



Mini-Manual

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 questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail ProfessionalDevelopment@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

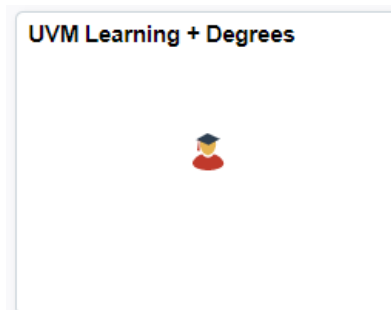
These instructions will detail how to sign up for professional development workshops and seminars offered through Professional Development and Training.

Step-by-Step Instructions: Registering for Professional Development Classes

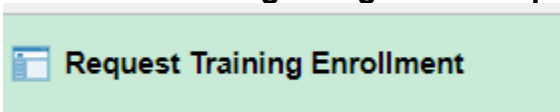
1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).

2. Navigation:

- **UVM Employee > UVM Learning + Degrees**



- **UVM Employee > UVM Learning + Degrees > Request Training Enrollment**



3. Click **Request Training Enrollment** icon

4. 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](#)



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5. Enter search criteria or click **Search** button to populate the list of all 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.

Course Name

Search

6. A list of available classes will appear.

Course Details

Description	Course Detail	Course Number	Session Availability
PeopleAdmin Training		PPA001	View Available Sessions
Outstanding Customer Service		COM052	View Available Sessions
Excel 2019 - Pivot Tables Adv		CPT069	View Available Sessions
Retirement Savings Information		BEN016	View Available Sessions
PeopleSoft Basics		PSU010	View Available Sessions
Adv Superv Cert 30 Hours		SLS019	View Available Sessions
New Hire Enrollment		NEO001	View Available Sessions



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

8. Click **View Available Sessions** to populate a list of scheduled sessions.

9. Click on the **Session Number** next to the **Start Date** to view additional information or to enroll in the class.

PPA001 PeopleAdmin Training

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

Course Session Details

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0016	06/17/2020	Billings Library	2.5	12	0



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10. Additional information regarding location, date, and time will appear on the screen. Click the **Continue** button to enroll in the class.

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

Sandy Smith

Select the Continue button to submit your training request.

Course	PeopleAdmin Training	Session	0016
Start Date	06/17/2020	Duration (Hours)	2.5
Location	Billings Library		
Language			

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Wednesday	06/17/2020	06/17/2020	9:00AM	11:30AM	Billings Library

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

Continue

11. 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. Click **Submit**

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

Cancellation Policy (21000,21)

When you register for a Professional Development & Training class, you make a commitment to attend and actively participate in the class. If circumstances prevent you from attending, it is your responsibility to contact Professional Development & 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. Please indicate your agreement below.

13. Click **OK** on the Save Confirmation page. A confirmation e-mail will be sent to your UVM e-mail address.

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



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Cancel Enrollment in a Class

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

Professional Development and Training Cancellation 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.

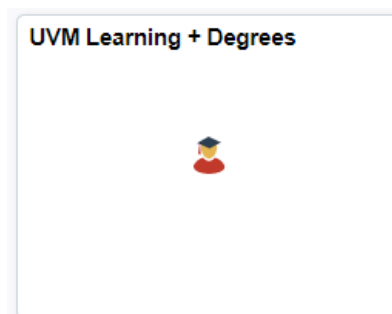
When you register for a Professional Development and Training class, you make a commitment to attend and actively participate. If circumstances prevent you from attending, it is your responsibility to contact Professional Development and Training at least 24 hours in advance to inform us of your absence. Please call 802-656-5800 or e-mail ProfessionalDevelopment@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.

Step-by-Step Instructions: Review Training Summary

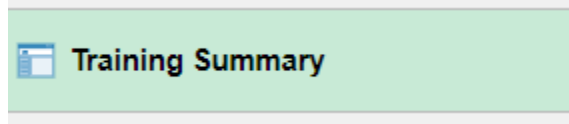
1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation:
 - **UVM Employee > UVM Learning + Degrees**





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- UVM Employee > UVM Learning + Degrees > Training Summary



3. Click on the **Training Summary** icon and your trainings will be listed.

Internal Training

Course Name	Course Start Date	Course End Date	Start Time	End Time	Training Facility Name	Room Code	Status
PeopleAdmin Training	06/17/2020	06/17/2020	9:00AM	11:30AM	Billings Library	165	Enrolled
UVM Culture and Community	09/09/2019	09/09/2019	9:00AM	12:00PM	Davis Center	417	Completed
New Hire Enrollment	08/12/2019	08/12/2019	9:00AM	11:00AM			Enrolled

4. Click the **Course Name** for details regarding this course

Training Summary

Course Detail

Select OK to return to the previous page.

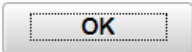
Course Name PeopleAdmin Training

Course Code PPA001

Description This session will provide an overview of the revamped PeopleAdmin mini-manual and how to use it. Participants will learn best practices for using PeopleAdmin effectively and efficiently including tricks and shortcuts.

Training Facility Billings Library

Prerequisites None



5. The status column lists the status of training including waitlist status.



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Other Benefits of this System

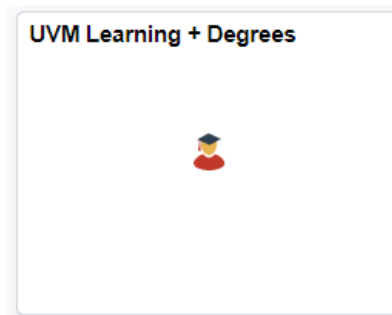
A number of other features are available through this system to help track your professional development record.

Record Professional Conferences

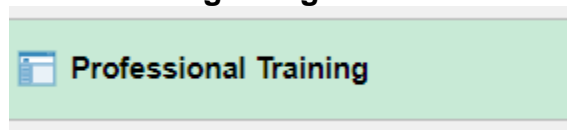
Enter professional conferences and seminars attended. Do not enter classes presented by Professional Development and Training, these classes are already recorded in the internal training record and do not need to be added here.

1. Navigation:

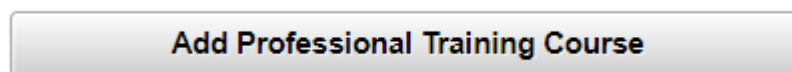
- **UVM Employee > UVM Learning + Degrees**



- **UVM Employee > UVM Learning + Degrees > Professional Training**



2. Click the **Professional Training** icon and any professional training you have already added will be listed
3. Click the **Add Professional Training Course** button



4. The Professional Training Course Detail page will appear. Enter course information and click **Save**
5. Click **OK** on the save confirmation page



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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 Summary](#)

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

This information can be viewed on the [Review Training Summary](#).

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. ProfessionalDevelopment@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.
ProfessionalDevelopment@uvm.edu

Suggestions? Updates? Please send an e-mail to HRInfo@uvm.com

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