Registering Employees for New Hire Enrollment

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

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

3. Choose **Search by Course Number**.

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

![Request Training Enrollment Course Search](image)

5. The name of the course will appear.

![Course Details](image)

6. Click the view available sessions link to populate a list of scheduled sessions.

7. 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.

![Course Session Details](image)

8. 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 put the employee on a waitlist.
9. Click **Continue** to select employees to be enrolled in this session.

10. A list of available employees will appear. Click the box to the left of the employee’s name to enroll them in the class selected. Click **Continue**.

![Direct Reports Eligible for this Training Session](image)

11. The confirmation screen will appear. Enter notes for Learning Services in the space provided. Enter any requests for accommodation in this space.

12. Read the Learning Services Cancellation Policy and Click **Yes**.

![Message](image)

13. Click **Yes**. A confirmation e-mail will be sent to your UVM e-mail address. A notification e-mail will be sent to your supervisor on file. Click **OK**.
14. 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.

Review Training Summary for Employees

It is possible to view the status of current and historical classes. PeopleSoft Data includes training history beginning in Fiscal Year 2009. To access data prior to July 1, 2009 contact Learning Services for help.

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

2. Navigation: Manager Self-Service > Learning and Development > Training Summary
3. Employees that report to you will be listed. **Note:** If you have employees that also have direct reports, this will be indicated by an icon in the right most column. Click this icon to view the training records for those employees.

![Training Summary](image)

4. Click the employee’s name to view a training summary.

5. The history for the employee including any professional training entered will appear.

![Training Summary](image)