TRAINING ENROLLMENT

HOW TO REQUEST TRAINING ENROLLMENT
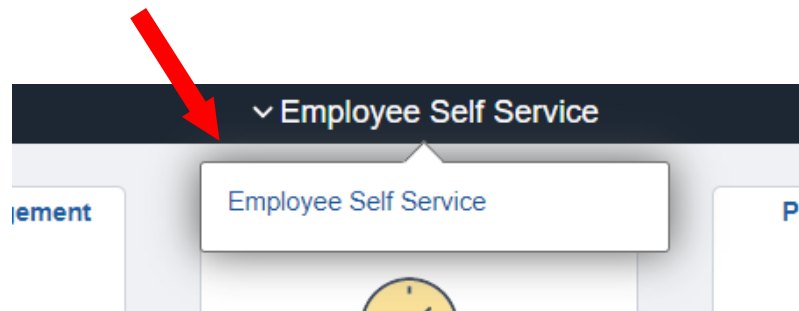
UNIVERSITY of HOUSTON

HUMAN RESOURCES

Step 1: **Access UH**

- Log on to AccessUH with your login CougarNet credentials.

Step 2: PASS

- **Click** the PASS icon.
  Make sure the tab above says **Employee Self Service.**

- **Click** the Training icon.

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Step 3: My Training

- **Click** Request Training Enrollment.

- **Click** on either **Search by Course Name** or **Search Course Number (1).**
Search by Course Name or **Search by Course Number**. You can **Search by location** and **Search by date** if the course is in person **(2).**
Note: Searching by Course Number is the recommended method.
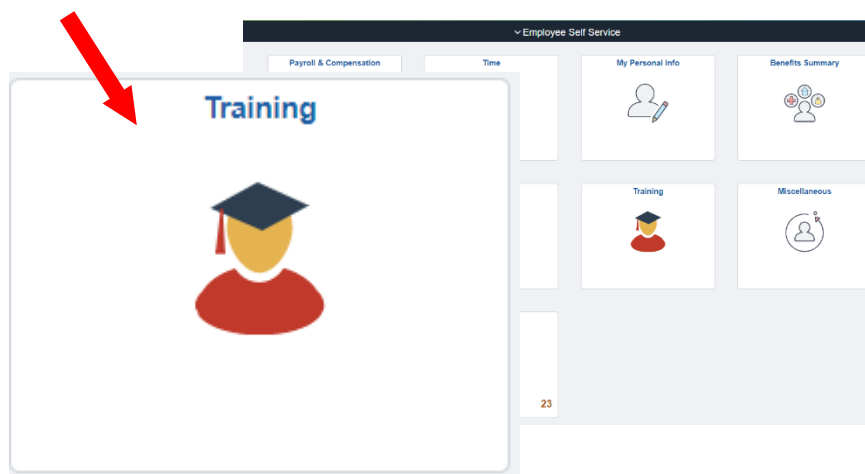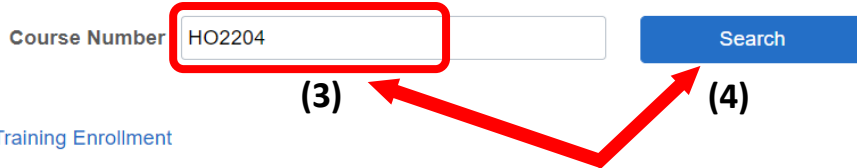
- Select **Search by Course Number** and **enter** the course number here **(3). Click** Search **(4).**
  Note: PeopleSoft will not let you enroll in a course you're already enrolled in or have taken previously.
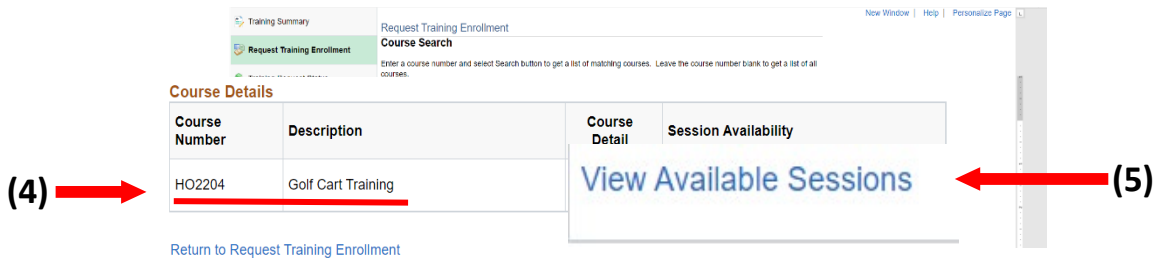

- The **course name** generates under **Description**, with the course number to the left under **Course Number (4). Click** View Available Sessions **(5).**

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For classroom (In-person or live virtual) courses, move to Step 4b.

