

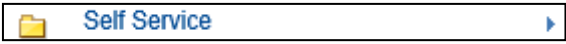



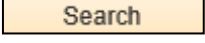





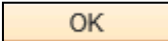
## Self Service Training Enrollment

### Steps to follow:

This guide will demonstrate how to proceed with the Self Service Training Enrollment process.

| Step | Action  |
|------|---|
| 1.   | Begin by navigating to the <b>Request Training Enrollment</b> page.<br><br>Click the <b>Main Menu</b> button.<br>  |
| 2.   | Click the <b>Human Resources</b> menu.<br>   |
| 3.   | Click the <b>Self Service</b> menu.<br>  |
| 4.   | Click the <b>Learning and Development</b> menu.<br>  |
| 5.   | Click the <b>Request Training Enrollment</b> menu item.<br>   |
| 6.   | Click the <b>Search by Course Name</b> link.<br>   |
| 7.   | Click the <b>Search</b> button.<br>  |
| 8.   | Look for the training course you want to register for.<br><br>Click the <b>View Available Sessions</b> link in the same row as the training course you want.<br> |
| 9.   | Click the <b>desired</b> link for more details.   |
| 10.  | The <b>Session Detail</b> page displays the training course information such as the training date, training duration, location, etc.  |
| 11.  | Select the <b>If this session is full, place me on the waiting list</b> check box if you are willing to be on the session waitlist when the session is full.<br><input type="checkbox"/>  |
| 12.  | Click the <b>Continue</b> button.<br>  |
| 13.  | The <b>Submit Request</b> page displays more information about the Laser Safety course, including the user name and employee ID.  |

## Training Administration for Managers/Students/Employees/POIs Course Job Aid

| Step | Action   |
|------|--|
| 14.  | Review the information on this page.<br>Click the <b>Submit</b> button when finished.<br> |
| 15.  | Click the <b>OK</b> button.<br>   |