

Navigation: Main Menu > Self Service > Learning and Development > Request Training Enrollment.

Choose to search by category or by course name.

To Search by Course Name

1. Click **Search by Course Name**, type all or part of the course name into the field and then click **Search**.



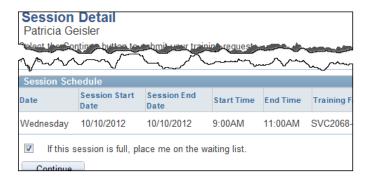
Click View Available Sessions or Online Training Link.



3. Choose the session number of the session you want to attend.



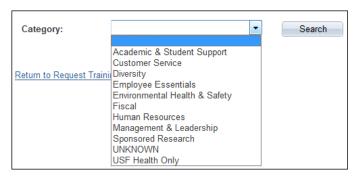
Once you have selected the session you want to attend, it will display the Session Details with the location, date, and start/end times. Click **Continue**.



- Continue with each page until you see "The Save was successful." Click **OK**.
- The confirmation page will provide details about the session, including location and time. We recommend you print this page.

To Search by Category

1. Click **Search by Category**, then click the drop down. Choose your category, then click **Search**.



Choose your course by clicking View Available Sessions or Online Training Link.



What if I get a "Prerequisite Not Met" message?

1. If the selected training has a prerequisite that has not been met, you will see one of the following:

Prerequisites Not Met There are prerequisites for this course. You must have either completed the prerequisenrolled in the prerequisite course(s) before you can enroll in this course session. If you the prerequisite courses, the sessions you enroll in must complete before the start of session. Prerequisites: BPC109 HR-A&L POLICIES & PROCEDURES

Prerequisite Not Met - Avaliable Online

This Prerequisite course is only available online and may be found by visiting USF's Training Workshop Index page via the Link below.

Online Training Link

Prerequisites: GEM100 GEMS Basic

2. Either search for the course listed or click the **Online Training Link**.

ARE YOU A SUPERVISOR? TURN TO PAGE TWO TO LEARN HOW TO ENROLL YOUR EMPLOYEES IN TRAINING.



To enroll your employees in training

Navigation: Main Menu > Managers Self Service > Learning and Development > Request Training Enrollment.

 To search by category, click the category dropdown, select a category and click Search.



 Click View Available Sessions. To view online training, employees should access using their own Self Service – instructions on page one of this guide.



Click the session number desired.



Review the session details and click Continue.



 Choose the employees to enroll in the selected training by clicking the box next to a name or by clicking Select All.



5. After reviewing the selected employees on the Submit Request page, click **Submit**.



6. Your save was successful! Click OK.



7. The confirmation page appears with details on employees enrolled in training sessions. Print this page or make a note of who is enrolled and when.



8. The Training Summary allows you to view your employees' training history and status – Enrolled, Completed, No show.

Get a "Prerequisite Not Met" message? Turn to page one of this guide for instructions.

Still have questions?

- Watch the <u>GEMS Self-Service Overview video</u> <u>tutorial</u> – click on "Register for Training"
- Call Human Resources for help 813/974-2970