Online Courses
Step 4a: View Available Sessions - Online Only

NOTE FOR ONLINE COURSES ONLY: The "start date" is the date the course expires in the system. You can being your online training in TAP the following day immediately following enrollment.

There is a max of 999 that can enroll in a course. In this case there 988 open seats in session 0001.

▪ **Click** on the available session **(1).**

Step 5a: Session Detail – Online Only

If you enrolling in a training course that is online, you can disregard the waitlist checkbox.

NOTE FOR ONLINE COURSES ONLY: The session start date and end date is when the course expires in the system. It will always be the last day of the fiscal year.

▪ **Click** Continue **(1).**

For Online Courses move to Step 6.

Classroom (In-person or Live Virtual) Courses

Step 4b: View Available Sessions – In-person/Live Virtual Only

Select your desired session. The **Start Date** is the date that the course is available. The **Duration** states the length of time course will last. **Open Seats** shows how many seats are available for that session.

- **Click** on the session number to select the appropriate session **(1).**

(1)

Request Training Enrollment
View Available Sessions

PSF010   Journal Entry

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

Course Session Details

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0180	05/11/2022		3.0	0	1

Course Session Details

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0181	06/08/2022		3.0	10	0

Course Session Details

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0182	07/13/2022		3.0	11	0

Return to Course Search

Step 5b: Session Detail – In-person/Live Virtual Only

Your **Session Details** will include Course Name, Course Session, Duration, and Start and End dates **(2).** Your **Session Schedule** will include Day, Start date and End Date, Time, and Training Facility Name (location of the training course) **(3).**

My Training		⌂ ⌂ ⋮
		New Window | Help | Personalize

Request Training Enrollment
Session Detail

Mia Thomas

Select the Continue button to submit your training request.

Course Journal Entry	**Session** 0180	**(2)**
Start Date 05/11/2022	**Duration (Hours)** 3.0	
Location		
Language		

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name	
Wednesday	05/11/2022	05/11/2022	9:00AM	12:00PM	Skype	**(3)**

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

Continue

Return to Course Search

Step 5b: Session Detail, contd. – In-person/Live Virtual Only

- If the session is full, you may **select** the checkbox to request to be placed on the waitlist **(4).** You will receive an email if the session becomes available.
- **Click** Continue **(5).**

- **Continue to Step 6**

Step 6: Submit Request (For <u>both</u> Online and Classroom/Virtual)

Your course session details will be located on this page.

- ▪ **Click** Submit.

Submit Request

Enter comments (optional) and select Submit button at the bottom of the page to complete your request.
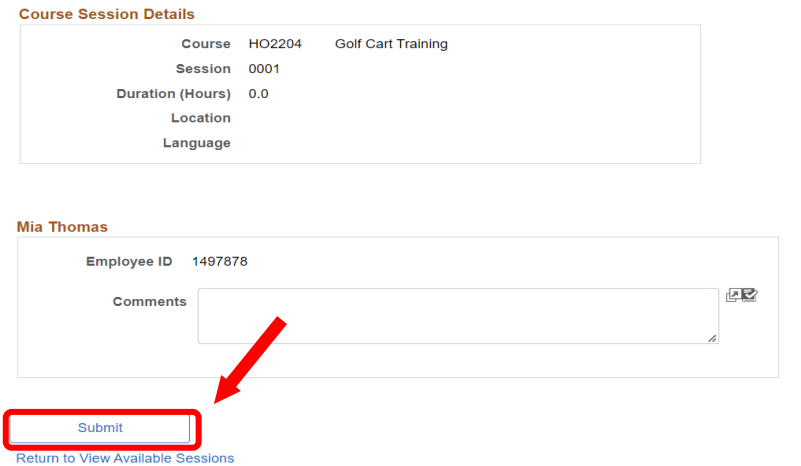
Course Session Details

Course	HO2204	Golf Cart Training
Session	0001	
Duration (Hours)	0.0	
Location		
Language		

Mia Thomas

Employee ID	1497878
Comments	

Submit

Return to View Available Sessions

You will receive an email confirmation once your request has been submitted. Your *Online* training course will be available in the TAP Employee Training System via AccessUH the following day.

***Classroom/Live Virtual* training courses will receive an email with course details from the facilitator, in addition to the email confirmation.**

For additional assistance, visit the HR Talent Development website,
https://uh.edu/human-resources/talent-development/.