Overview of Tyler University

Tyler University, our continuing education platform, gives you 24/7/365 access to Tyler product courses. Tyler U is an online resource for improving your skills in the ERP (Munis) system. Courses provide step-by-step, interactive eLearnings that walk users through using the ERP (Munis) system. This opportunity provides training for new ERP (Munis) Users and allows experienced ERP (Munis) Users to revisit important topics.

Users may access Tyler University at <u>https://tyleru.tylertech.com</u> or their My Tyler or Dashboard menu when logged in to ERP (Munis) System. The following are instructions for:

- Resetting temporary password on https://www.tylertech.com ,
- Setting up your profile to access Tyler U when logged in to ERP (Munis) system,
- Enrolling in Curricula via Dashboard,
- Taking a course through Dashboard,
- Viewing transcript via Dashboard,
- Accessing Tyler U via website,
- Enrolling in Curricula via Tyler U website,
- Taking a Course via Tyler U website.
- Viewing transcript via Tyler U website.

Tyler U Requirements

- Munis and Dashboard installations must be complete
- Users must be set up in Munis
- Pop-up blocker must be disabled for Tyler U

Reset Password for Tylertech.com website

1. Click <u>https://www.tylertech.com</u>, enter User name and temporary password provided in Tyler University email.



2. Enter User name and temporary password provided in Tyler University email

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	Username:		munisuse	@vi.gov			
	Password:		r				
	Confirm Pass	sword:					
	Update Re	egistration					

3. Click Update Registration

Link Your Tyler Dashboard to Tyler U

Steps:

- 1. Login to web version of ERP(Munis) (<u>https://munis.vi.gov</u>)
- 2. Click your user name in the upper-right corner.
- 3. Click User Profile.

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4. Enter your tylertech.com user name and password.



5. Click OK.

Enroll in Curricula via Your Dashboard

Steps:

- 1. Click My Tyler.
- 2. Click Enroll.

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3. Select the curricula.

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Roles	Munis V11.2 - AP Core User					
Requisition Entry System Settings	Munis V11.2 - Accounts Receivable & General Billing					
User Attributes	Munis V11.2 - AP Cash Disbursement Core User					
	Munis V11.2 - AP End User					
EDIT FAVORITES	Munis V11.2 - AT Core User					
	Munis V11.2 - Budget Core User					
	Munis V11.2 - Budget End User					
	Munis V11.2 - Cash Management Core User					
	Munis V11.2 - COA Maintenance Core User					
	Munis V11.2 - Contracts Core User					
	Munis V11.2 - Contracts End User					
	Munis V11.2 - Employee Expense End User					
	Munis V11.2 - Fixed Asset Core User					
	Munis V11.2 - Fixed Asset End User					
	Munis V11.2 - GL Core User					
	Munis V11.2 - GL Inquiry and Reports End User					
	Munis V11.2 - Inventory Core User					
	Munis V11.2 - Inventory End User					
	Munis V11.2 - Payroll Core User					
	Munis V11.2 - Period End Processing					
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1. Click Enroll.

Take a Course through Your Dashboard

Steps:

- 1. Click My Tyler.
- 2. Click My Courses.

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3. Click the course title to launch the course.

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Roles	0	Munis New Hire Financials Training	Munis 11.2.1010 - Chart of Accounts Overview	1	ð	
Requisition Entry System Settings	0	Munis New Hire Financials Training	Munis 11.2.1010 - Requisition Process Overview		8	
User Attributes	0	Munis New Hire Financials Training	Munis 11.2.1011 - Purchase Order Process Overview		Ø	
Employee Master	۲	Munis New Hire Financials Training	Munis 11.2.1030 - Add a Requisition in the Requisitions Program		8	
EDIT FAVORITES	0	Munis V11.2 - HR Core User	Munis 11.2.1001 - Dashboard Quick Start		ð	
	٥	Munis V11.2 - HR Core User	Munis 11.2.1002 - Using the Munis Ribbon		8	

View Your Transcript via Dashboard

Steps:

- 1. Click **My Tyler**.
- 2. Click My Transcript.

Access Tyler University via website

Steps:

- 1. Go to https://tyleru.tylertech.com
- 2. Enter your tylertech.com user name and password.
- 3. Click Login button.

Find Courses to Enroll via Tyler U website

- 1. Click Search & Enroll link under Tyler U Course Links section
- 2. Type search criteria in **Find** field, click **Search**.
- 3. Courses that match criteria entered lists as Search Results.
- 4. Click **Enroll** button for each course in which you would like to enroll.

Take a Course via Tyler U website

- 1. From Home tab, My Course Enrollments section lists courses assigned or self-enrolled
- 2. Find the desired course. If not listed on initial list, click **See All Courses** link to see a complete listing of your enrolled courses.
- 3. Click **Open** button for the course you would like to take.

View Your Transcript via Tyler U website

- 1. Click **My Transcript** link under Tyler U Course Links section.
- 2. List of Courses and completion information is outlined.