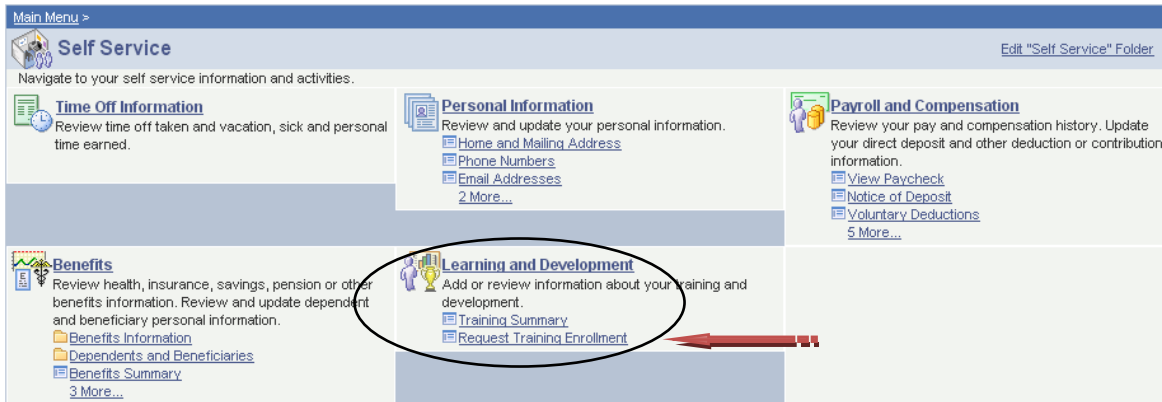


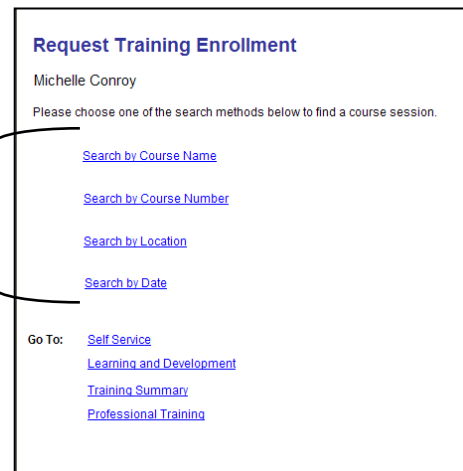
# EMPLOYEE SELF SERVICE ONLINE TRAINING ENROLLMENT

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



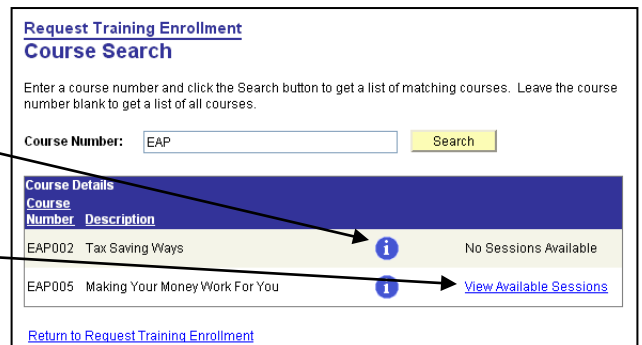
Select any one of the four options to enroll in the training session.

- 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



Available courses will appear in a list. If you click on the blue "i" icon, you will see a description of the course.

Click on **View Available Sessions** to select the session you wish to attend.



Select a session by clicking on one of the session links



Confirm that the information is correct and click on "Continue."

### Request Training Enrollment

#### Session Detail

Michelle Conroy

Click Continue to submit your training request.

**Course:** EAP005 Making Your Money Work For You  
**Session:** 0002  
**Location:** Boston-HNRCA Mezzanine Conf Rm  
**Start Date:** 02/09/2010  
**Duration (Hours):** 1.0  
**Language:**

**Prerequisites:** [Prerequisite Courses](#)  
None

Session Schedule				
Date	Session	Start Date	Start Time	End Time
Tuesday		02/09/2010	12:00PM	1:00PM

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

[Continue](#)

[Return to Course Search](#)

Click Submit to complete your enrollment.

### Submit Request

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

**Course:** EAP005 Making Your Money Work For You  
**Session:** 0004  
**Location:** Boston-HNRCA Mezzanine Conf Rm  
**Course Start Date:** 03/01/2010    **Start Time:** 12:00PM    **End Time:** 1:00PM  
**Duration (Hours):** 1.0  
**Language:**

**Douglas Ferraro**

**EmplID:** 1006115

**Comment:**

[Submit](#)

[Return to View Available Sessions](#)

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.

### Submit Request - Confirmation

Your request was submitted.

**Course:** EAP005 Making Your Money Work For You  
**Session:** 0002  
**Location:** Boston-HNRCA Mezzanine Conf Rm  
**Course Start Date:** 02/09/2010    **Start Time:** 12:00PM    **End Time:** 1:00PM  
**Duration (Hours):** 1.0  
**Language:**

**Michelle Conroy**

**EmplID:** 1030414

Process Detail			
Name	Role Name	Process Action	Process Action Date
Michelle Conroy	Originator	Submit	02/03/2010

[Comments](#)

**Go To:** [Employee Home](#)  
[Training and Development Home](#)  
[Request Training Enrollment](#)  
[Training Summary](#)  
[Professional Training](#)