

# myDevelopment User Guide for Staff

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# myDevelopment - Staff Login

A step-by-step guide for continuing and fixed-term contract staff to login to myDevelopment

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You login at: <https://performancemanager.successfactors.eu/login?company=S001190811T2&loginMethod=SSO>

The screen will look like:

**BBC**

myDevelopment

## Login

Where do you work? Please select one of the buttons below:

Click this button to proceed

Click Here For  
**BBC**  
Public Service

Click Here For  
**BBC**  
Worldwide

Having difficulties logging in?

This could be down to a number of reasons. Please select from the appropriate option below:

▼ Staff on the BBC network

**This login page can be used by if:**

- ✓ you are currently on a continuing contract
- ✓ you are currently on a fixed term contract

**This login page CANNOT be used if:**

- ✗ you are currently on a freelance contract issued via Smartbook – *EVEN IF you have a network login*
  - ✗ you are on work experience with the BBC
- You should login [here](#) instead.

# myDevelopment - Staff Login

A step-by-step guide for continuing and fixed-term contract staff to login to myDevelopment

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- 1 Enter your BBC network login
- 2 Enter your BBC network password
- 3 Click **Sign In**

Sign In

SSO0001Ext.bbc.co.uk

Type your user name and password.

User name:  Example: Domain\username

Password:

 If you are **currently** on a freelance contract, you **cannot** use your BBC network login to login on this page

# myDevelopment - Staff Login

Your myDevelopment Homepage

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- 1 Search for people
- 2 Check your system profile
- 3 Check your training To-do List
- 4 Use the dropdown in the top left to navigate between screens
- 5 Customise your homepage by dragging the blue banner of each box



Welcome to myDevelopment

**myDevelopment is...**  
our online People Development,  
Performance and Training system

**My Admin Favourites** 5

Training Administration

**To Do** 3

- OVERDUE 71 DAYS** Complete online course Working with Children Online - 2015
- OVERDUE 19 DAYS** Complete requirement Requirement Pool for Safe Management of TV Productions
- 8 DEC** Complete requirement Requirement Pool for Hostile Environments
- Complete online course BBC Anti-bribery - 2014
- Complete online course Getting The Right Person:

### Having difficulties logging in?

This could be down to a number of reasons. Please select from the appropriate option below:

#### ▼ Staff on the BBC network

Your SAP ID might be missing from your entry in the Global Address List. In order to rectify this problem, please contact your **local ITC** to confirm that your 6 digit SAP ID (staff number) is held against your Login ID in the Active Directory. This can be amended through JML by your ITC.

Once this has been updated please **try logging in again**.

For more information, see [a full list of FAQ's relating to myDevelopment](#).

#### > Staff outside the BBC network

#### > Freelancers

#### > Work experience

#### > Contractors through Reed

#### > Global News and Worldwide

One of the most frequent issues with logins for staff is explained in the 'Staff on the BBC Network' option

To access myDevelopment, your network login must match your SAP ID (staff number) in the Active Directory.

If your network login was generated by an ITC rather than the contracting process, this could be the cause.

To resolve the conflict, email HR Systems Help or your local ITC and ask them to check your current network login matches your SAP ID (staff number).

If your SAP ID is linked and you are still unable to login, contact the myDevelopment Help team so they can investigate further.

Any changes to your SAP ID number or SAP record on the HR System (SAP) will update in myDevelopment overnight. Your login should work the following day.

