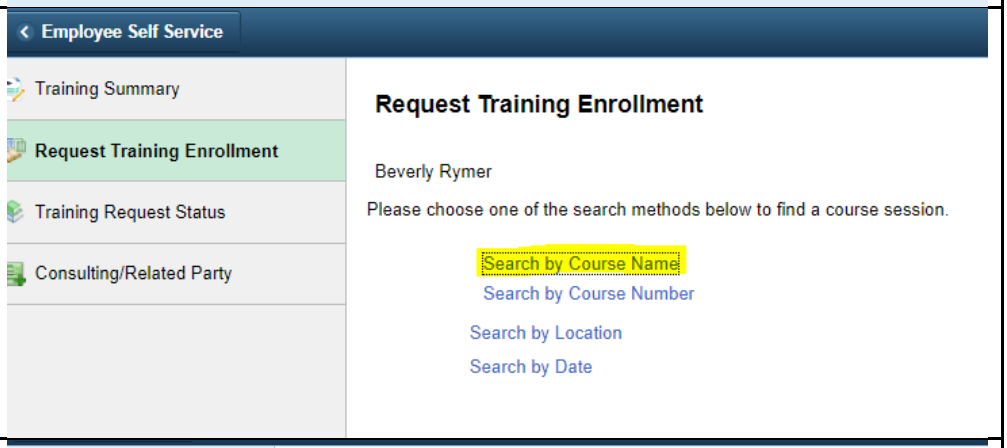
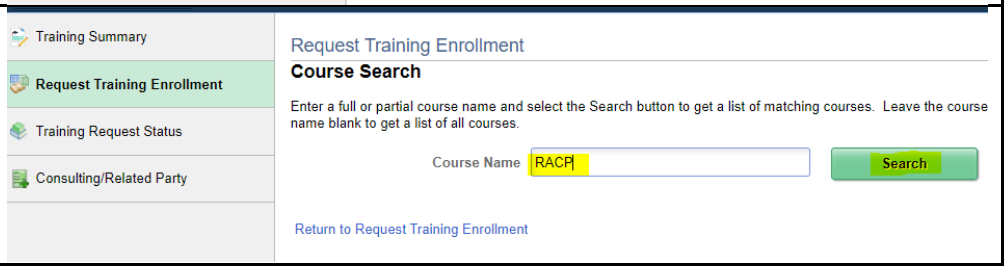
Research Administration Certification Program (RACP) Online Registration User Guide

Select **Training** in UHAcess PASS under **Employee Self Service**.

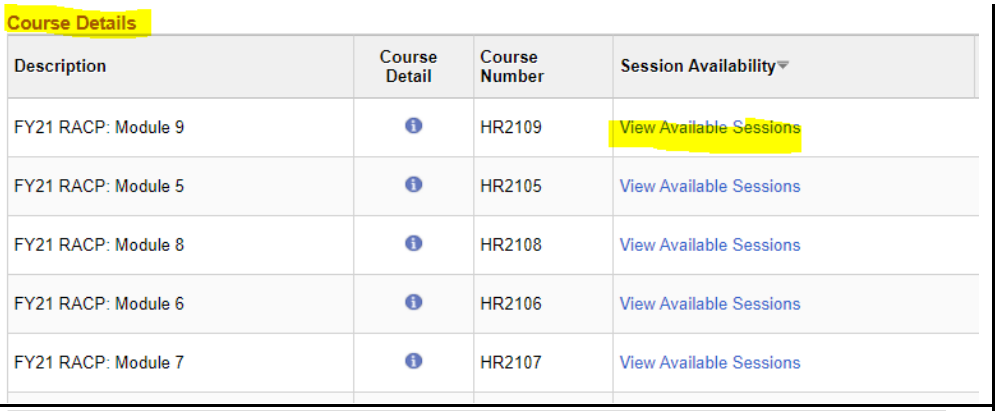
In the upper left hand, select ***Request Training Enrollment*** and click on the hyperlink ***Search by Course Name***



