HOW TO REGISTER

1. **LOG INTO PEOPLESOFT HR**
2. **CLICK ON LIGHTER GREEN BUTTON**
3. **Click NAGIVATOR**
4. **Click SELF SERVICE**
5. **Click LEARNING & DEVELOPMENT**
6. **Click REQUEST TRAINING ENROLLMENT**
7. **SEARCH BY COURSE CODE OR DATE**
   - 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
8. **Click VIEW AVAILABLE SESSIONS**
9. **Click YOUR PREFERRED SESSION NUMBER**
10. **Click CONTINUE**
11. **Click SUBMIT**

IN LESS THAN 10 MINUTES YOU CAN EXPECT A CONFIRMATION EMAIL