# myDevelopment - Accessing Training

Your myTraining page – find your training requirements and view your training history

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The screenshot shows the myDevelopment interface. At the top left, a 'Home' dropdown menu is open, with 'Training' selected and highlighted by a blue bar and a circled '1'. Below the menu, the 'My Training' section is visible. It contains three main tiles: 'My Training Assignments' (circled '2'), 'Self Assigned' (circled '4'), and 'Training History' (circled '5'). The 'My Training Assignments' tile shows two requirement pools: 'Requirement Pool for Media Law' (due 11/02/2016) and 'Requirement Pool for Hostile Environments' (due 27/04/2016). The 'Self Assigned' tile shows two courses: 'myDevelopment - An Introduction' and 'iSite 2 - ONLINE'. The 'Training History' tile shows 'No training events were recorded in last 30 days.' and a 'My Curricula' section with a pie chart showing 'Due in 30 days (1)' and 'Due Later (2)'. A search bar at the top right shows 'Davis McComb (309048)' and 'People Search'.

- 1 From the Home dropdown menu, select **Training**
- 2 In **My Training Assignments** you will be able to see the training assigned to you. Click on **Start Course** to begin it
- 3 **Requirement Pool** means that you need to do 1 or more from a selection of courses
- 4 The **Self Assigned** tile will display the courses you have assigned to yourself or which you have started
- 5 Click **View All** to see your training history

# myDevelopment - Accessing Training

Check and understand your training records

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Completion Date *	Title	Status
08/09/2015 17:32	myDevelopment Mandatory Training for Freelance Bookers	Completed
08/09/2015 16:13	myDevelopment - An Introduction	Completed
08/09/2015 16:03	myDevelopment Managing Mandatory Training	Completed
13/08/2015 00:00	SharePoint for Gateway	Completed
02/08/2015 15:27	BBC Anti-bribery - 2014	Completed
07/05/2015 00:00	Fair Trading Advanced Workshop Tier 3	Completed
06/01/2015 12:15	Getting the Right Person: Fair Selection - 2014	Completed
04/12/2014 00:00	Artist & Contrib Requisitions Half Day	Completed
12/11/2014 00:00	Know your Audience: Writing at the BBC	Completed
23/06/2014 00:00	Welcome to the BBC - Editorial Values	Completed
16/06/2014 00:00	Team Site Lite Owner	Completed
29/04/2014 00:00	Under Pressure - Dealing With Stress	Completed
19/11/2013 00:00	Data Protection 2013 - Mandatory	Substitute Completed
19/11/2013 00:00	Data Protection Face to Face Training	Completed
06/09/2013 11:57	Fair Trading 2015	Completed
22/03/2012 00:00	Fair Trading Advanced Workshop Tier 3	Completed
24/11/2011 11:06	BBC Anti-bribery	Completed
24/11/2011 11:06	BBC Anti-bribery - 2014	Substitute Completed
30/03/2011 12:27	Safety at Work	Completed
30/03/2011 12:27	Safety at Work - 2014	Substitute Completed
30/03/2011 12:27	Safety at Work - UK Staff	Completed
30/03/2011 11:53	Safety at Work - 2014	Substitute Completed
30/03/2011 11:53	Safety At Work - International Staff	Completed

1 Click **View All** to see your training records

2 Your training will appear with most recent training at the top  
All historical mandatory training has been imported. For non-mandatory training, only the last 5 years of history has been imported

3 Where one course counts for another e.g. Data Protection Face to Face which counts for Data Protection 2013 you will see **Substitute Completed**.

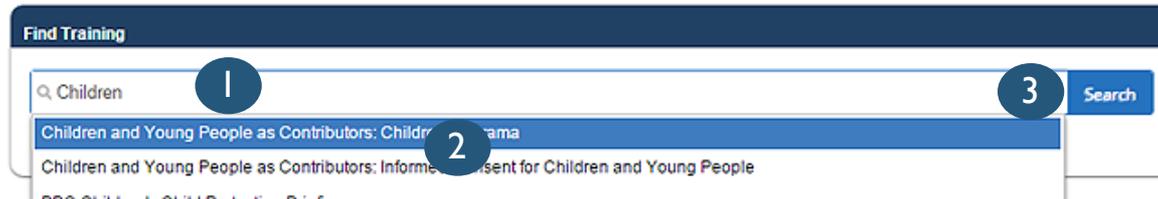
4 You can filter by title or word

5 Click  to print a Completion Certificate.

# myDevelopment - Accessing Training

Search for online and face-to-face training courses

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- 1 On the **myTraining** page, begin typing a course name in the **Find Training** box.

