Employee Self Service -
Online Training Enrollment

- Navigate to Learning and Development – then to Request Training Enrollment

Select any one of the four options to enroll in the training session.
- To search by the **Course Name** enter any part of the course title, for example, ‘Children’
- To search by **Course Number** enter the first few letters of the course code, for example, ‘EAP’
- To search by **Location** enter any part of the location
- To search by **Date** enter the From and Through dates to see all of the courses offered

Available courses will display in a list. You can get more information about the course by clicking on the blue Information icon.

Click on **View Available Sessions** to select the session you wish to attend.
Select a session by clicking one of the session links.

Confirm that the information is correct and click on Continue.
Your request confirmation will appear. You may print this page if you wish.

To make any changes to your enrollment, such as dropping or rescheduling the session you enrolled in, please contact your campus training administrator.

Click Submit to complete your enrollment.