

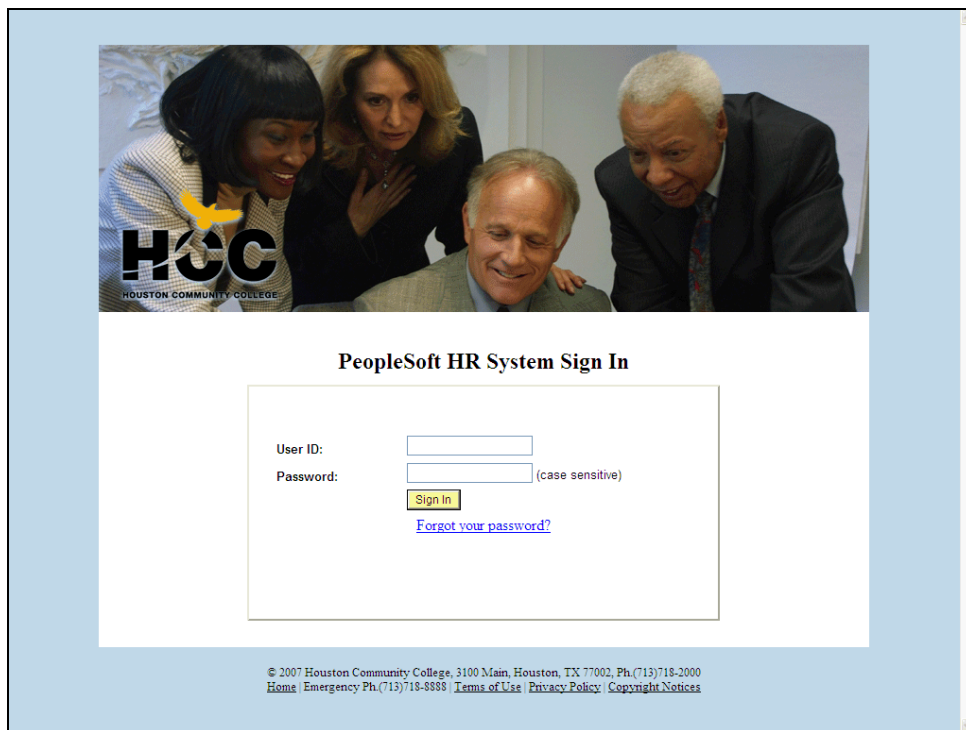
Training Enrollment for Managers

You can access the Training Enrollment feature by starting from the *@ Your Service* Homepage. As a manager, you have additional features to support the management of your employee's professional development. This job aid will assist you with doing the following tasks:

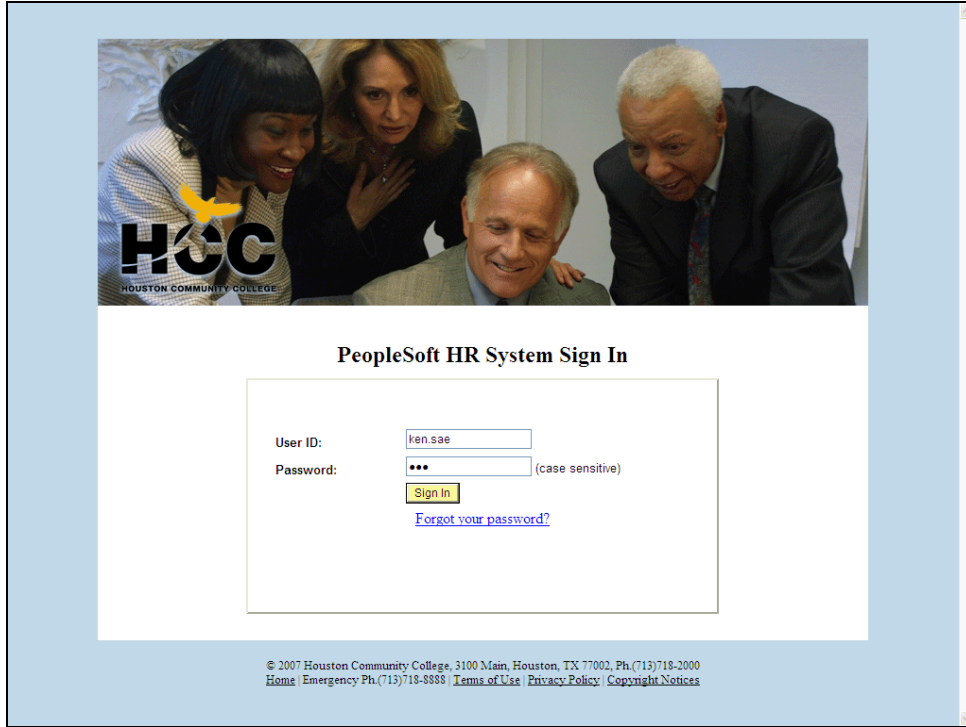
- Tasks as an Employee
 - Logging into @ Your Service
 - Searching for a Course
 - Enrolling for a Course
 - Canceling Enrollment
 - Viewing Training Summary
- Tasks as a Manager
 - Enrolling Employees for Training
 - Viewing Employee Training Summary


Tasks as an Employee

Logging into @ Your Service



Step	Action
1.	Your <i>@ Your Service</i> User ID is derived from your HCC business email address. For example, if your HCC email address is "jane.doe@hccs.edu" your <i>@ Your Service</i> User ID will be: " jane.doe ".
2.	Press [Tab] to move to the password field.