Possible course names will appear in the dropdown and the **Search** button will appear

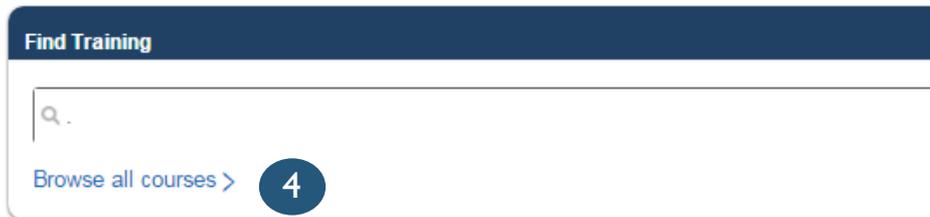
- 2 (Optional) choose the dropdown option if you wish

- 3 Press **Search**

**OR**

- 4 Click **Browse all courses >**

Both options take you to the **Catalogue Search** page



# myDevelopment - Accessing Training

Search for online courses, assign to yourself or start the online course straightaway

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## Catalogue Search

Search:   1 5 [Course Calendar](#)

▼ Languages: English (English UnitedK... : Currency:GBP (Pound Sterling)

You searched for "Children and Young People as Contributors: Children in Drama"

Courses (124) Sort By: Relevance ▼

Records per Page: 50 «Previous Page 1 Go of 3 Next»

**Narrow Courses:**

- ▼ **Category**
  - Trainer-Led
  - Online
  - Other
  - Curricula
- ▼ **Subject Area**
  - Foundation & Leadership >
  - Mandatory Training >
  - Production S... >
  - Story Findi... >
  - Story Telling
  - Technol... >
  - Upfront & Digital S... >
  - View all
- ▼ **Delivery Method**

**Children and Young People as Contributors: Children in Drama** (ONLINE COU-12038)  
Online Course 4  Add to Training  
Brief Description All you need to know about our obligations when with child actors. This co more  
[Assignments](#)  
[Start Course](#)  
Free

**Children and Young People as Contributors: Safeguarding the Welfare of Under 18s** (ONLINE COU-12035)  
Online Course  
Brief Description This scenario-based course is designed to encourage you to consider what is approp more  
Free

