Professional Development & Training Classes: Register, Review and Record Training

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

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Background

All registration for Professional Development and Training classes takes place using the PeopleSoft system. It is necessary to log into PeopleSoft Self Service to sign up for classes. It is also possible to review the trainings you have taken. You can review your training schedule, including session times and room locations from the Training Summary page.

Enroll in Training

These instructions will detail how to sign up for professional development workshops and seminars offered through Professional Development and Training.

1. Log in to PeopleSoft using the Human Resources Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)

2. Navigation: Self-Service > Learning and Development > Request Training Enrollment

3. Choose a search method by clicking on the appropriate link.

  Request Training Enrollment
  
  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
4. Enter search criteria or simply click search to populate the list of available courses.

![Request Training Enrollment](Image)

**Course Search**

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

**Course Name:**  
[Search]

5. All available classes will appear.

<table>
<thead>
<tr>
<th>Description</th>
<th>Course Detail</th>
<th>Course Number</th>
<th>Session Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Formulas</td>
<td></td>
<td>CPT002</td>
<td>View Available Sessions</td>
</tr>
<tr>
<td>Functions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Macros in</td>
<td></td>
<td>CPT019</td>
<td>View Available Sessions</td>
</tr>
<tr>
<td>Excel 2010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Excel (Level 2)</td>
<td></td>
<td>CPT023</td>
<td>View Available Sessions</td>
</tr>
<tr>
<td>Basic Excel 2010</td>
<td></td>
<td>CPT001</td>
<td>View Available Sessions</td>
</tr>
</tbody>
</table>

6. Click on the [i] to view the course description and pre-requisites. Click **OK** to return to the course list.

7. Click the view available sessions link next to the desired class to populate a list of scheduled sessions.

8. The session date will appear in the top right corner of the blue box. Click on the session number next to the appropriate date to view additional information or to enroll in the class.
9. Additional information regarding session location and date and time will appear on the screen to enroll in the class click continue.

**Note:** Ensure that the waiting list box is selected to be place on a waitlist.

10. Click Continue to select employees to be enrolled in this session.
12. The confirmation screen will appear. Enter notes for Professional Development & Training in the space provided. Enter any requests for accommodation in this space.
13. Read the Professional Development & Training Cancellation Policy and Click Yes.

14. Click OKAY. A confirmation screen will populate and you will receive a confirmation e-mail from the system.

15. To enroll in additional classes, click on the Request Training Enrollment at the bottom of the screen.

Cancel Enrollment in a Class

To cancel enrollment in a class, contact Professional Development and Training by e-mailing us at: Develop@uvm.edu or via telephone 802-656-5800.

Professional Development and Training Cancelation Policy

Professional Development and Training is committed to providing relevant and high-quality learning solutions to employees across the University. Designing, developing and planning for these classes requires significant time and effort. Since the seat we hold for you often represents another individual on campus who wants the class but can't get it, we ask you to be mindful of both our investment and the needs of others.

When you register for a Professional Development and Training class, you make a commitment to attend and actively participate. If circumstances prevent you from attending, it is your responsibility to contact Professional Development and Training at least 24 hours in advance to inform us of your
absence. Please call 802-656-5800 or e-mail develop@uvm.edu if you find that you will not be able to attend your class. Thank you for your consideration.

Review Training Summary

It is possible to view the status of current and historical classes. It is also possible to review the session dates, times and locations. These screens will also show your training enrollment status.

1. Log in to PeopleSoft using the Human Resources Login [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)

2. Navigation: Self-Service > Learning and Development > Training Summary

3. Training history will be listed.

<table>
<thead>
<tr>
<th>Training Summary</th>
<th>Course Name</th>
<th>Course Start Date</th>
<th>Course End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Training Facility Name</th>
<th>Room Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Excel Level 2</td>
<td>04/10/2014</td>
<td>04/10/2014</td>
<td>9:00AM</td>
<td>12:00PM</td>
<td>Billings Library</td>
<td>165</td>
<td>Sessn Wait</td>
</tr>
<tr>
<td></td>
<td>Affirmative Recruiting</td>
<td>04/02/2014</td>
<td>04/02/2014</td>
<td>9:00AM</td>
<td>11:00AM</td>
<td>Billings Library</td>
<td></td>
<td>Enrolled</td>
</tr>
<tr>
<td></td>
<td>You Too Can Find Joy at Work</td>
<td>03/06/2014</td>
<td>03/06/2014</td>
<td>1:00PM</td>
<td>2:30PM</td>
<td>Lafayette Hall</td>
<td>311</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>EDU Opening Session</td>
<td>03/04/2014</td>
<td>03/04/2014</td>
<td>8:00AM</td>
<td>10:30AM</td>
<td>Davis Center</td>
<td>400</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Slippery Slopes of Stereotypes</td>
<td>02/12/2014</td>
<td>02/12/2014</td>
<td>10:00AM</td>
<td>12:00PM</td>
<td>Waterman Building</td>
<td>338</td>
<td>Completed</td>
</tr>
</tbody>
</table>

4. Information about the date, time and location of the class can be found to the right of each listed class.

<table>
<thead>
<tr>
<th>Course Start Date</th>
<th>Course End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Training Facility Name</th>
<th>Room Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/10/2014</td>
<td>04/10/2014</td>
<td>9:00AM</td>
<td>12:00PM</td>
<td>Billings Library</td>
<td>165</td>
</tr>
</tbody>
</table>

5. The status column lists the status of training including waitlist status.
Record Professional Conferences

Enter professional conferences and seminars attended. Do not enter classes presented by Professional Development and Training, these classes are already recorded in the internal training record and do not need to be added here.

Navigation: Self-Service > Learning and Development > Professional Training

<table>
<thead>
<tr>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
</tr>
<tr>
<td>ASTD Train the Trainer</td>
</tr>
<tr>
<td>ASTD Master Trainer</td>
</tr>
</tbody>
</table>

Frequently Asked Questions

Why does it say “No Available Sessions?”

Courses with sessions in the current Fiscal year with all session dates occurring in the past will be listed as no available sessions.

How do I find the session time, date or room?

This information can be viewed on the Review Training Schedule screens.

How do I look up whether I am waitlisted for a class?

This information can be viewed on the Review Training Schedule screens.

How do I access my training record prior to July 1, 2010?

Please contact us via e-mail for access to your historical training record. Develop@uvm.edu