





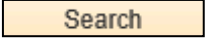


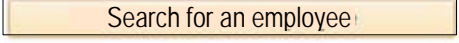




## Manager Self Service Training Enrollment

### Steps to follow:

This guide will demonstrate how to proceed with the Manager Self Service Training Enrollment process.

Step	Action
1.	Begin by navigating to the <b>Request Training Enrollment</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Human Resources</b> menu. 
3.	Click the <b>Manager Self Service</b> menu. 
4.	Click the <b>Learning and Development</b> menu. 
5.	Click the <b>Request Training Enrollment</b> menu item. 
6.	Click the <b>Search by Course Name</b> link. 
7.	Leave the field blank and click the <b>Search</b> button. All of the Health and Safety training courses will appear. 
8.	Look for the training course you want to register for. Click the <b>View Available Sessions</b> link in the same row as the training course you want. 
9.	Click the <b>desired</b> link for more details.
10.	The <b>Session Detail</b> page displays the training course information such as the training date, training duration, location, etc. If you would like to enroll the employee in the <b>online</b> training session, please ensure to select 'ONLINE' session.
11.	Click the <b>Continue</b> button. 
12.	The <b>Select Employees</b> page displays the user names and employee IDs of your employees as well as a check box. Select the <b>check box</b> of the employees you wish to enroll for training. <ul style="list-style-type: none"><li>You may also click on </li></ul>
13.	Click the <b>Continue</b> button. 

## Training Admin Course Job Aid

Step	Action
14.	<p>The <b>Submit Request</b> page displays the course session details as well as the information of the selected employees who are to be enrolled in the training session.</p> <p>Click the <b>Submit</b> button when finished.</p> 
15.	<p>Click the <b>OK</b> button.</p> 