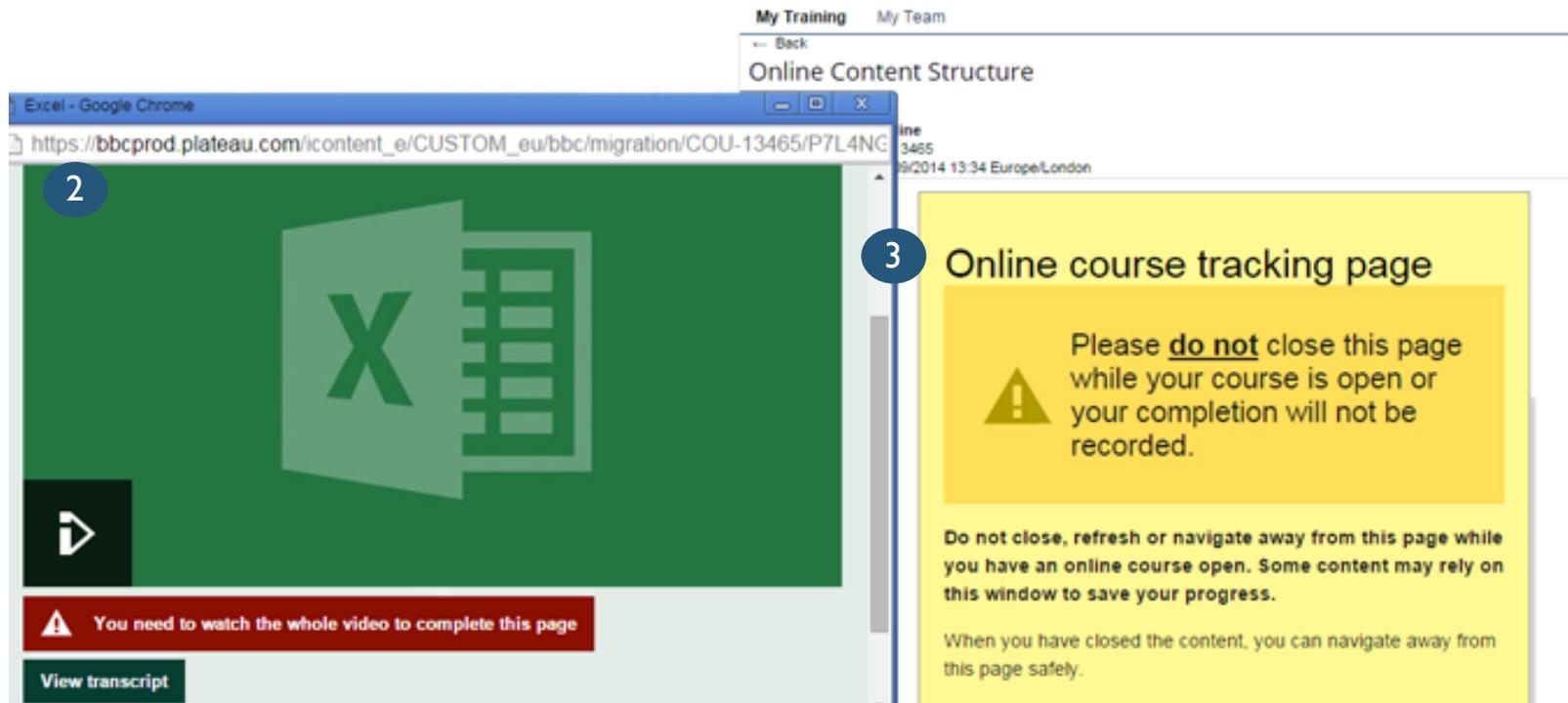
- 1 Type in the name of the required course. Click **Go**
- 2 Refine search results by format (online or trainer-led)
- 3 Refine search results by Subject Area
- 4 Hover over a course to view additional options, for example, to **Training Assignments** or **Start Course**.
- 5 Face to face courses can be viewed in the **Course Calendar**

# myDevelopment - Accessing Training

Ensure Your Course Tracks and Records Properly

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- 1 Ensure no other browsers or windows with myDevelopment are open.
- 2 Select and **Start Course** – the course contents will open in a new window.
- 3 Do NOT close the original Online course tracking page window. If this window is closed, the course will not be recorded as Completed, and it will not be shown in your Training History



# myDevelopment - Accessing Training

Search for face-to-face training, assign to yourself and book (request) a place

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The screenshot shows the 'Catalogue Search' interface. At the top, there is a search bar with the text 'Safe Management of TV Productions' and a yellow 'Go' button. Below the search bar, it says 'You searched for "Safe Management of TV Productions"'. The results are sorted by 'Relevance'. On the left, there are filters for 'Narrow Courses' under 'Category' (Trainer-Led, Online, Other, Curricula) and 'Subject Area' (Foundation & Leadership, Mandatory Training, Production S..., Story Findi..., Technol..., Upfront & Digital S...). The main results area shows one course: 'Safe Management of TV Productions (CLASS COU-50159640)'. It is a 'Trainer-led Course' with a brief description. There are two buttons: 'Add to Training Assignments' and 'Register Now'. The 'Register Now' button is highlighted with a blue circle containing the number 3. The 'Add to Training Assignments' button is highlighted with a blue circle containing the number 2. The search bar is highlighted with a blue circle containing the number 1.

