PASS Course Enrollment

From the main menu, click the training icon located on the bottom left hand corner of the grid.
Click Request Training Enrollment from the right hand side menu.

<table>
<thead>
<tr>
<th>Employee Self Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Summary</td>
</tr>
<tr>
<td><strong>Request Training Enrollment</strong></td>
</tr>
<tr>
<td>Training Request Status</td>
</tr>
<tr>
<td>Consulting/Related Party</td>
</tr>
</tbody>
</table>

Click: Search by Course Number (this is actually the course code and will have letters and numbers)

**Request Training Enrollment**
Ashley Waggoner

Please choose one of the search methods below to find a course session.

- Search by Course Name
- [Search by Course Number](#)
- Search by Location
- Search by Date

Go To
Enter the Course Number and click Search.

The course will appear

Click Available Sessions (if you are already registered for the session, no sessions will appear)

Click on the session number in which you wish to enroll.

*For online courses...

- The date listed is the last day of the fiscal year. You will be able to access the course the day after you register in PASS up until the date listed.
- Location will be TAP
- You may receive a message that you are already enrolled in a course during that time if you are currently enrolled in an online course. Click ok and continue to register for the course.
Request Training Enrollment

View Available Sessions

HRT079 POWER UP Lunch & Learn

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

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Location</th>
<th>Duration (Hours)</th>
<th>Open Seats</th>
<th>Waitlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0039</td>
<td>11/02/2017</td>
<td>EDR Pavilion MD Anderson, 2 FL</td>
<td>0.0</td>
<td>99</td>
<td>0</td>
</tr>
<tr>
<td>0040</td>
<td>11/28/2017</td>
<td>EDR Pavilion MD Anderson, 2 FL</td>
<td>0.0</td>
<td>22</td>
<td>0</td>
</tr>
</tbody>
</table>

Return to Course Search

Click continue

Request Training Enrollment

Session Detail

Ashley Waggoner

Select the Continue button to submit your training request.

Course: POWER UP Lunch & Learn
Session: 0039
Start Date: 11/02/2017
Duration (Hours): 0.0
Location: EDR Pavilion MD Anderson, 2 FL
Language

Prerequisite Courses
None

Session Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Session Start Date</th>
<th>Session End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Training Facility Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>11/02/2017</td>
<td>11/02/2017</td>
<td>12:00PM</td>
<td>1:00PM</td>
<td>EDR Pavilion MD Anderson, 2 FL</td>
</tr>
</tbody>
</table>

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

Continue

Return to Course Search
All course information can also be found on our HR Course Calendar: http://www.uh.edu/human-resources/LTD/HR_Course(Calendar/