgot Password?](#) | [Contact Support](#)

Username

.....

LOGIN

[What's My Username?](#)

If you don't know your username, click here to view a hint as to what your username is.

Never logged in? Use the temporary password of changeME1

Have a non emergency question or issue? Click the "Contact Support" links. This can also be used for questions after hours

For immediate help, click this icon to chat with a support person. Hours of live support is M-F 9 am - 8 pm EST

ATTENTION

Using the "Contact Support" form can take up to 24 hours for a reply

[Home](#) | [Contact Support](#) | [Privacy Policy \(US\)](#) | [Privacy Policy \(UK\)](#)

Live Support ✕



Offline

Contact TLS_Admin@abm.com for any TLS related questions

Calendar of Instructor Led courses

View your Profile, change your password and update specific personal information

Search Courses...

CLINTON HIGGINS Logout

Home Course Catalog Pages Calendar My Info Help

TLS » Catalog

My Assigned Training My Active Courses Course Catalog

Required Training that has been assigned via Training Plans

Courses that you have been assigned, enrolled in or have accessed

Welcome to The Learning Spot (TLS)

TLS offers many opportunities to expand your knowledge and advance your career while at ABM. It is designed to provide you the convenience of learning that best fits your schedule and learning style. From here, you are able to manage your learning, find courses you're interested in, locate specific documents, and much more.

The following required training plans have been assigned to you. (A training plan is a grouping of courses)

1. Click the **+ (EXPAND) ICON** next to the desired training plan name to view all of the course titles associated
2. Click the **COURSE TITLE** to access the course

NOTE:
Training Plans
Blue = Incomplete Plan
Grey = Completed Plan

Progress of all the courses you have been enrolled in

18% Complete

Curricula Progress

0% Complete

View Learning History ▶

Click to access your Learning History/Transcripts

Training plans that have been assigned to you

- + Developing Your Skills to Become a More Effective Employee
- + Key Actions to Develop People Leaders
- + Understanding Reasonable Suspicion at ABM
- + An Introduction to Account Management and Planning
- + Mastering EPAY Schedules

Contact TLS_Admin@abm.com for any TLS related questions

My Assigned Training

This tab lists all of the required Training Plans that have been assigned to you. A Training Plan is a grouping of courses that are bundled together to help identify courses related to a specific topic.

The screenshot shows the ABM Learning Spot (TLS) interface. At the top, there is a navigation bar with the ABM logo, a search bar, and the user's name (CLINTON HIGGINS) with a profile icon and a Logout button. Below the navigation bar, there are tabs for 'Home', 'Course Catalog', 'Pages', 'Calendar', 'My Info', and 'Help'. The main content area is titled 'My Assigned Training' and features a 'Learning Progress' sidebar on the left. The sidebar shows 'Enrolled Courses' at 56% Complete and 'Curricula Progress' at 0% Complete. A callout box points to the 'Curricula Progress' section, stating 'Click to Expand or Minimize a training plan'. The main content area has a 'Welcome to The Learning Spot (TLS)' message and a list of assigned training plans. A callout box explains that green checkmarks indicate completed courses. Below the list, a callout box provides instructions: '1. Click the + (EXPAND) ICON next to the desired training plan name to view all of the course titles associated with the training plan' and '2. Click the COURSE TITLE to access the course'. A table lists the courses associated with the 'Mastering the ePay (Workforce) System' training plan, including 'Understanding the Basics of Workforce (ePay)', 'Making the Right Selection', 'Working with Timecards', and 'Working with Timesheets'. A callout box points to the course titles, stating 'Click the name of the course to access the course page and training material'. Another callout box points to the course titles, stating 'Courses associated with a Training Plan'. A 'View Learning History' button is located at the bottom of the sidebar.

