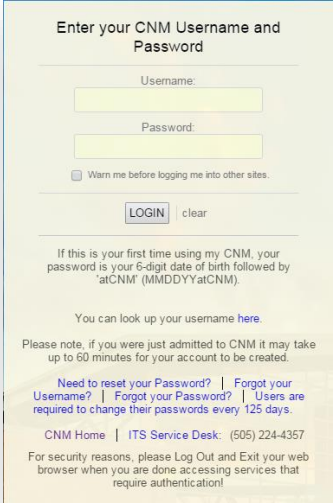
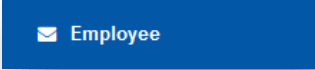



How to Navigate to CNM’s Talent Management

Introduction The CNM Talent Management system was launched with the modules: Employee Learning and Recruiting. This job aid will assist in navigating to the site located in the *myCNM* portal.

Important System note The system is designed to log directly into the site once you access the link from the *myCNM* portal. If you experience difficulties, please contact Human Resources for assistance at (505) 224-4600.

Step by Step:

Step:	Action:
1	Navigate to the CNM Talent Management system via a web browser to the following link: my.cnm.edu
2	<p>At the log-in screen, enter your CNM Username and Password:</p> <p><i>System note: The screen will allow you to look up your username and provide assistance with resetting Password if necessary.</i></p> 
3	<p>Once you have logged in, move your mouse to the Employee tab at the left side of the screen.</p> <p><i>System note: For student employees, navigate to the Financial Aid tab and look for Student Employee Learning.</i></p> 

4	<p>On the screen, locate the CNM Talent Management portlet.</p> <div data-bbox="630 333 1344 758" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="background-color: #004a80; color: white; padding: 5px; text-align: center; margin: 0;">CNM Talent Management</p> <p style="margin: 5px 0 0 20px;">Talent Management</p> <p style="margin: 5px 0 0 20px;">Recruit, train, manage, develop, and empower CNM Employees throughout their entire Employment Life Cycle.</p>  </div>
5	<p>Select the Talent Management hyperlink to log into the CNM Talent Management System.</p>
6	<p>The system will load the Welcome Page.</p>
7	<p>From the Welcome Page you can navigate the site using the menus located at the top of the page, or the button icons near the middle of the page. The widgets located at the bottom of the page will provide current information regarding your status.</p>
8	<p>For additional assistance and multiple job aids to assist with further navigation, visit the CNM Talent Management System webpage by clicking here.</p>

If you have questions, please contact Human Resources at (505) 224-4600.