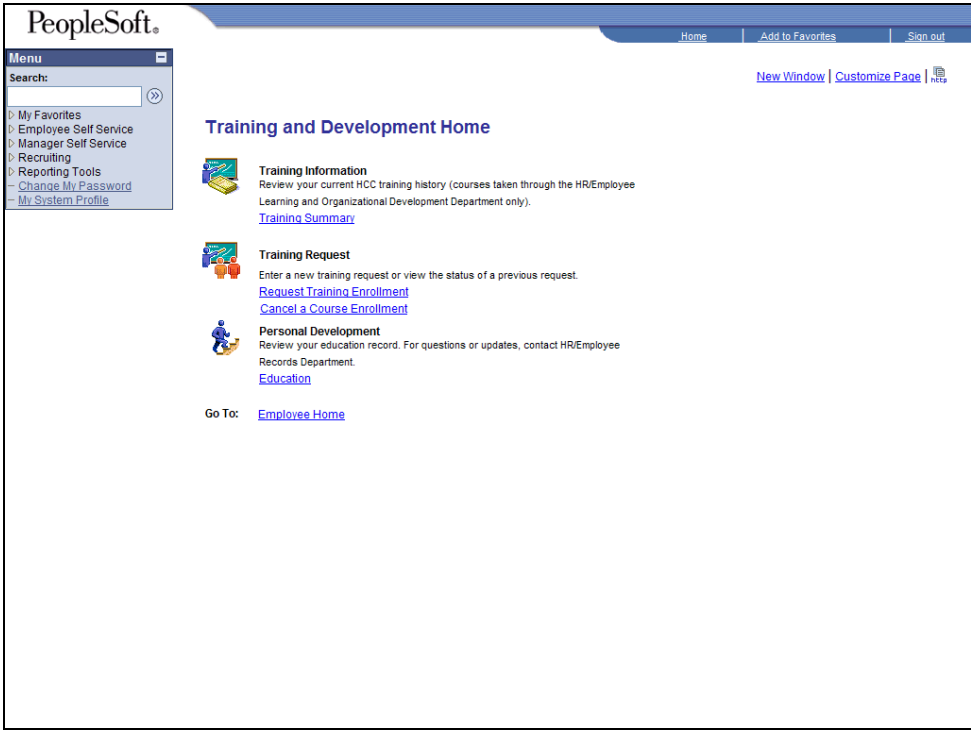


Step	Action
3.	Enter your password into the Password field.
4.	Click the Sign In button.
	



If you have never logged into @ Your Service, your initial password will be your birth-date (MMDDYYYY) followed by the last four digits of your social security number.

Searching for a Course



Step	Action
1.	Click the Training and Development Home link on the Employee Self Service page. Training and Development Home
2.	Click the Request Training Enrollment link. Request Training Enrollment

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Home | Add to Favorites | Sign out

New Window | Customize Page |

Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- Recruiting
- Reporting Tools
- Change My Password
- My System Profile

Request Training Enrollment

Ken Sae

Please choose one of the search methods below to find a course session.

- [Search by Course Name](#)
- [Search by Course Number](#)
- [Search by Location](#)
- [Search by Date](#)
- [Search by Program](#)

Go to: [Employee Home](#)
[Training and Development Home](#)
[Training Summary](#)



Search by Course Name This search allows users to search by the course title. For example, users can use keywords in the course title **"Effective Communication"**.

Search by Course Number This search allows users to search by the unique alphanumeric code assigned to every course. For example, users can use the course code **CC0006** that corresponds with the course **"Effective Communication"**.

Search by Location This search allows users to search for courses based upon the location in which the training is to be conducted. For example, users can find all available courses to be held at **3100 Main**.

Search by Date This search allows users to search for courses between desired dates. For example, users can find all available courses for a particular month, or any defined block of time.

Search by Program This search allows users to search for courses that are tied to a particular program. For example, users can find all available courses for the **"Teaching and Learning Excellence"** program. *For this search feature, do not enter any search criteria and you will get a full list of programs and courses.*


Request Training Enrollment Course Search

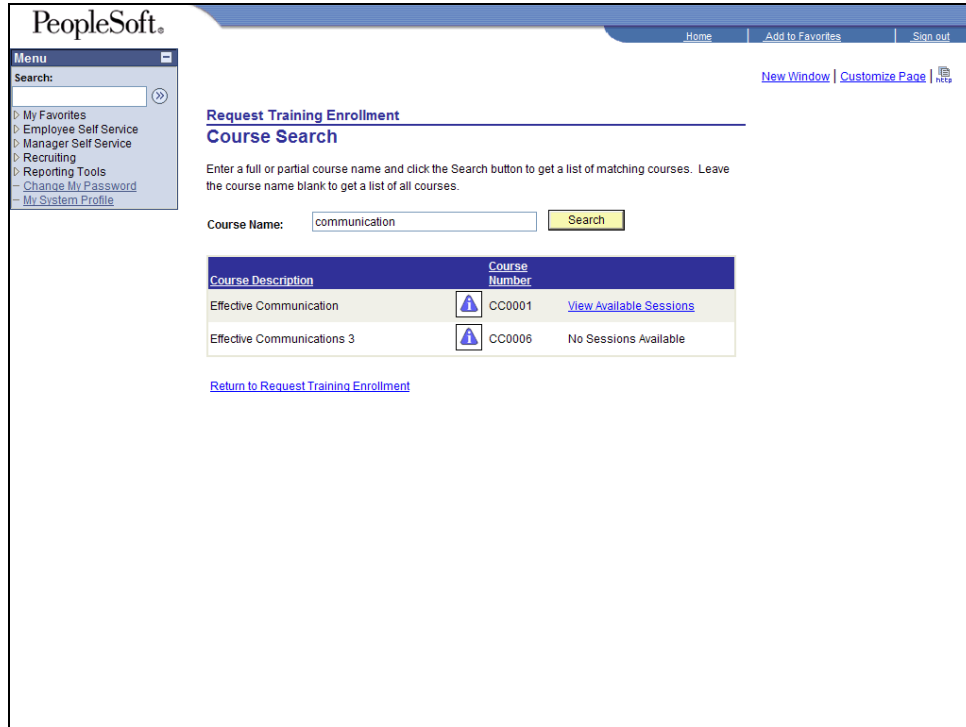
Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:

Course Description	Course Number	
ADA Compliance	ET1010	View Available Sessions
Access 2002 (Off XP) Level 1	MS9901	No Sessions Available
Access 2002 (Off XP) Level 2	MS9902	No Sessions Available
Accountability: Who are They	WP5100	View Available Sessions
Acrobat 6.0 Basics	TT9601	No Sessions Available
Adding Quizzes in WebCT	TT9802	No Sessions Available
Advanced Connections	CS2001	No Sessions Available
Analyzing Performance Problems	SP7331	No Sessions Available
Application of Acrobat	TT9602	No Sessions Available
Appreciating Differences	WP5103	No Sessions Available
Assessment & Surveys	TT9707	No Sessions Available
Authentic Leadership	SP7270	No Sessions Available
Authentic Leadership II	SP7272	No Sessions Available

