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.

	CougarNet Login MyUH Login
梁 () AccessUH	CougarNet Username
	Don't know your CougarNet ID?
	CougarNet Password
	Change/Reset your CougarNet Password.
	Login using your CougarNet

Step 2: PASS

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

		✓ Employee Self Service	
P. A. S. S.	ement	Employee Self Service	Pa
HR			

• **Click** the Training icon.



Step 3: My Training

• Click Request Training Enrollment.

K Employe	ee Self Service				My Trair	ing				New Window	G Help	A : (
Training	g Summary				End Time	Status	Cancel Request					
	° ,				•	Completed	Gancel Request	+	-			
						Completed	Cancel Request	+	-			
Reques	t Training Enro	Ilment				Completed	Gancel Request	+	-			
() ricques	e Haining Enro	innent				Completed	Cancel Request	+	-			
				-	5	Completed	Cancel Request	+	-			
🗢 –	D					Completed	Gancel Request	+	-			
	Request Statt	IS				Completed	Cancel Request	+	-			
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📃 Consult	ing/Related Pa	rty				Completed	Cancel Request	+	-			
	-					Completed	Cancel Request	+	-			
					4.00PM	Completed	Cancel Request	+	-			
					1	Completed	Cancel Request	+	-			
	FY21 HR Query Viewer	08/31/2021	08/31/2021			Completed	Cancel Request	+	-			
	FY21 HR Query Manager	08/31/2021	08/31/2021			Completed	Cancel Request	+	-			
	FY21 Mandatory Training: EEO	08/31/2021	08/31/2021			Completed	Cancel Request	+	-			

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.

✓ Emplayers Soll Score: ⇒ Training Summary Request Training Envolument	My Training Request Training Enrollment	A ∴ Ø A ∴ Ø New Window Heip Personatize Page
Request Training Enrollm	ent	
Your Name		
Please choose one of the search meth Search by Course Name Search by Course Numb	nods below to find a course session.	
Search by Location Search by Date	(2)	
Go To		

Select Search by Course Number and enter the course number here (3). Click
 Search (4).

Note: PeopleSoft will <u>not</u> let you enroll in a course you're already enrolled in or have taken previously.



Course Search

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number	HO2204	Search
Return to Request Training Enrollment	(3)	(4)

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

	Training	Summary t Training Enrollment	Request Training Enrollment Course Search Errer a course number and select Search button to get a courses.	a list of matching courses.	Leave the course number bank to get a list of all	New Window	Help	Personalize Page u	
	Course Number	Description		Course Detail	Session Availability				
(4)	HO2204	Golf Cart Train	ning	View	Available Sess	ions		-	(5)
	Return to Reques	t Training Enroll	ment					_	

*For classroom (In-person or live virtual) courses, move to <u>Step 4b</u>.

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).

							New Window	Help	Personalize	Page
Request	Training En	rollment								
View Av	ailable Ses	sions								
HO2204	Golf Cart Tra	aining								
Select a ses session.	ssion number in	the list below to view session	details or	to request enrollment in the						
Course Se	ssion Details									
Session	Start Date		Location		Duration (Hours)		Open Seats		Waitlisted	
0001	08/31/2022					0.0		988	c)
Pennion		Start Date			Open Se	eats				
ession		Start Date	-							
0001		08/31/202	2				988			
		00/01/202	2							
T										
(1)										
(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).

Date Session Start Date Session End Date Start Time End Time Training Facility Name Wednesday 08/31/2022 08/31/2022 12:00AM	Session Schedu	le	Session [Mia Tromas Select the C Star Lo	Laming Endoment etrail Etrail Ecourse Colf Carl Training Lotes 0801/2022 cation purge	Session 0 Duration (Hours) 0	001 .e
Wednesday 08/31/2022 08/31/2022 12:00AM	Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
	Wednesday	08/31/2022	08/31/2022	12:00AM		

*For Online Courses move to <u>Step 6</u>.

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).

View Av	allable Sessions				
PSF010	Journal Entry				
Select a ses session.	ssion number in the list below	to view session details or to request enrol	lment in the		
Course Se	ssion Details				
Session	Start Date	Location	Duration (Hours)	Open	Seats
0180 Course Se	05/11/2022 ssion Details			3.0	(
0180 Course Se Session	05/11/2022 ssion Details Start Date	Location	Duration (Hours)	3.0 Open	(Seats
0180 Course Se Session 0181	05/11/2022 ssion Details Start Date 06/08/2022	Location	Duration (Hours)	3.0 Open 3.0	(Seats 10
0180 Course Se Session 0181	05/11/2022 ssion Details Start Date 06/08/2022	Location	Duration (Hours)	3.0 Open 3.0	(Seats 10
0180 Course Se Session 0181 Course Se	05/11/2022 ssion Details Start Date 06/08/2022 ssion Details	Location	Duration (Hours)	3.0 Open 3.0	(Seats 10
0180 Course Se Session 0181 Course Se Session	05/11/2022 ssion Details Start Date 06/08/2022 ssion Details Start Date	Location	Duration (Hours)	3.0 Open 3.0 Open	(Seats 10 Seats

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 Tra	aining				ሴ	\Diamond	:
D							New Window	Help	Person	ali
Request Tra	aining Enroi	Iment								
Session De	etan									
Mia Thomas										
Select the Co	ntinue button to	submit your trai	ning request.							
с	ourse Journal	Entry			Session 018	80	(2)			
Start	Date 05/11/20	22		D	uration (Hours) 3.0		_(_/			
Loca	ation				, ,					
Lang	lade									
Prerequisite C	ourses									
None										
Session Sche	dule									
Date	Session St	art Date	Session End Date	Start Time	End Time	Training Facility N	ame			
Wednesday	05/11/2022		05/11/2022	9:00AM	12:00PM	Skype	(:	2)		
								<i>י</i> ן		
If this set	ssion is full, plac	e me on the wa	iting list.							
Contin	u e									
Return to Cours	se 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 both Online and Classroom/Virtual)

Your course session details will be located on this page.

• Click Submit.

Submit Request

r comments (optional) and sele	ct Submit but	tton at the bottom of the page to complete your request.	
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urse dession Details		- K- (T) (
Course	HO2204	Golf Cart Training	
Session	0001		
Duration (Hours)	0.0		
Location			
Language			
a Thomas			
a Thomas Employee ID 149787	8		
1 Thomas Employee ID 149787 Comments	8		d
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You will receive an email confirmation once your request has been submitted. Your <u>Online</u> training course will be available in the TAP Employee Training System via <u>AccessUH</u> the following day.

<u>*Classroom/Live Virtual*</u> 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, <u>https://uh.edu/human-resources/talent-development/</u>.