

# UNIVERSITY of HOUSTON | CAREER SERVICES

## T.A.P. Online Instructions for College Work Study Supervisors

### 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 \*the annual code and click search
7. Select "View Available Sessions"
8. Select the session

\*The annual code will change each year, please check with [workstudy@uh.edu](mailto:workstudy@uh.edu)

The screenshot shows the 'Employee Self Service' portal. At the top, there are four icons: 'EAB Navigate', 'Effort Reporting System', 'P. A. S. S. HR', and 'Retirement@Work'. Below these is a navigation menu with 'Request Training Enrollment' highlighted. The main content area is titled 'Request Training Enrollment' and shows the user 'Larissa Rios Cruz'. It prompts the user to 'Please choose one of the search methods below to find a course session.' with options: 'Search by Course Name', 'Search by Course Number', 'Search by Location', and 'Search by Date'. A red arrow points to the 'Search by Course Number' option. At the bottom, there is a 'Go To' field.

**NOTE:** The training will not show-up on your account until the next day (24 hours)  
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:

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

The screenshot shows the 'T.A.P. Employee Online Training' portal. At the top, there are three icons: 'Faculty/Course Evaluation', 'Get Involved', and 'HealthyC Po'. Below these are three more icons: 'Download', 'T.A.P. Employee Online Training', and 'UIT Network Test'. A red arrow points to the 'T.A.P. Employee Online Training' icon.