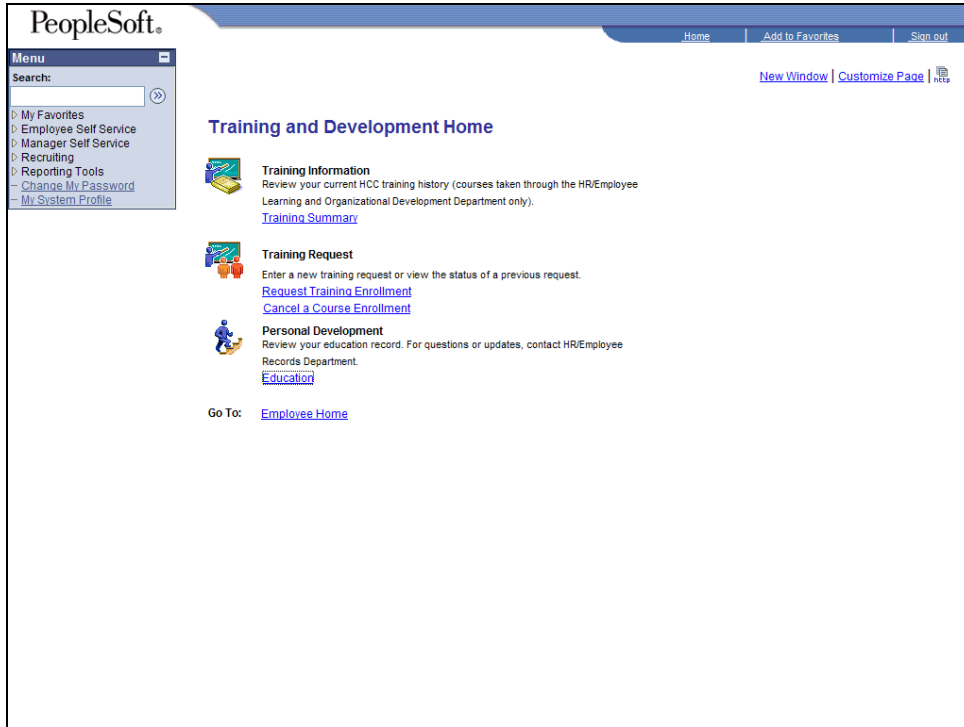
Step	Action
3.	Click the Search by Course Name link. Search by Course Name
4.	Click the Search button. <input type="button" value="Search"/>

 **Search Feature** For each search type, you can omit search criteria, and the system will return a complete list of all available courses. You can use the scroll bars to navigate through the list.

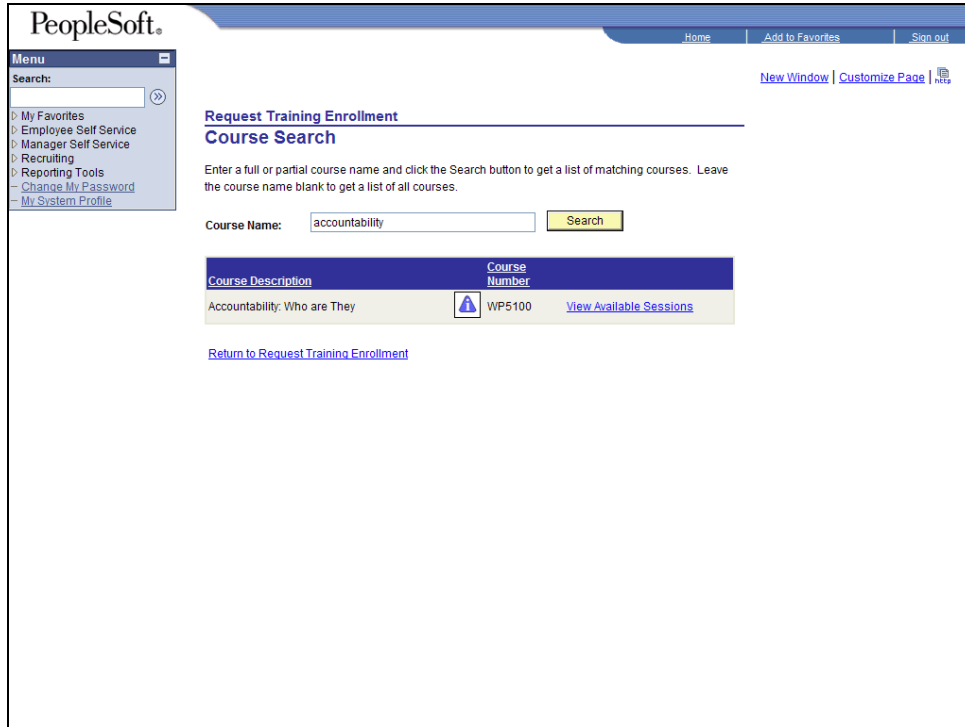


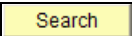
Step	Action
5.	Click the Return to Request Training Enrollment link to select a different search feature. Return to Request Training Enrollment
6.	Click the Search by Course Name link. Search by Course Name
7.	Click in the Course Name field. <input type="text"/>
8.	Enter the desired "keywords" into the Course Name field. For example, you can enter " communication ".

Enrolling in a Course


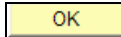



Step	Action
1.	Click the Training and Development Home link on the Employee Self Service page. Training and Development Home
2.	Click the Request Training Enrollment link. Request Training Enrollment