Contact TLS_Admin@abm.com for any TLS related questions

My Active Courses

This tab lists all of the courses that have been assigned to you, outside a Training Plan. Here you will also find courses that you have enrolled in, as well as courses you have accessed

The screenshot shows the 'My Active Courses' interface. On the left, there are two progress charts: 'Enrolled Courses' at 56% complete and 'Curricula Progress' at 0% complete. A 'View Learning History' button is located below the charts. The main content area is titled 'My Assigned/Active Courses' and includes a search bar, view toggles (Course View, Thumbnail View, List View), and a list of course cards. Each card displays a course title, a star rating, a 'More Info' button, and a completion status icon (green checkmark for completed). Callouts provide instructions: 'Click the COURSE TITLE to access the course', 'Click to toggle between "Thumbnail" and List views', 'Click the name of the course to access the course page', and 'Click "More Info" to read details about the course'. A note states: 'NOTE: Green checkmarks mean the course has been completed'.

Contact TLS_Admin@abm.com for any TLS related questions

Course Catalog

This tab lists all of the courses within TLS that you have been provisioned to access. Course access is determined by Industry Group, Department, your role and responsibilities.

The screenshot shows the ABM Course Catalog interface. At the top, there is a navigation bar with the ABM logo, language settings (EN), a search bar for courses, and the user's name (CLINTON HIGGINS) with a profile icon and a Logout button. Below this is a secondary navigation bar with links for Home, Course Catalog, Pages, Calendar, My Info, and Help. The main content area is titled "ABM Course Catalog" and includes a search bar, a view toggle (Thumbnail View / List View), and a list of featured courses. A callout box points to the view toggle, stating: "Click to toggle between 'Thumbnail' and List views". Another callout box points to a course tile, stating: "Hover over the tile and click the arrow to read details about the course". A third callout box points to the course name, stating: "Click the name of the course to access the course page". A fourth callout box points to a list of instructions: "To view additional course details, hover over the COURSE TILE and click the DOWN arrow. To access a course, click on the COURSE TILE or NAME." A fifth callout box points to the "Featured Courses" section, stating: "Pay attention to the 'Featured Course' section for new courses to become available". The featured course is "The Basics of Days Sales Outstanding (DSO)". Below this is a section for "ABM Industry Group Training » Aviation » Cabin" with a carousel of course tiles. The tiles include "Cabin Door Operation", "Aviation - SURE Driver ...", "Lav Water Technology (IT325)", "Lav/Water Operator Initial (OPR300)", "Regulated Garbage (CBN325)", and "Security Search (CBN350)".

ABM Course Catalog

The Course Catalog displays all of the ABM training courses that are currently available for you to access.

- To view additional course details, hover over the **COURSE TILE** and click the **DOWN** arrow.
- To access a course, click on the **COURSE TILE** or **NAME**.

Featured Courses

ATTENTION

Pay attention to the "Featured Course" section for new courses to become available

The Basics of Days Sales Outstanding (DSO)

Course Description: This course provides frontline people leaders a basic understanding of the reason companies use Days Sales Outstanding (DSO) as a key performance indicator, a basic...

ABM Industry Group Training » Aviation » Cabin

Cabin Door Operation

Aviation - SURE Driver ...

Course Description: Course Objectives: By...

Lav Water Technology (IT325)

