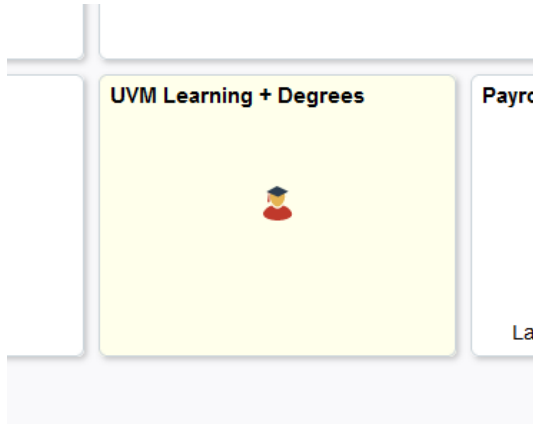


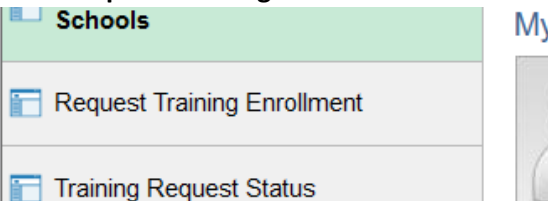
How to Register for Professional Development & Training Classes

Please Note: Registrations close 24 hours (one workday) in advance of online classes.

1. Log into [PeopleSoft HR \(Human Resources\)](#) using your NetID and password. You will need to use MULTI-FACTOR: Duo Security.
2. Click on the box **UVM Learning + Degrees**



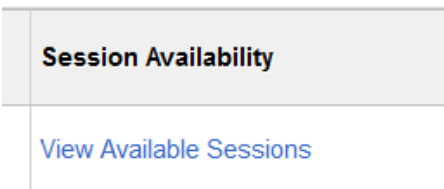
3. Click on **Request Training Enrollment**



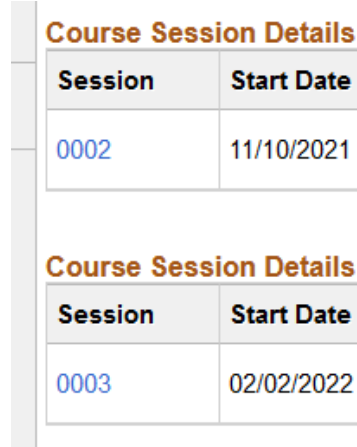
4. Search by Course Number or Date is best option

- [Search by Course Name](#)
- [Search by Course Number](#)
- [Search by Location](#)
- [Search by Date](#)

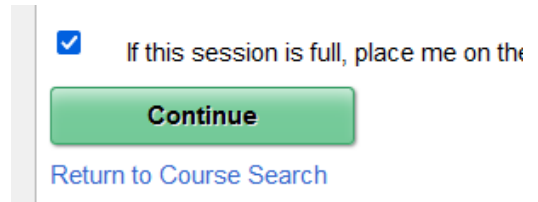
5. Click on View Available Sessions



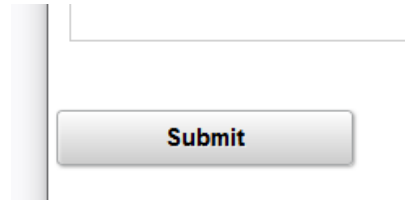
6. Click on your choice of blue **Session #**



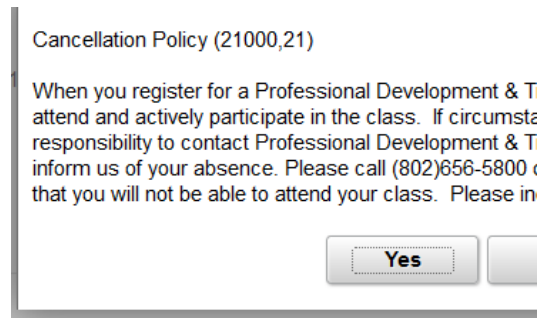
7. Click **Continue**



8. Click **Submit** Button (bottom of page)



9. Click on **Yes**



After pressing Yes, you will receive an email confirmation (request) within a few minutes.