- 1 Type in the name of the required face to face course and click **Go**
- 2 Hover over the required course to view available options:  
Select **Add to Training Assignments** to book a place later  
**Add to Waitlist** if current course dates are full or inconvenient
- 3 If dates are available, select **Register Now** to book a place. An email will be sent to confirm your request. Another email will be sent once your training request has been approved by your training booker.  
If you work in a Public Service department, your department will not be charged for the training, unless the booking has been cancelled outside the cancellation policy requirements

# myDevelopment Browser Configuration

Pop-Up Blockers  
(Courses not loading)

# myDevelopment - Browser Configuration Issues

Explains a configuration issue whereby courses don't open or load in myDevelopment

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If the online course tracking page appears, but the course does not open, it is likely your browser settings are preventing the new window from opening.

[← Back](#)

Online Content Structure

myDevelopment - An Introduction  
ONLINE COU-13665  
Revision: 03/09/2015 13:09 Europe/London

## Online course tracking page



Please **do not** close this page while your course is open or your completion will not be recorded.

Do not close, refresh or navigate away from this page while you have an online course open. Some content may rely on this window to save your progress.

When you have closed the content, you can navigate away from this page safely.

## Course content not loading?

Online courses open up in a new window, please check all windows and tabs otherwise please check your pop-up blocker (In Google Chrome this is normally found in the top right corner as a window with a red 'x' icon). This can also be done within your browser settings. You will need to set it to allow pop-ups from the domain '\*.plateau.com.'

Please see the following links for some popular browsers:

[Managing pop-ups in Chrome](#)

To launch a myDevelopment online course, Pop-Up Blockers need to be disabled in the browser.

In the browser, Pop-Ups need to be enabled for the domain "\*.plateau.com".

In the standard BBC desktop build of Internet Explorer, this preference will already be set.

Please see the following links for other browsers:

[Google Chrome - Managing Pop-ups in Chrome](#)

[Mozilla Firefox - Pop-up Blocker Settings](#)

[Safari – Managing Pop-ups for iPhones & iPads](#)

# myDevelopment Browser Configuration

Third Party Cookies  
(SAML Authentication error)

# myDevelopment - Browser Configuration Issues

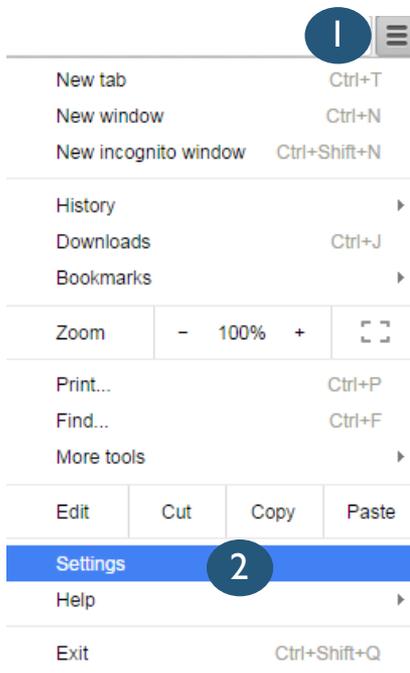
Explains a browser configuration issue that prevents Chrome & Safari users from accessing myDevelopment

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## In Chrome

**Failed to authenticate the SAML response** will display if the browser is configured to block third-party cookies and site data