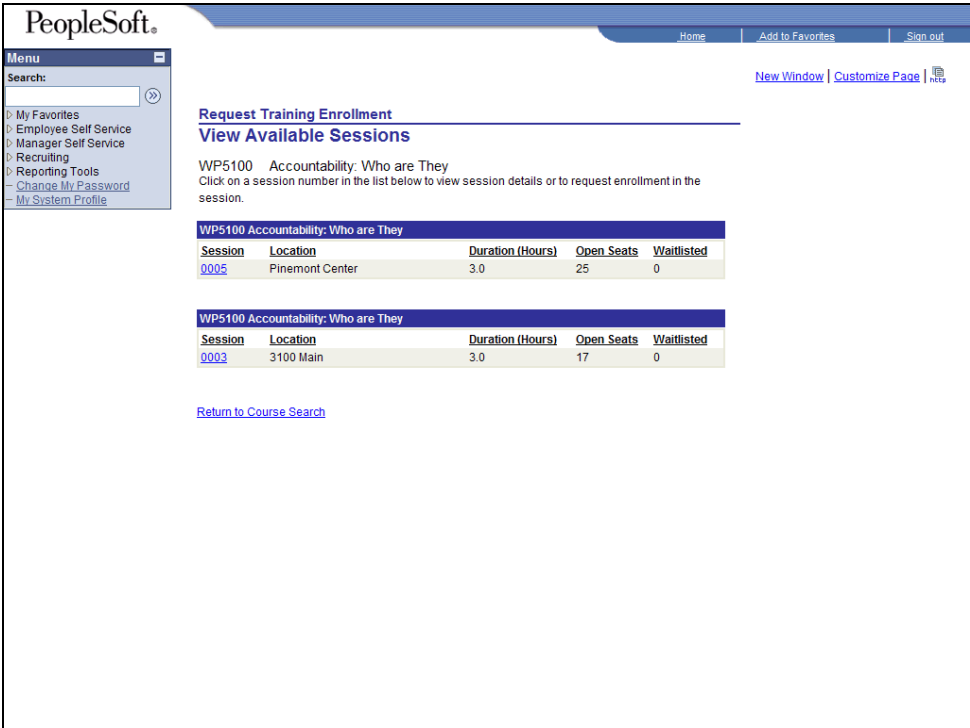


Step	Action
3.	Click the Search by Course Name link, or you can use any search feature applicable. Search by Course Name
4.	Enter the desired "keywords" into the Course Name field. For example, you can enter " accountability ".
5.	Click the Search button. 



Step	Action
6.	Click the Details button. 
7.	Click the OK button to return to the list of available courses. 

 **Details Button** This feature will display the course description, and prerequisites.



Step	Action
8.	Click the View Available Sessions link corresponding to the desired course. View Available Sessions
9.	Click the Session link corresponding to the desired location. For example, you can click the "0003" link to select the "Accountability: Who are They" course for the 3100 Main location. 0003

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Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- Recruiting
- Reporting Tools
- Change My Password
- My System Profile

[New Window](#) | [Customize Page](#) |

Request Training Enrollment

Session Detail

Ken Sae

Click Continue to submit your training request.

Course: WP5100 Accountability: Who are They

Session: 0003

Location: 3100 Main

Start Date: 11/04/2008

Duration (Hours): 3.0

Language:

Prerequisites: None

Session Schedule			
Date		Start Time	End Time
Tuesday	11/04/2008	9:00AM	12:00PM

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

[Return to Course Search](#)

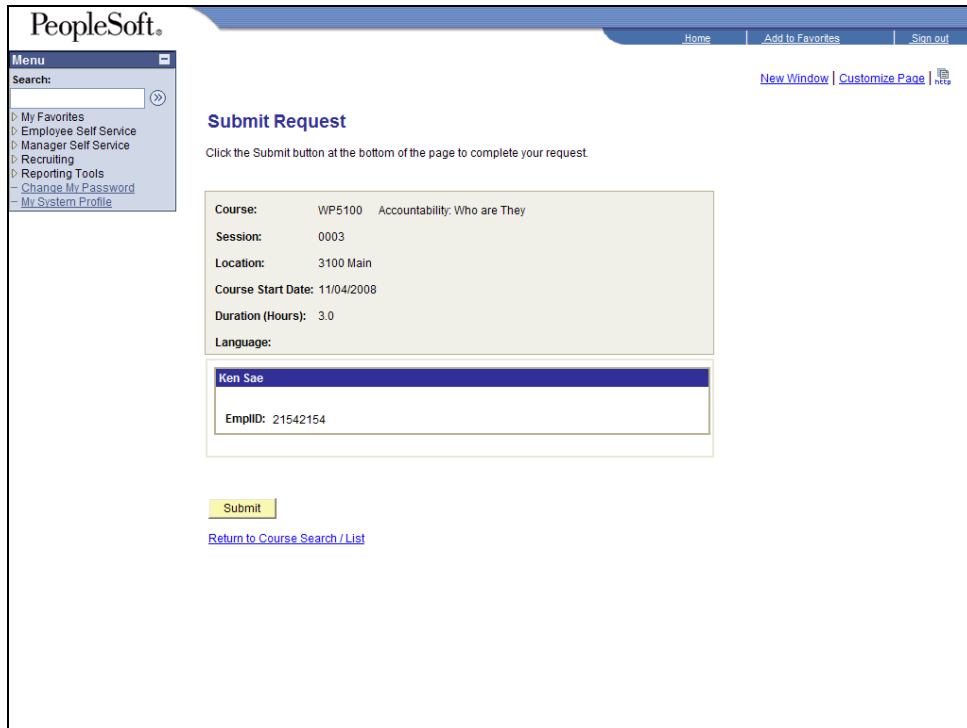
Step	Action
10.	Click the Continue button to submit your training request.
	<input type="button" value="Continue"/>

This page displays the date and time information.

Before you continue with your training request, you should note the check box located above the **Continue** button.

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

If you select the check box, and the course is full when submitting your training request, you will be included on the waiting list for the course. If room becomes available, your training status will change to enrolled. If you unselect the check box, and the course is full when submitting your training request, you will not be included on the waiting list.



Step	Action
11.	Click the Submit button to confirm and save the request. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Submit</div>
12.	Your request has been submitted. Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>

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Home Add to Favorites Sign out

New Window Customize Page

Submit Request - Confirmation

Your request was submitted.


Course: WP5100 Accountability: Who are They
 Session: 0003
 Location: 3100 Main
 Course Start Date: 11/04/2008
 Duration (Hours): 3.0
 Language:

Ken Sae

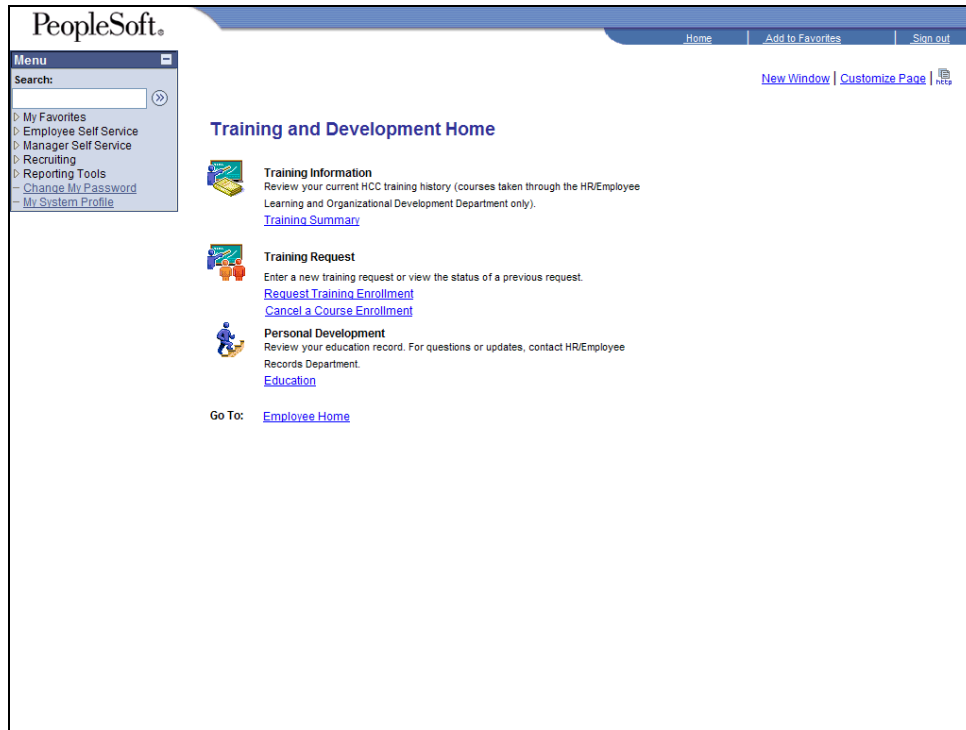
EmplID: 21542154

Process Detail			
Name	Role Name	Process Action	Process Action Date
Sae, Ken P	Originator	Submit	09/11/2008

Go To: [Employee Home](#)
[Training and Development Home](#)
[Request Training Enrollment](#)
[Training Summary](#)

 This page displays your confirmation information. You can print this page for your records. An email will be sent to your official HCC email, and your enrollment will also show under your **Training Summary**.

Canceling Enrollment



Step	Action
1.	Click the Training and Development Home link on the Employee Self Service page. Training and Development Home
2.	Click the Cancel a Course Enrollment link. Cancel a Course Enrollment

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New Window | Customize Page | Help

Cancel Enrollment

Cancel Course Enrollment

EmpID: 21542154 Name: Ken Sae

Course	Description	Session #	Start Date	Attendance
7 OR4001	CLP Orientation	0002	02/12/2001	C Completed
8 OR4001	CLP Orientation	0003	08/01/2001	C Completed
9 OR4001	CLP Orientation	0004	11/07/2001	C Completed
10 OR4001	CLP Orientation	0005	04/10/2002	C Completed
11 OR4003	CLP Mentors	0001	09/27/2000	C Completed
12 SP7201	Strategies Course	0001	01/29/2001	C Completed

Go To: [Employee Home](#)
[Training and Development Home](#)

Save



This page displays a complete list of your training history and enrolled courses. You can use the navigational links and buttons to find your desired enrolled course(s).

Show next row This button will take you to the next set of courses. For example for the information listed above, if you are viewing rows 7-12 of 34, this button will show rows 13-18 of 34.

Show previous row This button will take you to the previous set of courses. For example for the information listed above, if you are viewing rows 7-12 of 34, this button will show rows 1-6 of 34.

Last This link will take you to the last set of courses. For example for the information listed above, this link will show rows 31-34 of 34.

First This link will take you to the first set of courses. For example for the information listed above, this link will show rows 1-6 of 34.

View All This link will display all rows at one time. For example for the information listed above, the link will show all rows, 1-34 of 34.

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Home Add to Favorites Sign out

Menu


Search:

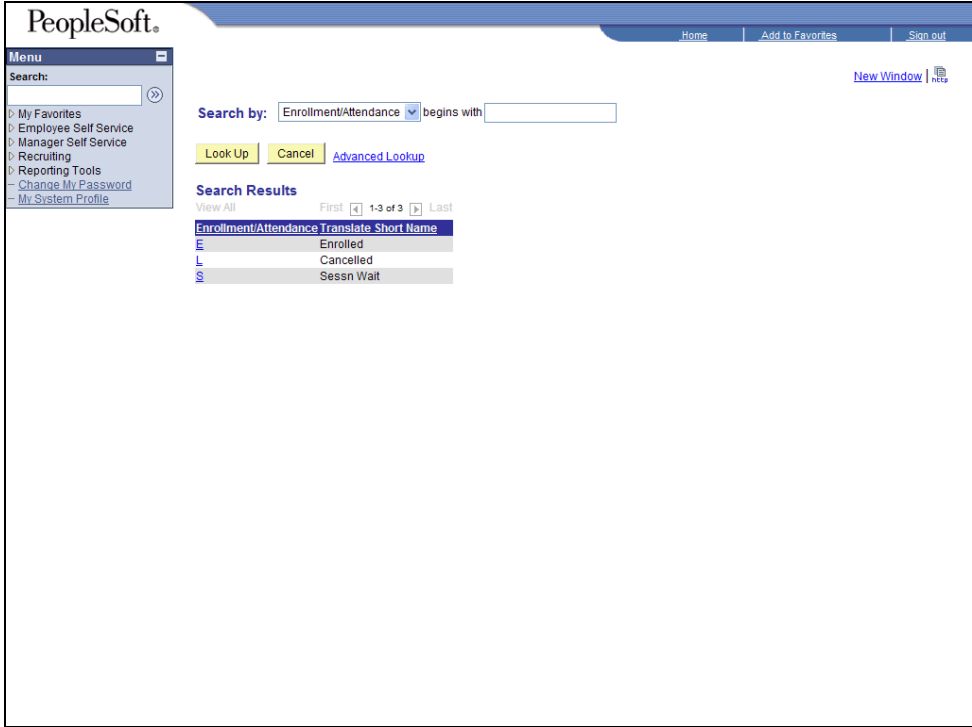
- My Favorites
- Employee Self Service
- Manager Self Service
- Recruiting
- Reporting Tools
- Change My Password
- My System Profile



19 SP7331	Analyzing Performance Problems	0002	06/22/2006	L	Cancelled
20 SP7334	SettingPriorities	0001	01/30/2001	C	Completed
21 SP7500	The Courage to Coach	0001	12/04/2006	C	Completed
22 SP7514	Consensus Building	0001	01/30/2001	C	Completed
23 TT5401	Train-the-Trainer PS PEP NF	0001	07/18/2007	C	Completed
24 TT5402	Train-the-Trainer PS PEP Fac	0001	07/18/2007	C	Completed
25 TT5402	Train-the-Trainer PS PEP Fac	0005	08/31/2007	C	Completed
26 TT9201	PeopleAdmin for Hiring Manager	0004	11/13/2003	C	Completed
27 TT9323	PS PEP Supervisors	0013	08/31/2007	C	Completed
28 WP5100	Accountability: Who are They	0003	11/04/2008	E	Enrolled
29 WP5105	Dealing w/NegAttitude	0002	10/29/2001	C	Completed
30 WP5106	Managing Conflict in Workplac	0003	05/07/2002	C	Completed
31 WP5112	Effective Meetings	0003	10/10/2001	C	Completed
32 WP6001	PEP Overview Training - All	0001	06/27/2006	C	Completed
33 WP6002	PEP 2 Supervisor Training	0010	08/07/2006	C	Completed
34 WP6512	Leave & Time Entry Processing	0012	12/02/2002	C	Completed


Go To: [Employee Home](#)
[Training and Development Home](#)

Step	Action
3.	Use the scrollbars to navigate if necessary.
4.	Click the Look Up Attendance button for the course you wish to cancel.





