

## Employee Self Service Training – How to Guide

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This document will highlight the two new features available in My Self Service to view and enroll in professional development/training courses.

The first feature allows you to **enroll in future training courses and events**.

- i. Navigate to My Self Service > Learning and Development > Request Training Enrollment. Click on “Search by Date”.



### Request Training Enrollment

Jane Employee

Please choose one of the search methods below to find a course session.

[Search by Course Name](#)

[Search by Course Number](#)

[Search by Location](#)

[Search by Date](#)

- ii. Click on “Search” to view all future courses available for enrollment.



### Request Training Enrollment Course Search

Enter a date range and click the Search button to get a list of courses offered within that range. Leave the through date field blank to get a list of all available courses.

From:   Through:

(example: 12/31/2000) (example: 12/31/2000)

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- iii. Find the course in which you are interested and click on “View Available Sessions”.



### Request Training Enrollment Course Search

Enter a date range and click the Search button to get a list of courses offered within that range. Leave the through date field blank to get a list of all available courses.

From:   Through:     
(example: 12/31/2000) (example: 12/31/2000)

Start Date	Description		Course Number	
01/11/2013	Sample Course		SAMPLE	<a href="#">View Available Sessions</a>

- iv. Click on the session in which you are interested. (The subsequent page will confirm the date and time of the session.)



### Request Training Enrollment View Available Sessions

SAMPLE Sample Course

Click on a session number in the list below to view session details or to request enrollment in the session.

Course Session Details				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
<a href="#">1201</a>	Brealey Rm 3620	4.0	25	0

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- v. Verify that you have chosen the correct session for the date and time in which you are interested. If you would like to be added to the waiting list if the session is full, leave the checkbox checked. Then click on “Continue”.

[Favorites](#) | [Main Menu](#) > [My Self Service](#) > [Learning and Development](#) > [Request Training Enrollment](#)

### Request Training Enrollment Session Detail

Jane Employee

Click Continue to submit your training request.

Course: SAMPLE Sample Course

Session: 1201

Location: Brealey Rm 3620

Start Date: 01/11/2013

Duration (Hours): 4.0

Language:

Prerequisites:

Prerequisite Courses

None

#### Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Friday	01/11/2013	01/11/2013	12:00PM	4:00PM	Brealey Rm 3620

If this session is full, place me on the waiting list.

Continue

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- vi. Click on “Submit”.



### Submit Request

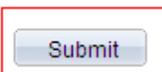
Enter comments (optional) and click the Submit button at the bottom of the page to complete your request.

Course:	SAMPLE	Sample Course
Session:	1201	
Location:	Brealey Rm 3620	
Course Start Date:	01/11/2013	Start Time 12:00PM End Time 4:00PM
Duration (Hours):	4.0	
Language:		

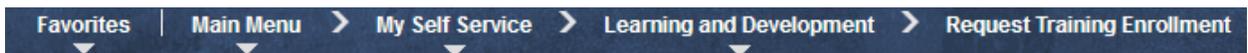
Jane Employee

Empl ID: 20076773

Comment:



- vii. This is your confirmation that your enrollment request has been accepted. This does not mean that you are enrolled; you may be placed on the waiting list. You will receive an email, 3 days prior to the course, confirming your status. Click on “OK”.



### Request Training Enrollment

#### Submit Confirmation

 The Submit was successful.



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The second feature allows you to **view your training courses and events**.

- i. Navigate to My Self Service > Learning and Development > Training Summary. You will notice that this employee is “enrolled” in the Sample Course from above and has “completed” Leadership Grid, Bill 168 and Accessible Customer Service for Support. Once the Sample Course session has run and the employee’s participation has been recorded in the system, the status will change to “completed”.



### Training Summary

Jane Employee

Internal Training			
Course Name	Course Start Date	Course End Date	Status
<a href="#">Sample Course</a>	01/11/2013	01/11/2013	Enrolled
<a href="#">Leadership Grid - Condensed</a>	02/28/2011	03/01/2011	Completed
<a href="#">Bill 168 - Protection for EEs</a>	01/24/2011	01/24/2011	Completed
<a href="#">Accessible Cust Service Support</a>	01/01/2011	01/01/2011	Completed

Other Professional Training				
Course Name	Course Start Date	Course End Date	Status	Facility/School

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- ii. If the Sample Course was full and the employee was on the waiting list, you would see “Sessn Wait” in the status column.



### Training Summary

Jane Employee

Internal Training			
Course Name	Course Start Date	Course End Date	Status
<a href="#">Sample Course</a>	01/11/2013	01/11/2013	Sessn Wait
<a href="#">Leadership Grid - Condensed</a>	02/28/2011	03/01/2011	Completed
<a href="#">Bill 168 - Protection for EEs</a>	01/24/2011	01/24/2011	Completed
<a href="#">Accessible Cust Service Suppor</a>	01/01/2011	01/01/2011	Completed

Other Professional Training				
Course Name	Course Start Date	Course End Date	Status	Facility/School