

saba university passport

Everything You Need for Go-Live Success

What is the Passport?

The Saba University Passport is a subscription-based program with one year of unlimited access to:

- 350+ hours of instruction
- 50 + customizable job aids
- Instructor hours for Q&A
- New release training and upgraded materials

Who is it for?

- End-users (learners/managers)
- Help desk/technical staff
- Training administrators
- System administrators
- Upgrade teams

Why should I buy it?

- Save thousands over private training
- Reduce time in the classroom
- Rapidly develop your own end-user materials
- Just-in-time resources for your real-time questions

How do I get it?

Contact registrar@saba.com or call (650) 779-2754 for more information.

How do you plan to train end-users? Does your help desk have the resources needed to support Saba Learning? How will you train new administrators?

Your success is important to us. We designed the Passport to be an incredible value. It has everything you need for user adoption and success.

Passport Options

Corporate Passport: Provides unlimited, one-year access to the Saba University Learning Portal for everyone in your organization.

Individual Passport: Provides unlimited, one-year access to the Saba University Learning Portal for a specific named user.

Note: Job Aids source files are only available with the Corporate Passport.

Training Included in Saba Passport	
Introductory Training	1. 050 — Introduction to Saba
	2. 055 — Technical Introduction to Saba
	3. 082 — Running, Emailing, and Subscribing to Reports
Administrator Training	1. 150 — Training Administration
	2. 155 — Administering Content in Saba Learning
	3. 160 — Maintaining Your Saba System
	4. 300A — Planning Your People and Organizations
	5. 300E — Implementing and Using Success Plans
	6. 310 — Understanding Security
	7. 320 — Setting up Prescriptive Rules
	8. 330 — System Configuration
	9. 335 — Configuring the Web UI
Advanced Technical Training	1. 605 — Data Migration and Synchronization
	2. 610 — Customization Fundamentals Using the Saba WDK
	3. 620 — Creating and Administering Custom Saba Reports
	4. 615 — Customizing Notifications
Advanced Functional Training	1. 510 — Planning and Implementing Certifications
	2. 511 — Creating and Modifying Certifications
	3. 303 — Implementing Competencies in Saba
Training Resources	1. Instructor Office Hours
	2. Saba University Webinars

Job Aids (Source Files) Included in Saba Corporate Passport		
Area	Learner Job Aids	Manager Job Aids
Basic Learning/ Navigation	1. Viewing or Editing My Profile	1. Viewing Team Dashboard
	2. Changing Your Password	2. Selecting or Rearranging Team Dashboard Portlets
	3. Setting Interface Preferences	3. Viewing or Editing Team Member Profiles
	4. Showing or Hiding Columns Displayed in a Table	4. Viewing Team Member Enrollments
	5. Browsing the Learning Catalog	5. Viewing Team Member Transcripts
	6. Searching the Learning Catalog	6. Assigning Roles to Team Members
	7. Registering for an Offering	7. Registering Team Members for an Offering
	8. Registering for a Package	8. Adding an Item to Team Member Transcripts
	9. Attending a Virtual Class	9. Cancelling Team Member Enrollments
	10. Launching Online Content	10. Assigning a Proxy
	11. Completing an Evaluation or Survey	11. Running a Report
	12. Printing a Certification of Completion	12. Emailing or Subscribing to a Report
	13. Cancelling an Enrollment	13. Editing or Deleting a Report Subscription
	14. Adding an Item to the Transcript	
	15. Viewing My Organization Structure and Objectives	

Job Aids (Source Files) Included in Saba Corporate Passport		
Area	Learner Job Aids	Manager Job Aids
Success Plans	16. Creating a Success Plan	14. Creating Success Plans for Team Members
	17. Adding or Editing Success Plan Activities	15. Marking Success Plans Complete for Team Members
	18. Marking a Success Plan Complete	16. Adding or Editing Success Plan Activities for Team Members
Curricula	19. Registering for a Curriculum	17. Viewing Team Curricula Summary
	20. Viewing and Completing Assigned Curricula	18. Assigning a Curriculum to Team Member(s)
		19. Granting a Curriculum to Team Member(s)
		20. Marking a Curriculum Acquired for Team Member(s)
Certifications	21. Registering for a Certification	21. Viewing Team Certification Summary
	22. Viewing and Completing Assigned Certifications	22. Assigning a Certification to Team Member(s)
		23. Granting a Certification to Team Member(s)
		24. Marking a Certification Acquired for Team Member(s)
		25. Revoking an Acquired Certification for Team Member(s)
		26. Changing Certification Expiration Date for Team Member(s)
Competencies	23. Adding a Competency	27. Adding Required Competencies for Team Members
	24. Viewing or Assessing Assigned Competencies	28. Viewing Team Member Competencies
		29. Assessing Team Member Competencies