Step	Action
5.	Select the Cancelled option from the list of items. 
6.	Click the Save button to confirm your request. 

 This page displays all courses. You will not receive an email for the cancellation.

Viewing Training Summary

PeopleSoft. Home Add to Favorites Sign out

Menu Search: []

- My Favorites
- Employee Self Service
- Manager Self Service
- Recruiting
- Reporting Tools
- Change My Password
- My System Profile

Training Summary
Ken Sae

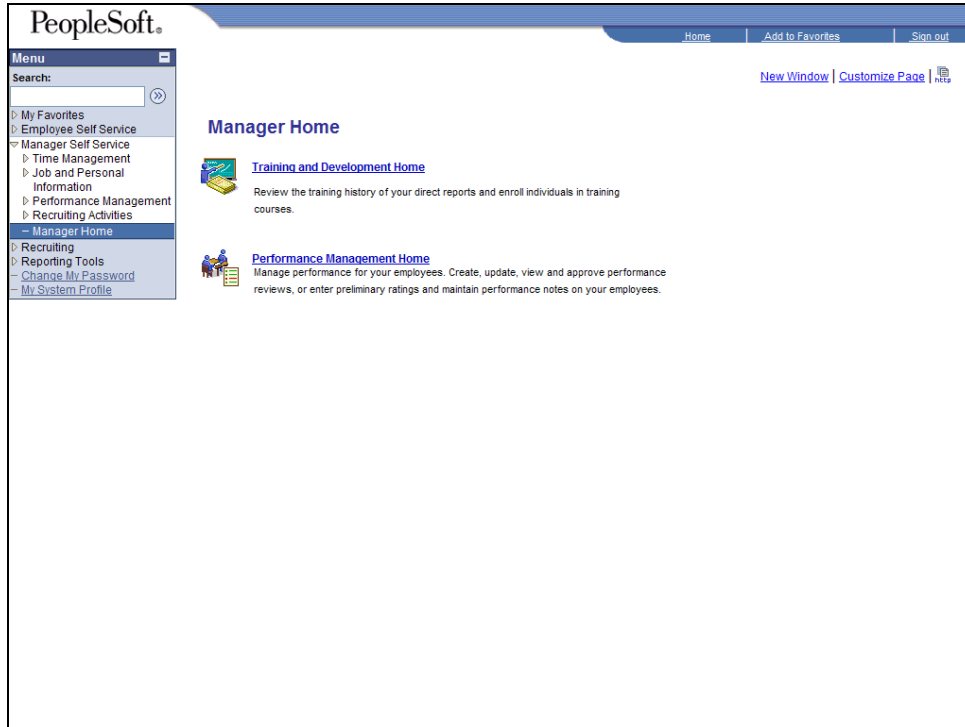
Course Name	Start Date	End Date	Status	Facility
Train-the-Trainer PS PEP Fac	08/31/2007	08/31/2007	Completed	3100 Main
PS PEP for Supervisors	08/31/2007	08/31/2007	Completed	Central
Train-the-Trainer PS PEP NF	07/18/2007	07/19/2007	Completed	3100 Main
Train-the-Trainer PS PEP Fac	07/18/2007	07/18/2007	Completed	3100 Main
The Courage to Coach Faculty/Scholar Intern Mentor	12/04/2006	12/04/2006	Completed	3100 Main
PEP 2 Supervisor Training	08/17/2006	08/17/2006	Completed	3100 Main
PEP 2 Supervisor Training	08/07/2006	08/07/2006	Completed	Westgate Center
PEP Overview Training - All	06/27/2006	06/27/2006	Completed	Northline
PeopleAdmin for Hiring Manager	11/13/2003	11/13/2003	Completed	
Telephone Etiquette	07/21/2003	07/21/2003	Completed	Eastside Center
Leave & Time Entry Processing	12/02/2002	12/02/2002	Completed	Eastside Center
Elective- HandlingConflict	05/07/2002	05/07/2002	Completed	Eastside Center
CLP-Orientation	04/10/2002	04/10/2002	Completed	3100 Main
CLP-Litigation Landmines	02/21/2002	02/21/2002	Completed	3100 Main
Elective- ManagingChng/Transit	01/25/2002	01/25/2002	Completed	3100 Main
Elective-Delegation	11/13/2001	11/13/2001	Completed	3100 Main
CLP-Orientation	11/07/2001	11/07/2001	Completed	3100 Main
Elective-Dealing w/IneqAttitude	10/29/2001	10/29/2001	Completed	3100 Main
Strategies-Effective Mediators	10/10/2001	10/10/2001	Completed	3100 Main

Step	Action
1.	Click the Training and Development Home link on the Employee Self Service page. Training and Development Home
2.	Click the Training Summary link. Training Summary
3.	Use the scrollbars to navigate if necessary.

This page displays completed, enrolled and waitlisted HCC courses only.



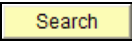
Tasks as a Manager


Enroll Employee for Training




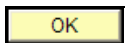
Step	Action
1.	To do tasks of a manager, you must navigate to the Manager Self Service feature of <i>@ Your Service</i> . Click the Manager Self Service link. ▶ Manager Self Service
2.	Click the Manager Home link. Manager Home
3.	Click the Training and Development Home link. Training and Development Home



Step	Action
4.	Click the Request Training Enrollment link to submit a training request for one of your employees. 
5.	Click the Search by Course Name link to search for an available course. 
6.	Enter the desired "keywords" into the Course Name field. For example, you can enter " generation ".
7.	Click the Search button. 

 You can also use the same search features used in the Employee Self Service feature of @ Your Service.



Step	Action
8.	Click the Details button to view the course description and prerequisites. 
9.	Click the OK button. 

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Home | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) |

Request Training Enrollment

View Available Sessions

CC3501 Bridge the Generation Gap
Click on a session number in the list below to view session details or to request enrollment in the session.

