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.

Step 2: PASS

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

- Click the Training icon.
Step 3: My Training

- **Click** Request Training Enrollment.

- **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.
- Select **Search by Course Number** and enter the course number here (3). Click Search (4).
  
  **Note:** PeopleSoft will not let you enroll in a course you’re already enrolled in or have taken previously.

- The **course name** generates under **Description**, with the course number to the left under **Course Number** (4). Click **View Available Sessions** (5).
*For classroom (In-person or live virtual) courses, move to Step 4b.

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).

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).

*For Online Courses move to Step 6.
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).

<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>0180</td>
<td>06/11/2022</td>
<td></td>
<td>3.0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>0181</td>
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<td>0</td>
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<td>0182</td>
<td>07/13/2022</td>
<td></td>
<td>3.0</td>
<td>11</td>
<td>0</td>
</tr>
</tbody>
</table>

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).
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.

You will receive an email confirmation once your request has been submitted. Your Online training course will be available in the TAP Employee Training System via AccessUH the following day.

Classroom/Live Virtual 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, https://uh.edu/human-resources/talent-development/.