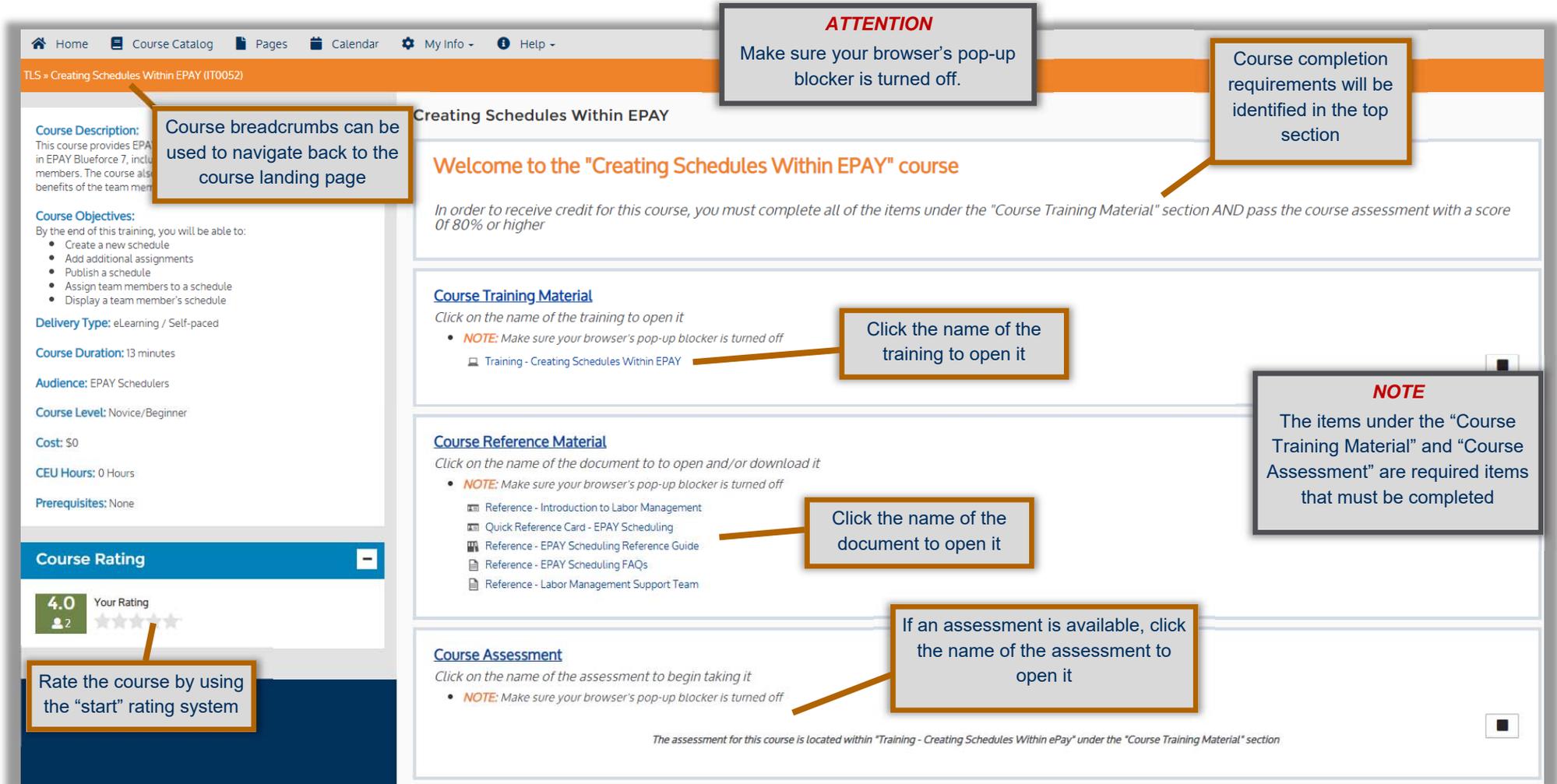
Lav/Water Operator Initial (OPR300)

Regulated Garbage (CBN325)

Security Search (CBN350)

Course Landing Page

The course landing page is where you will find all of the training material, reference material and assessment that are associated with a course.



ATTENTION
Make sure your browser's pop-up blocker is turned off.

Course completion requirements will be identified in the top section

Course breadcrumbs can be used to navigate back to the course landing page

NOTE
The items under the "Course Training Material" and "Course Assessment" are required items that must be completed

Click the name of the training to open it

Click the name of the document to open it

If an assessment is available, click the name of the assessment to open it

Rate the course by using the "start" rating system

Course Description:
This course provides EPA in EPAY Blueforce 7, including members. The course also benefits of the team members.