CC3501 Bridge the Generation Gap

Session	Location	Duration (Hours)	Open Seats	Waitlisted
0003	J.B. Whiteley Building	3.0	30	0


[Return to Course Search](#)

Step	Action
10.	Click the View Available Sessions link corresponding to the desired course. View Available Sessions
11.	Click the Session link corresponding to the desired location. For example, you can click the "0003" link to select the "Bridge the Generation Gap" course for the J. B. Whiteley location. 0003

The screenshot shows the PeopleSoft interface for requesting training enrollment. On the left is a navigation menu with options like 'My Favorites', 'Employee Self Service', and 'Recruiting Activities'. The main content area is titled 'Request Training Enrollment Session Detail'. It includes a search bar, a 'Continue' button, and a 'Session Schedule' table. The session details are as follows:

Date	Start Time	End Time
Wednesday 10/22/2008	9:00AM	12:00PM

Below the table, there is a checkbox labeled 'If this session is full, place the employees on the waiting list.' and a 'Continue' button. A 'Return to Course Search' link is also present.

Step	Action
12.	Click the Continue button to submit your training request. 

Request Training Enrollment

Select Employees

To add an employee to this training request, click on the box in the select column next to the employee's name. To find a specific employee, click on Search for an Employee. Employees that are not eligible for this course appear in the lower grid and cannot be selected.

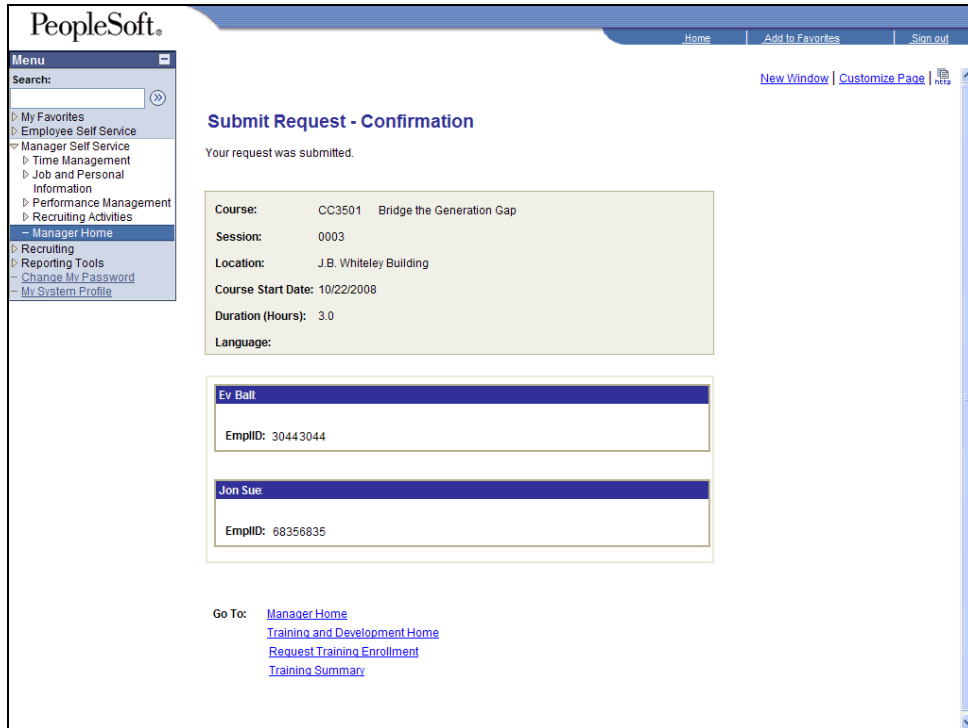
Employees As of 10/22/2008



Select	Name	EmplID	Job Title	Department
<input type="checkbox"/>	Camren Sillio	05640564	Government	Soc&TchrEd
<input checked="" type="checkbox"/>	Ev Ball	30443044	Government	Soc&TchrEd
<input type="checkbox"/>	Jamye Clover	10091009	Psychology	Soc&TchrEd
<input checked="" type="checkbox"/>	Jon Sue	68356835	Government	Soc&TchrEd
<input type="checkbox"/>	Tre Shavino	70767076	Psychology	Soc&TchrEd


Buttons: **Select All**, **Search for an employee**, **Continue**

[Return to Course Search](#)

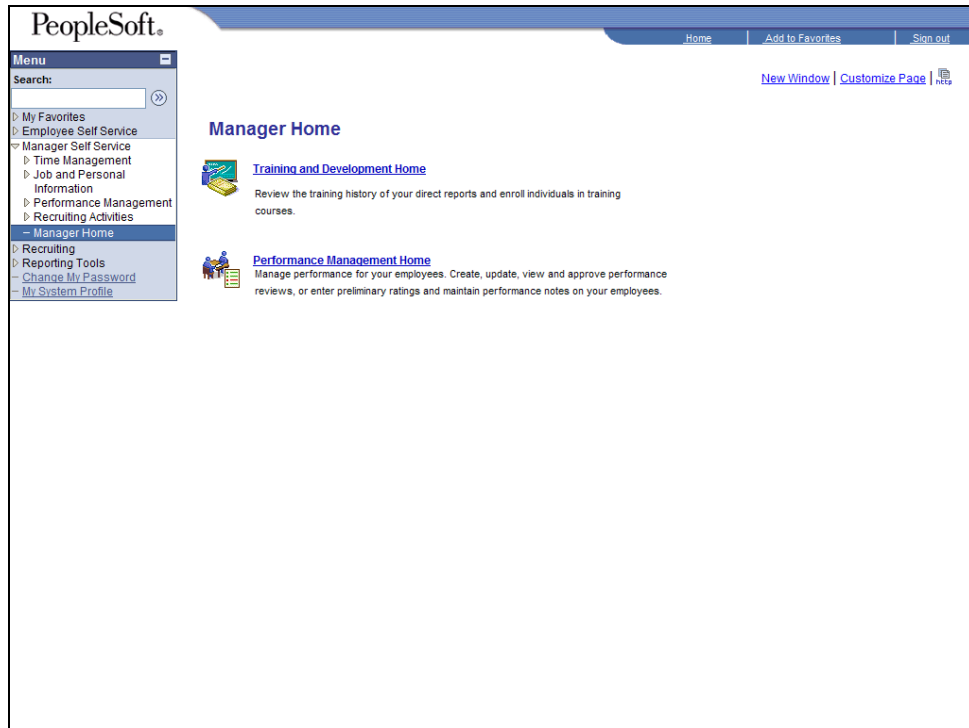
Step	Action
13.	Use the check box to select the employees you would like to enroll for the selected course. <input type="checkbox"/>
14.	Click the Continue button to submit your training request. Continue



Step	Action
15.	Click the Submit button to confirm and save your request. 
16.	Click the OK button. 

