

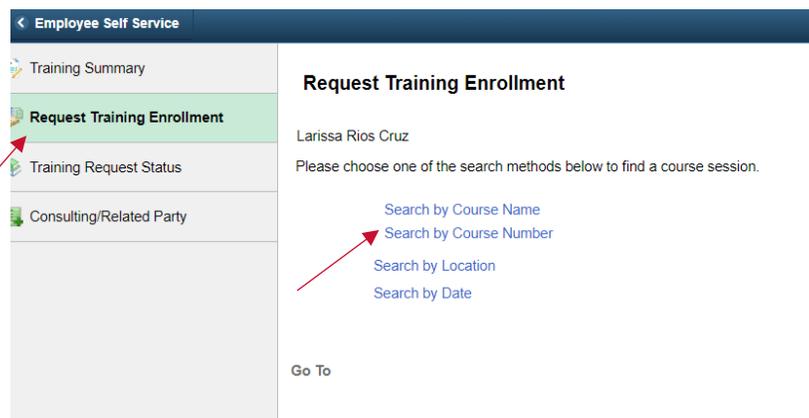
UNIVERSITY of HOUSTON | CAREER SERVICES

T.A.P. Online Training Instructions

College Work-Study

How to sign up for the T.A.P Online Training:

1. Log in to AccessUH
2. Click on **[P.A.S.S.]** icon
3. Click on **[Training]** icon
4. Click on **[Request Training Enrollment]**
5. Click on **[search by Course Number]**
6. Type **UC2201** and click search
7. Select **“View Available Sessions”**
8. Select the session



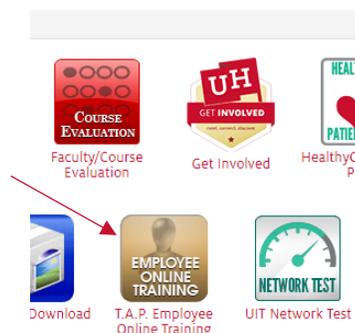
NOTE: The training will not show-up on your account until the next day! Once you sign up, you will have to wait until the next day to access the training.

How to log-in/access the T.A.P. Online Training

1. Log in to AccessUH
2. Click on the T.A.P. Employee Online Training
3. Click on the course and begin the training!

Additional Notes and Tips:

1. Download the PowerPoint presentation and review the entire training
2. Download and review the Frequently Asked Questions (FAQ's)
3. Complete the quiz – you have unlimited attempts but need to score 100% to receive credit for the training



REMEMBER: You will receive a confirmation email stating that you have completed the training within 2-3 business days.