Course Objectives:
By the end of this training, you will be able to:

- Create a new schedule
- Add additional assignments
- Publish a schedule
- Assign team members to a schedule
- Display a team member's schedule

Delivery Type: eLearning / Self-paced

Course Duration: 13 minutes

Audience: EPAY Schedulers

Course Level: Novice/Beginner

Cost: \$0

CEU Hours: 0 Hours

Prerequisites: None

Course Rating

4.0 Your Rating
2 stars

Creating Schedules Within EPAY

Welcome to the "Creating Schedules Within EPAY" course

In order to receive credit for this course, you must complete all of the items under the "Course Training Material" section AND pass the course assessment with a score of 80% or higher

Course Training Material

Click on the name of the training to open it

- **NOTE:** Make sure your browser's pop-up blocker is turned off
- Training - Creating Schedules Within EPAY

Course Reference Material

Click on the name of the document to to open and/or download it

- **NOTE:** Make sure your browser's pop-up blocker is turned off
- Reference - Introduction to Labor Management
- Quick Reference Card - EPAY Scheduling
- Reference - EPAY Scheduling Reference Guide
- Reference - EPAY Scheduling FAQs
- Reference - Labor Management Support Team

Course Assessment

Click on the name of the assessment to begin taking it

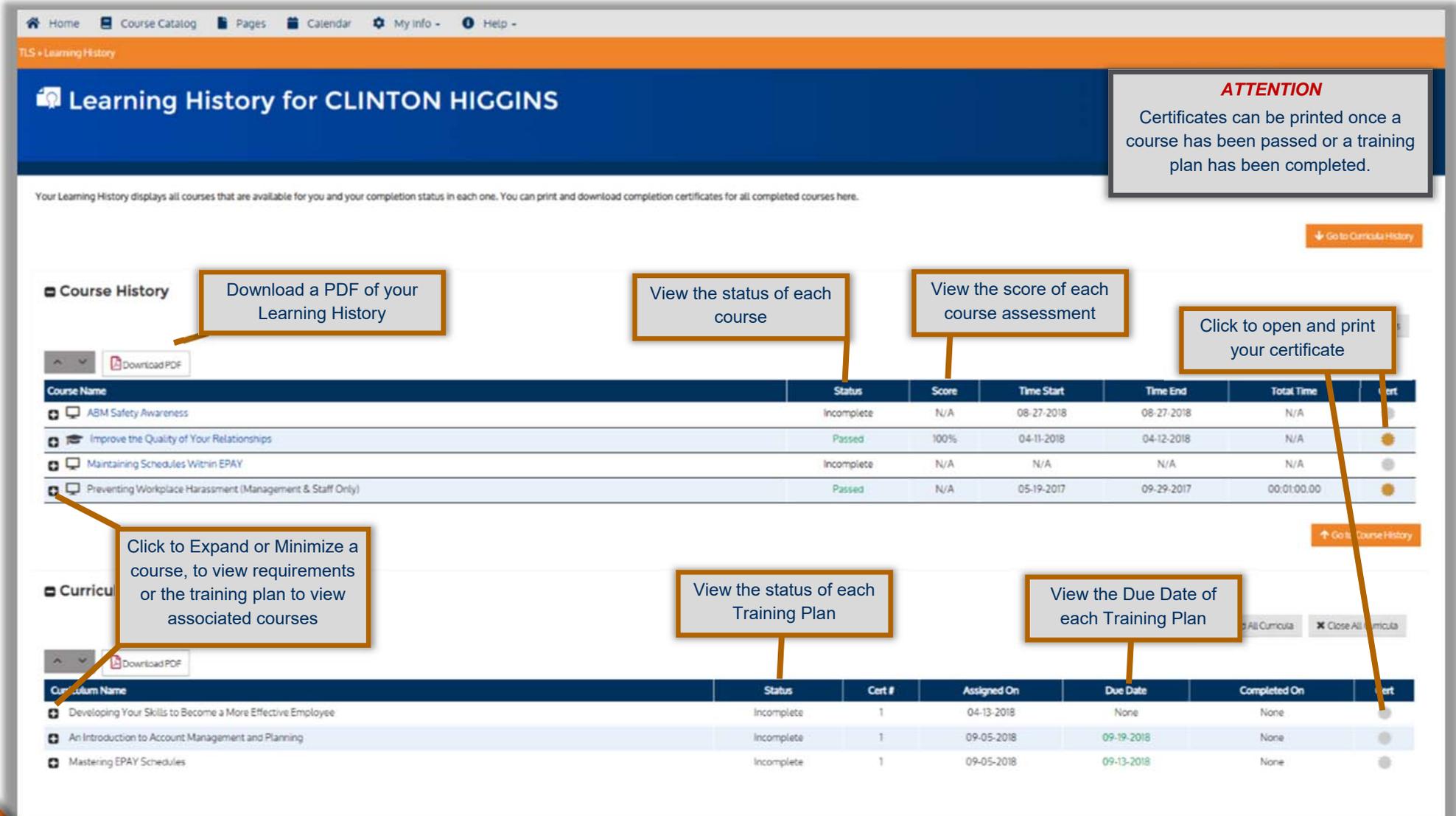
- **NOTE:** Make sure your browser's pop-up blocker is turned off

