REGISTERING FOR PROFESSIONAL DEVELOPMENT

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.

If you have not used one of the new “Mini-Manuals” you may wish to consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail psquides@uvm.edu.

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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.

Register for Classes

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]

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

   NOTE: There is a direct link to the Request Training Enrollment on the Self-Service PeopleSoft page from the home page of Learning Services. Click on the link, and then type in your password and the system will bring you directly to the Request Training Enrollment page.

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

   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 click search to populate the list of available courses.

![Request Training Enrollment 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.

5. All available classes will appear.

![Course Details]

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

7. Click the view available sessions link 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 under the appropriate date to view additional information or to enroll in the class.

<table>
<thead>
<tr>
<th>Course Session Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
</tr>
<tr>
<td>0005</td>
</tr>
</tbody>
</table>

9. Additional information regarding session location and date and time will appear on the screen. Click continue to enroll in the class.

**Note:** To be put on a waiting list, ensure that the waiting list box is selected.

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

10. The confirmation screen will appear. Enter notes for Professional Development and Training in the space provided. Enter any requests for accommodation in this space as well.
11. Read the Cancellation Policy and Click Yes.

![Cancellation Policy Message]

12. Click OK. A confirmation e-mail will be sent to your UVM e-mail address.

13. 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>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>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>Session Wait</td>
</tr>
<tr>
<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>165</td>
<td>Enrolled</td>
</tr>
<tr>
<td>You Too Can Find Joy at Work</td>
<td>03/08/2014</td>
<td>03/09/2014</td>
<td>1:00PM</td>
<td>2:30PM</td>
<td>Lafayette Hall</td>
<td>311</td>
<td>Completed</td>
</tr>
<tr>
<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>Slippery Slopes of Stereotype</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.

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Wait</td>
</tr>
<tr>
<td>Enrolled</td>
</tr>
<tr>
<td>Completed</td>
</tr>
</tbody>
</table>
Other Benefits of this System

A number of other features are available through this system to help track your professional development record.

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 Name</th>
<th>Course Start Date</th>
<th>Course Completion Date</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSTD Train the Trainer</td>
<td>08/22/2012</td>
<td>08/24/2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSTD Master Trainer</td>
<td>06/18/2012</td>
<td>06/22/2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information for Supervisors

Several features are available to supervisors through the new system. By logging into PeopleSoft through Manager Self Service, it is possible to register employees for classes, view outside Professional conferences for employees and view the employee’s UVM Professional Development record. It is also possible to query the enrollment status of an employee in a particular class.

Full details about these features and more can be found in the manual Track Professional Development.
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 in a class?

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

What if my training history is incorrect?

Professional Development and Training staff made every attempt to accurately transfer data from the old system to the new system, beginning with courses attended July 1, 2010 and later. If you believe your training history is incorrect, please contact us via e-mail to research the situation. Develop@uvm.edu

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

Resources

- Open Lab Schedule

Suggestions? Updates? Please send an e-mail to psguides@uvm.edu

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