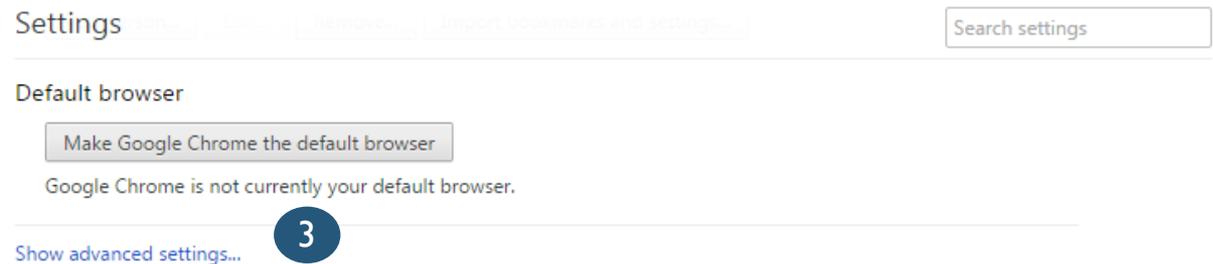
As myDevelopment is cloud-based, it is classed as a third party system and requires cookies to pass the data. The user must ensure that the options to **Block Third-Party Cookies and Site Data** is not selected.



1 Click the  dropdown.

2 Choose **Settings**.

3 At the bottom of the **Settings** page, select **Show advanced settings...**



# myDevelopment - Browser Configuration Issues

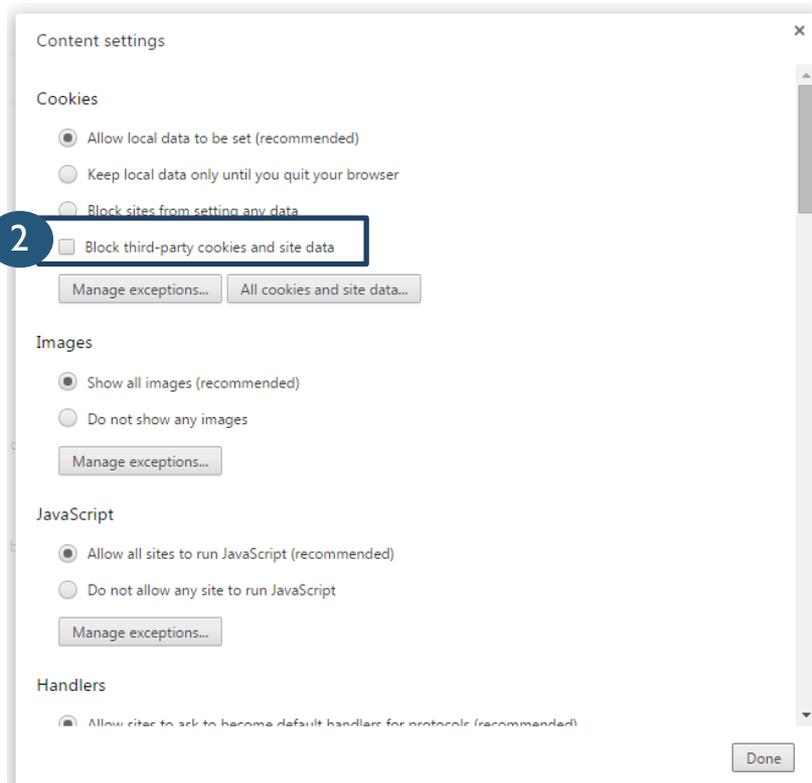
Explains a browser configuration issue that prevents Chrome & Safari users from accessing myDevelopment

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## In Chrome

### Privacy

- 1 Content settings... Clear browsing data...



- 1 From the **Privacy** section, select **Content settings**
- 2 Ensure the **Block third-party cookies and site data** is not selected

# myDevelopment - Browser Configuration Issues

Explains a browser configuration issue that prevents Chrome & Safari users from accessing myDevelopment

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## In Safari for Mac

**Failed to authenticate the SAML response** will display if the browser is configured to block third-party cookies and site data. The error will appear for Mac Safari users if the Safari Preferences are incorrect.

## In Preferences

- 1 Change **Block cookies and other website data:** from **From third parties and advertisers** to **Never**
- 2 Quit and restart Safari to ensure the change are stored.

