Information Technology On-Line Registration

On-Line registration for *Information Technology* courses is available. This process allows employees to register themselves or their employees for classroom-based courses through the *HR Self-Service Center*. Supervisors and managers can request training enrollment for their employees as well.

To Register On-Line:

1. Click the following link: HR Self Service.

2. Type your *Identity and Access Management System (IAM)* username and password. This is what you use when logging onto your workstation.

3. Click the **Login** button.

4. Click the **Self Service** link (as an employee) OR the **Manager Self Service** link (as a supervisor or manager).

5. Click the **Learning and Development** link.

6. Click the **Request Training Enrollment** link.

7. Search by *Course Name, Number, Location* or *Date* to find available sessions.

8. Click the **View Available Sessions** link to select a course date/time.

9. Click the **Session number** link for the desired session.

10. Click the **Continue** button.

11. Click the **Submit** button.

12. Click the **OK** button.

For More Detailed, Easy-to-Follow Procedures:

1. Click the following link: HR Self Service.

2. For procedures to **enroll yourself as an employee**, click the Chapter 8 a: Learning and Development

3. For procedures to **enroll your employee(s) as a supervisor or manager**, click Chapter 11: Learning and Development Manager

Please note that this new functionality in no way supersedes your department policy on how training requests must be made. Employees are required to obtain their supervisor's approval prior to registering for any course.