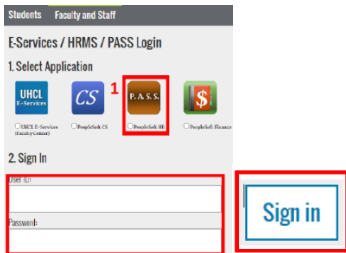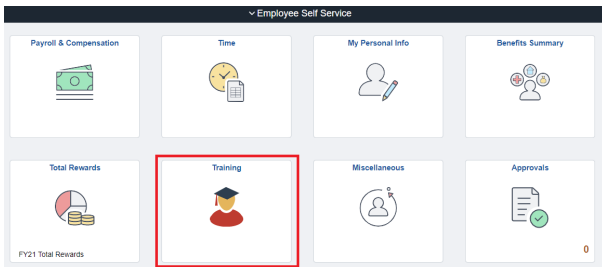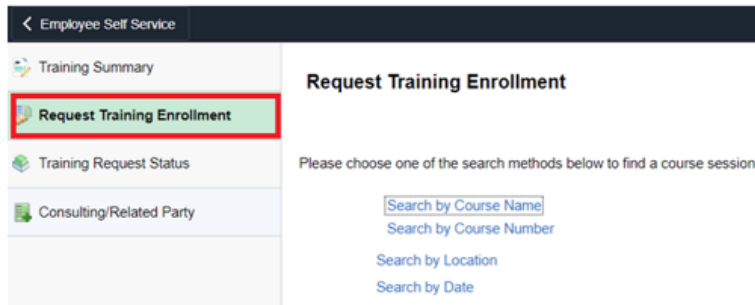Go to the **E-Services** page

1. Select **P.A.S.S.** or **PeopleSoftHR**
2. Login with your **User ID** and **Password**
3. Click **Sign In**



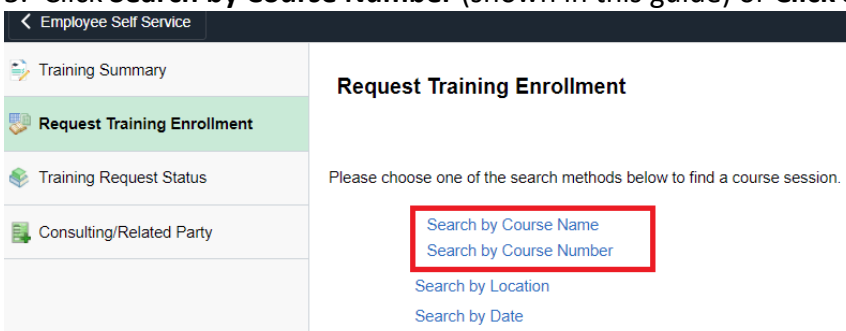4. Click the **Training** tile. The **My Training** screen will appear



5. Click **Request Training Enrollment** from the menu



Request Training Enrollment screen will appear

5. Click **Search by Course Number** (shown in this guide) or **Click Search by Course Name**

6. Enter the **Course Number** (or name, if searching by name)
7. Click **Search**

### Request Training Enrollment
**Course Search**

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number | CHR13 | | Search

Return to Request Training Enrollment

8. Click **View Available Sessions**

### Request Training Enrollment
**Course Search**

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number | | | Search

**Course Details**

| Course Number | Description | Course Detail | View Available Sessions |
|---|---|---|---|
| CHR13 | FMLA Overview | ℹ | View Available Sessions |

Return to Request Training Enrollment

Screen will display all sessions and open seats available

9. Click on a **Session number** (0001 in this example)

### Request Training Enrollment
**View Available Sessions**

CHR13     FMLA Overview

Select a session number in the list below to view session details or to request enrollment in the session.

**Course Session Details**

| Session | Start Date | Location | Duration (Hours) | Open Seats | Waitlisted |
|---|---|---|---|---|---|
| 0001 | 08/31/2022 | | 1.0 | 999 | 0 |

***Note**: only available sessions will appear as a blue hyperlink*

Session Detail screen

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10. Verify the session name, date, and time

If correct, click **Continue**

Request Training Enrollment
**Session Detail**

Select the Continue button to submit your training request.

| | | | |
|---|---|---|---|
| Course | FMLA Overview | Session | 0001 |
| Start Date | 08/31/2022 | Duration (Hours) | 1.0 |
| Location | | | |
| Language | | | |

**Prerequisite Courses**

None

**Session Schedule**

| Date | Session Start Date | Session End Date | Start Time | End Time | Training Facility Name |
|---|---|---|---|---|---|
| Wednesday | 08/31/2022 | 08/31/2022 | 12:00AM | 12:00PM | |

☑ If this session is full, place me on the waiting list.

[ Continue ]

\***Note**: online sessions will display a session start and end date of 08/31 of the current fiscal year. This is for system administration purposes only. Please disregard.\*

11. Review request

12. Click **Submit** if ready or click **Return** to view available sessions to change session date

**Submit Request**
Enter comments (optional) and select Submit button at the bottom of the page to complete your request.

**Course Session Details**

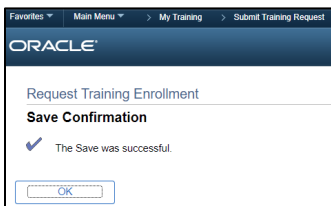| | | |
|---|---|---|
| Course | CHR13 | FMLA Overview |
| Session | 0001 | |
| Course Start Date | 08/31/2022 | |
| Start Time | 12:00AM | End Time 12:00PM |
| Duration (Hours) | 1.0 | |
| Location | | |
| Language | | |

Employee ID

Comments

[ Submit ]
Return to View Available Sessions

13. A confirmation message will appear. **Click OK**

Favorites ▾   Main Menu ▾   ›  My Training   ›  Submit Training Request

ORACLE

Request Training Enrollment
**Save Confirmation**

✔ The Save was successful.

[ OK ]

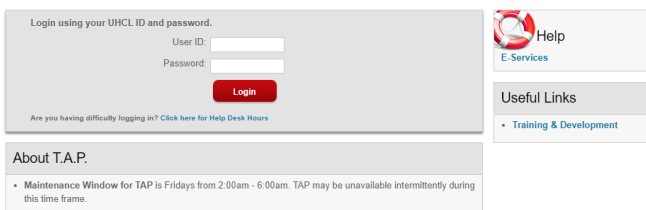You will also receive an automated email from UH Self Service confirming receipt of your request
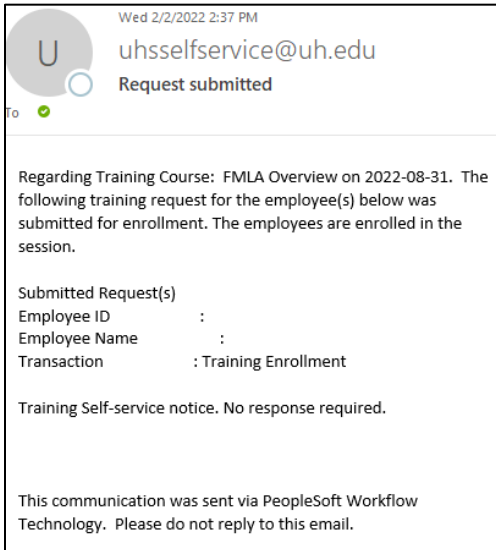


**For Online Training:**

PeopleSoft will update the Training Access Portal (TAP) overnight and your course will be available the following business day. Use your UHCL employee credentials to log in.



**For Instructor-Led Training:**

You will receive a confirmation email and/or invite from the trainer prior to the date of the session.