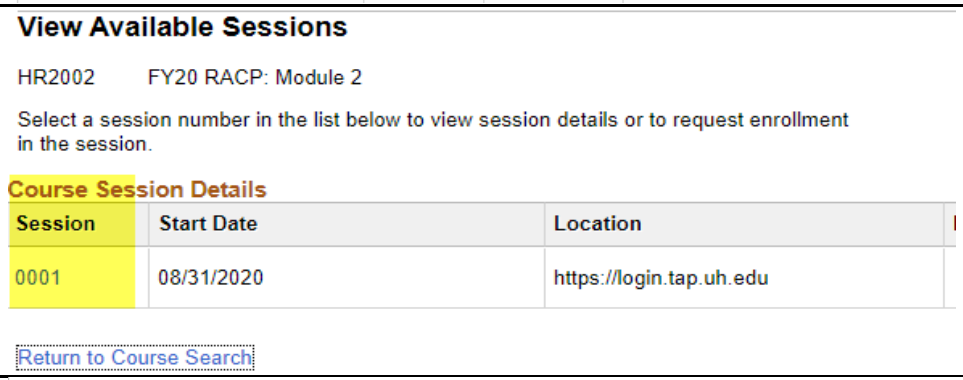
Type RACP in the course name field and search to bring back the list of courses



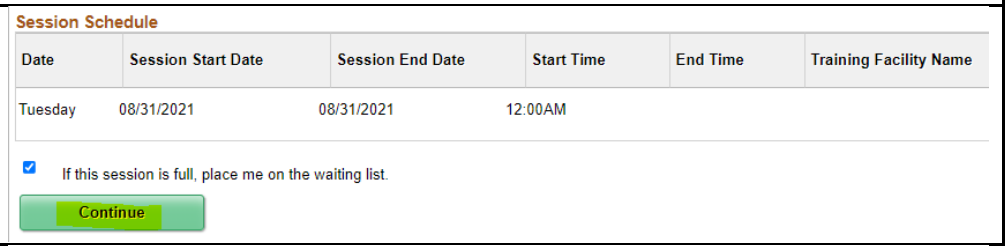
The courses are updated annually. Click on the **View Available *Sessions*** hyperlinks of the most active FY to see and register for the module.



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

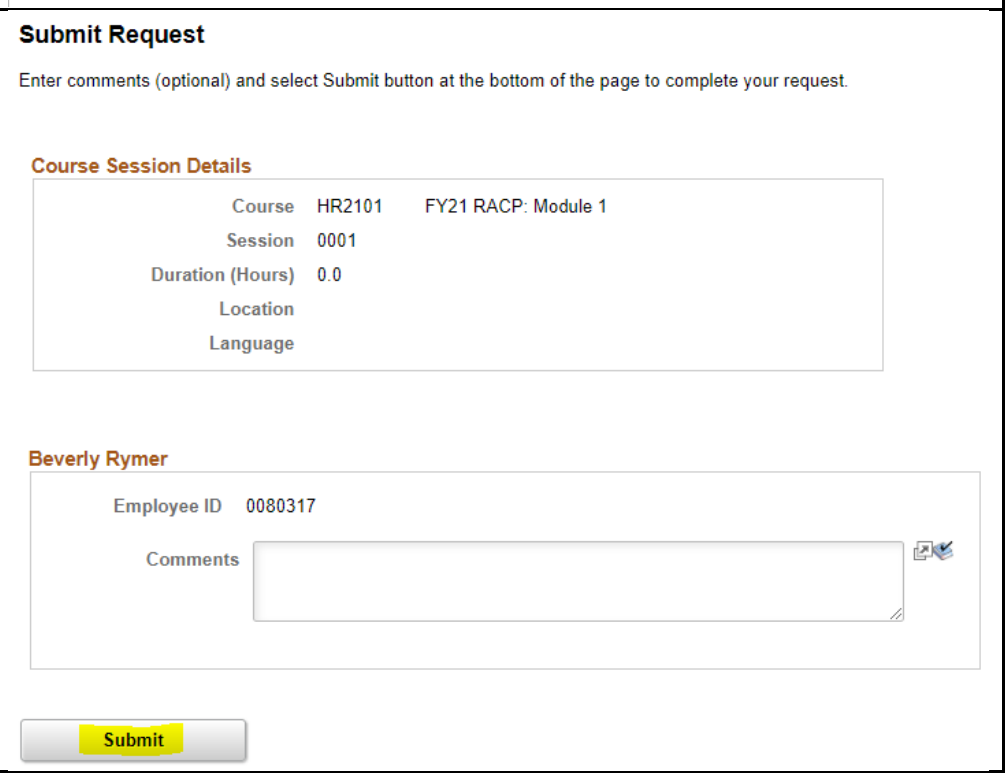


In the **Session Detail** Window, click on Continue.



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.**



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.			