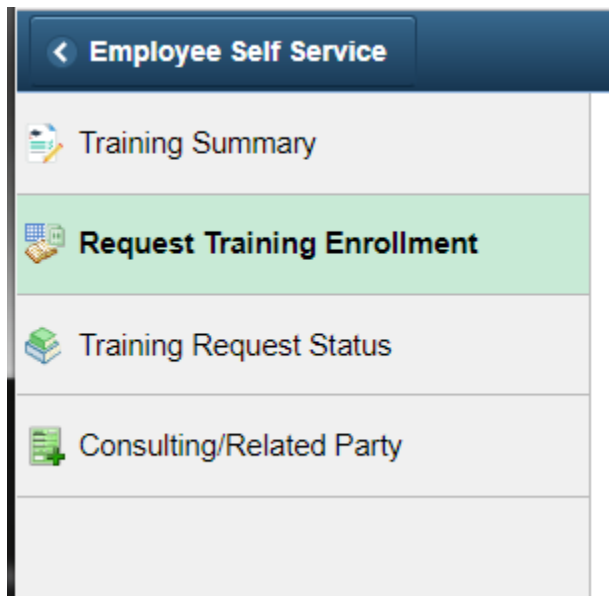# PASS Course Enrollment

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.

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

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)

Request Training Enrollment
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 HRT079   [Search]

Course Details

Course Number	Description	Course Detail	Session Availability
HRT079	POWER UP Lunch & Learn	ⓘ	View Available Sessions

Return to Request Training Enrollment

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.

Course Session Details

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0039	11/02/2017	EDR Pavilion MD Anderson, 2 FL	0.0	99	0

Course Session Details

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0040	11/28/2017	EDR Pavilion MD Anderson, 2 FL	0.0	22	0

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

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Thursday	11/02/2017	11/02/2017	12:00PM	1:00PM	EDR Pavilion MD Anderson, 2 FL

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

Continue

Return to Course Search

Click Submit

Submit Request

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

Course Session Details

Course	HRT079 POWER UP Lunch & Learn
Session	0039
Course Start Date	11/02/2017
Start Time	12:00PM End Time 1:00PM
Duration (Hours)	0.0
Location	EDR Pavilion MD Anderson, 2 FL
Language	

Ashley Waggoner

Employee ID   1068018

Comments

Submit

Return to View Available Sessions

All course information can also be found on our HR Course Calendar: http://www.uh.edu/human-resources/LTD/HR_Course_%20Calendar/