

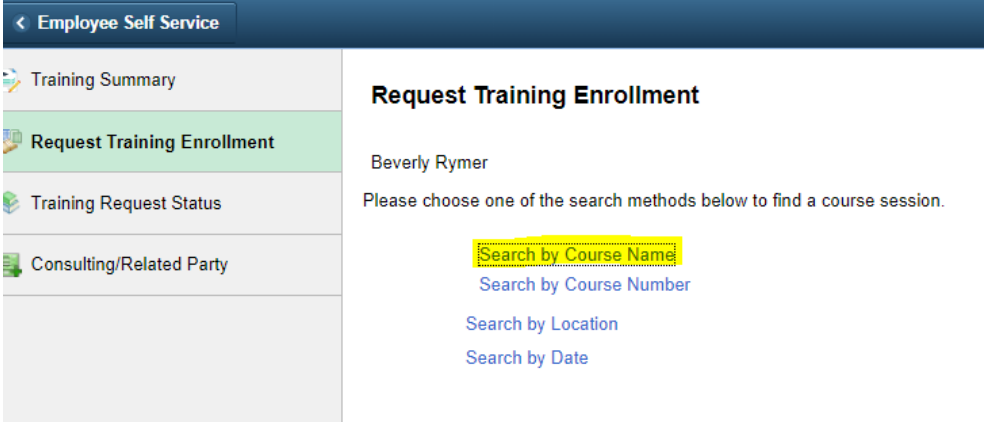
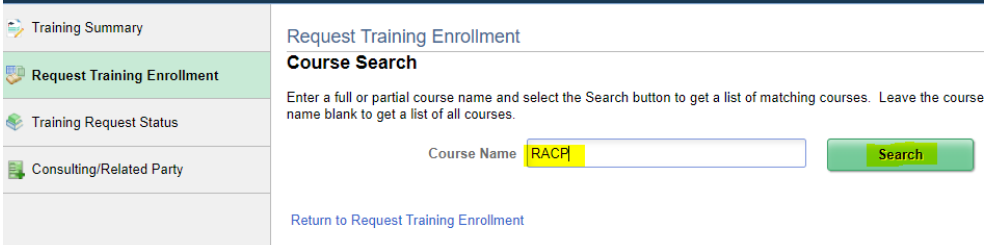


# Research Administration Certification Program (RACP) Online Registration User Guide

<p>Select <b>Training</b> in UHAccess PASS under <b>Employee Self Service</b>.</p> 	
<p>In the upper left hand, select <b>Request Training Enrollment</b> and click on the hyperlink <b>Search by Course Name</b></p>	
<p>Type RACP in the course name field and search to bring back the list of courses</p>	

The courses are updated annually. Click on the **View Available Sessions** hyperlinks of the most active FY to see and register for the module.

Course Details			
Description	Course Detail	Course Number	Session Availability
FY21 RACP: Module 9		HR2109	<a href="#">View Available Sessions</a>
FY21 RACP: Module 5		HR2105	<a href="#">View Available Sessions</a>
FY21 RACP: Module 8		HR2108	<a href="#">View Available Sessions</a>
FY21 RACP: Module 6		HR2106	<a href="#">View Available Sessions</a>
FY21 RACP: Module 7		HR2107	<a href="#">View Available Sessions</a>

In the **View Available Session Window**, click on the session number hyperlink to continue.

**View Available Sessions**

HR2002    FY20 RACP: Module 2

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
0001	08/31/2020	<a href="https://login.tap.uh.edu">https://login.tap.uh.edu</a>

[Return to Course Search](#)

In the **Session Detail Window**, click on Continue.

**Session Schedule**

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Tuesday	08/31/2021	08/31/2021	12:00AM		

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

[Continue](#)

When enrollment is complete, the user will receive a submit request confirmation.

**Note:** The actual training module will not show up in Training Access Portal till the next day. **It is an overnight feed.**

**Submit Request**

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

Course Session Details		
Course	HR2101	FY21 RACP: Module 1
Session	0001	
Duration (Hours)	0.0	
Location		
Language		

**Beverly Rymer**

Employee ID    0080317

Comments

[Submit](#)

The next day the user must log in to PASS and go to the employee Online Training to see the course listed under the In Progress section and complete it.



## Training Access Portal :: Home

Email : brymer@uh.edu

### In Progress

Nº	Code	DESCRIPTION	COMPLETION
There is no record to return.			