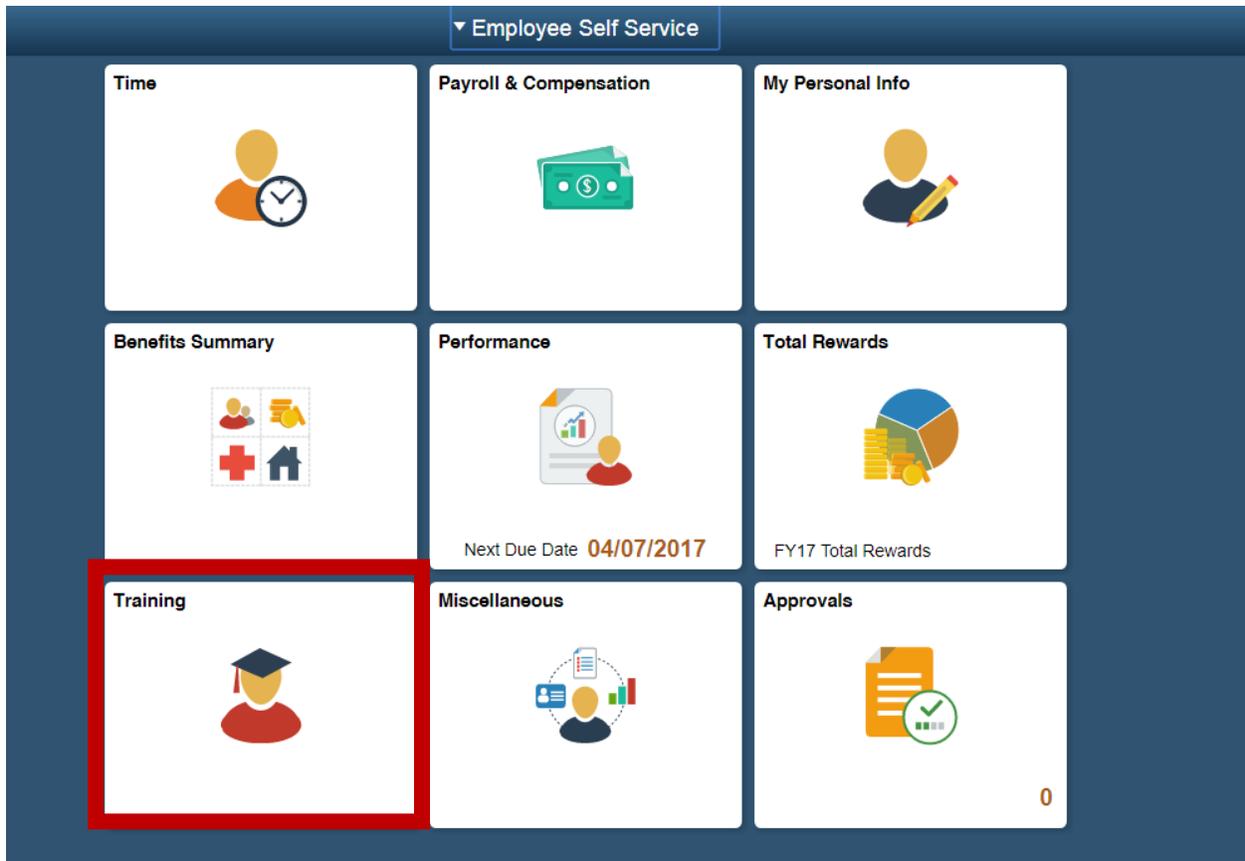
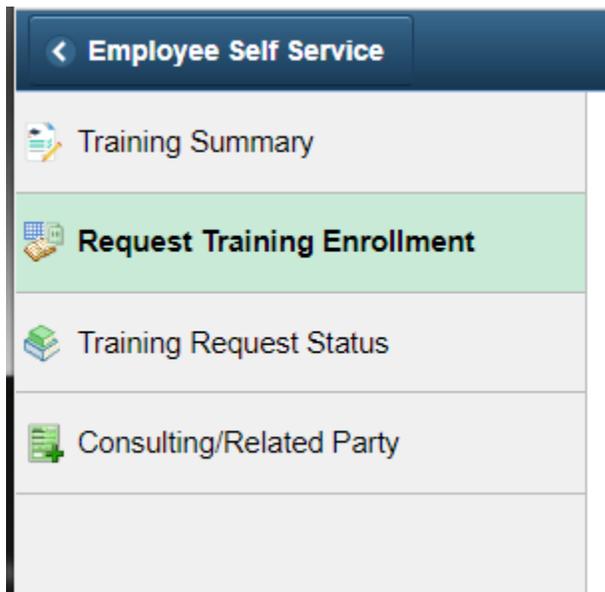


PASS Course Enrollment

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)

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)

[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

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	<input type="text"/>



Submit

[Return to View Available Sessions](#)

All course information can also be found on our [HR Course Calendar](#).