The assessment for this course is located within "Training - Creating Schedules Within ePay" under the "Course Training Material" section

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Learning History

The Learning History is where you will find your transcript (records) of all the training that you have taken or courses you have been enrolled in. You are able to see the status of each course and print certificates for completed courses and training plans.



ATTENTION
Certificates can be printed once a course has been passed or a training plan has been completed.

Course History

Download a PDF of your Learning History

View the status of each course

View the score of each course assessment

Click to open and print your certificate

Course Name	Status	Score	Time Start	Time End	Total Time	Cert
ABM Safety Awareness	Incomplete	N/A	08-27-2018	08-27-2018	N/A	
Improve the Quality of Your Relationships	Passed	100%	04-11-2018	04-12-2018	N/A	
Maintaining Schedules Within EPAY	Incomplete	N/A	N/A	N/A	N/A	
Preventing Workplace Harassment (Management & Staff Only)	Passed	N/A	05-19-2017	09-29-2017	00:01:00.00	

Click to Expand or Minimize a course, to view requirements or the training plan to view associated courses

View the status of each Training Plan

View the Due Date of each Training Plan

Curriculum Name	Status	Cert #	Assigned On	Due Date	Completed On	Cert
Developing Your Skills to Become a More Effective Employee	Incomplete	1	04-13-2018	None	None	
An Introduction to Account Management and Planning	Incomplete	1	09-05-2018	09-19-2018	None	
Mastering EPAY Schedules	Incomplete	1	09-05-2018	09-13-2018	None	

My Profile

Your profile displays information related to you. Here you will be able to see your Business Unit/Location, Position/Role, Training Plans and courses you have been assigned and accessed and much more.



CLINTON HIGGINS

clinton.higginsLEARNER@abm.com
Registration Date: 10-14-2015 / 1:49 PM
Last Access: 09-12-2018 / 4:53 PM (1 min 4 secs)

Current email address associated with your TLS account

NOTE

Update your email address to one in which you can receive notifications from TLS. Click "Manage Profile" under the "My Info" menu tab

Password

Profile Overview	
Username	7396864-testlearner
ABM Employee Number	7396864
Industry Group	CSA--Corporate
Position Title	MANAGER HR L&D
Manager/Supervisor	DALEY, KELLI M
Manager/Supervisor Email	N/A
My Curricula	Mastering the ePay (Workforce) System
My Courses	ABM Facilities Services ADA Policy Asbestos Hazard Awareness Aviation - HR Basics (LEAD101C) Aviation - Passenger Service - Air CARE (PAX100) Becoming an Enterprise Contributor Defensive Driving Driving Enterprise Contribution Eye Safety: Focused on Protection Fire Prevention GHS - Hazardous Communication
My Groups	1399--Learn & Develop - CA NO (Assigned on 12-01-2017) (Primary)

ATTENTION

If any of the employee information is wrong, please reach out to your HR Rep to have the information updated within ABM's HR system

Enter any work related experience and skills to your profile

Experience + Add -

No experience has been added yet. Use the button above to add some.

Skills + Add -

No skills have been added yet. Use the button above to add some.

My Tasks -

Show More ▾

This is your Business Unit/Location (Code and Name)