 This page displays your confirmation information. You can print this page for your personal records. An email will be sent to your official HCC email, and your direct report's enrollment will also show under **Employee Training Summary**. It is your responsibility to share this information with your employee(s). An email will not automatically be sent to him/her.

View Employee Training Summary



Step	Action
1.	To do tasks of a manager, you must navigate to the Manager Self Service feature of @ Your Service. Click the Manager Self Service link. ▶ Manager Self Service
2.	Click the Manager Home link. Manager Home
3.	Click the Training and Development Home link. Training and Development Home

PeopleSoft. Home Add to Favorites Sign out

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Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
 - Time Management
 - Job and Personal Information
 - Performance Management
 - Recruiting Activities
 - Manager Home
- Recruiting
- Reporting Tools
 - Change My Password
 - My System Profile

Training Summary

Select Employee

To access an employee's training summary, click on the employee's name. To find a specific direct report, click on Search for Employee. An org chart icon appears if a direct report has employee(s) reporting to him/her. To see the training summary for those employees, click the org chart icon.

Transaction Effective Date:

Name	EmpID	Job Title	Department
Camren Sillio	05640564	Government	Soc&TchrEd
Ev Ball	30443044	Government	Soc&TchrEd
Jamie Clover	10091009	Psychology	Soc&TchrEd
Jon Sue	68356835	Government	Soc&TchrEd
Tre Shaving	70767076	Psychology	Soc&TchrEd

Go To: [Manager Home](#)
[Training and Development Home](#)

Step	Action
4.	Click the Training Summary link. Training Summary

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Menu

Search:

- ▷ My Favorites
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▷ Time Management
- ▷ Job and Personal Information
- ▷ Performance Management
- ▷ Recruiting Activities
- **Manager Home**
- ▷ Recruiting
- ▷ Reporting Tools
- Change My Password
- My System Profile

Training Summary

Jamye Clover

Internal Training				
Course Name	Start Date	End Date	Status	Facility
L.E.A.D. with Integrity	10/07/2008	10/07/2008	Enrolled	John B Coleman Building
Faculty Employees PS PEP	09/19/2007	09/19/2007	Completed	Central
Faculty/Scholar Intern Mentor	08/17/2006	08/17/2006	Completed	3100 Main
Basic Faculty Certification	07/21/2004	03/01/2005	Completed	

[Return to Select Employee](#)

Go to: [Manager Home](#)
[Training and Development Home](#)
[Enroll this employee in an internal training course](#)

Step	Action
5.	Click the desired employee's name in the Name column. Jamye Clover

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Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
 - Time Management
 - Job and Personal Information
 - Performance Management
 - Recruiting Activities
- Manager Home
- Recruiting
- Reporting Tools
 - Change My Password
 - My System Profile

Training Summary

Select Employee

To access an employee's training summary, click on the employee's name. To find a specific direct report, click on Search for Employee. An org chart icon appears if a direct report has employee(s) reporting to him/her. To see the training summary for those employees, click the org chart icon.

Transaction Effective Date: 08/11/2008 Go

Direct Reports For Ken Sae

Name	EmpID	Job Title	Department	Find	First	1-5 of 5	Last
Camren Sillo	05640564	Government	Soc&TchEd				
Ey Ball	30443044	Government	Soc&TchEd				
Jamyve Clever	10091009	Psychology	Soc&TchEd				
Jon Sue	68356835	Government	Soc&TchEd				
Tre Shavino	70767076	Psychology	Soc&TchEd				

Go To: [Manager Home](#)
[Training and Development Home](#)

Step	Action
6.	Click the Org Chart diagram.

To find a specific direct report, click on Search for Employee. An org chart icon appears if a direct report has employee(s) reporting to him/her. To see the training summary for those employees, click the org chart icon.

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Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- Time Management
 - Job and Personal Information
 - Performance Management
 - Recruiting Activities
- Manager Home
- Recruiting
- Reporting Tools
 - Change My Password
 - My System Profile

Training Summary

Select Employee

To access an employee's training summary, click on the employee's name. To find a specific employee, click on Search for Employee. To see an employee's direct reports, click on an org chart icon.

Direct Reports For Camren Sillo Find First 1-1 of 1 Last

Name	Employee ID	Job Title	Department
Ana Hill	85638563	Instr	Soc&TchrEd

[Return to Select Employee](#)

Step	Action
7.	Click the Name link. Ana Hill

PeopleSoft Home Add to Favorites Sign out

New Window Customize Page

Menu

Search:

- My Favorites
- Employee Self Service
 - Manager Self Service
 - Time Management
 - Job and Personal Information
 - Performance Management
 - Recruiting Activities
 - Manager Home**
 - Recruiting
 - Reporting Tools
 - Change My Password
 - My System Profile

Training Summary

Ana Hill

Internal Training

Course Name	Start Date	End Date	Status	Facility
Accountability: Who are They?	11/04/2008	11/04/2008	Enrolled	3100 Main
Enneagram	11/01/2008	11/01/2008	Sessn Wait	Commercial Truck Driving Ctr
Preventing Sexual Harassment	10/01/2008	10/31/2008	Enrolled	
Enneagram	06/24/2008	06/24/2008	Enrolled	3100 Main
The Courage to Coach	12/04/2007	12/04/2007	Completed	3100 Main
Mastering Performance Risk	11/29/2007	11/30/2007	Completed	3100 Main
Survival Skills	10/11/2007	10/11/2007	Completed	3100 Main
Bridge the Generation Gap	10/03/2007	10/03/2007	Completed	3100 Main
PS PEP Supervisors	08/15/2007	08/15/2007	Completed	Town & Country
Delegation	07/13/2006	07/13/2006	Completed	Central
TCHR	05/30/2006	05/30/2006	Completed	3100 Main
Litigation Landmines	03/08/2006	03/08/2006	Completed	3100 Main
Strategies Course	12/01/2005	12/02/2005	Completed	3100 Main
Managing Conflict in the Workplace	10/25/2005	10/25/2005	Completed	Town & Country
CLP Orientation	10/19/2005	10/19/2005	Completed	3100 Main

Step	Action
8.	Use the scrollbars to navigate if necessary.
9.	Click the Return to Select Employee link. Return to Select Employee
10.	Click the Return to Select Employee link. Return to Select Employee