



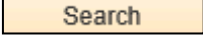





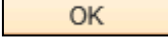

Self Service Training Enrollment

Steps to follow:

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

Step	Action
1.	Begin by navigating to the Request Training Enrollment page. Click the Main Menu button. 
2.	Click the Human Resources menu. 
3.	Click the Self Service menu. 
4.	Click the Learning and Development menu. 
5.	Click the Request Training Enrollment menu item. 
6.	Click the Search by Course Name link. 
7.	Click the Search button. 
8.	Look for the training course you want to register for. Click the View Available Sessions link in the same row as the training course you want. 
9.	Click the desired link for more details.
10.	The Session Detail page displays the training course information such as the training date, training duration, location, etc.
11.	Select the If this session is full, place me on the waiting list check box if you are willing to be on the session waitlist when the session is full. <input type="checkbox"/>
12.	Click the Continue button. 
13.	The Submit Request page displays more details regarding the enrollment such as the Health & Safety course location, time, your user name, employee ID, etc.

Training Admin Course Job Aid

Step	Action
14.	Review the information on this page. Click the Submit button when finished. 
15.	Click the OK button. 
16.	If you are new to the McMaster campus, please also log in to Avenue to Learn (http://avenue.mcmaster.ca/) so that your MacID will become activated. You will receive an email with your login information to your McMaster email account within 1 business day. If you encounter any issues, please contact Avenue to Learn support. 

*** If you forget to review the details of your enrollment, you may view your personal [training schedule](#) in Mosaic by navigating the following pathway:**

Main Menu>Human Resources>Self Service>Learning & Development>Active Session Time

- **This training schedule includes all of the Health & Safety training that you've registered for, the locations, start and end times, etc.**