
Professional Development & Training Classes: Register, Review and Record Training

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.

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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.

Enroll in Training

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

Request Training Enrollment

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 simply 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.

Course Name:

5. All available classes will appear.

Course Details			
Description	Course Detail	Course Number	Session Availability
Advanced Formulas Functions		CPT002	View Available Sessions
Advanced Macros in Excel 2010		CPT019	View Available Sessions
Basic Excel (Level 2)		CPT023	View Available Sessions
Basic Excel 2010		CPT001	View Available Sessions

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 next to the desired class 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 next to the appropriate date to view additional information or to enroll in the class.

9. 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 be place on a waitlist.

Request Training Enrollment

Session Detail

Select the Continue button to submit your training request.

Course:	Access - Advanced	Session:	0002
Start Date:	05/24/2016	Duration (Hours):	3.0
Location:	Billings Library		
Language:			

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Tuesday	05/24/2016	05/24/2016	1:00PM	4:00PM	Billings Library

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

[Continue](#)

10. Click Continue to select employees to be enrolled in this session.


12. The confirmation screen will appear. Enter notes for Professional Development & Training in the space provided. Enter any requests for accommodation in this space.

Submit Request

Enter comments (optional) and select Submit button at the bottom of the page to complete your request. Arrangements can be made for employees with disabilities who may require auxiliary aids, services, or other reasonable accommodations in order to fully participate in learning events. Translation services and some written instructional aids may be available for employees for whom English is a second language.

Please contact Professional Development & Training at (802) 656-5800 or e-mail Develop@uvm.edu. Advance notice will help us to meet your needs. Thank you.

Course Session Details			
Course:	Access - Advanced		
Session:	0002		
Course Start Date:	05/24/2016		
Start Time:	1:00PM	End Time:	4:00PM
Duration (Hours):	3.0		
Location:	Billings Library		
Language:			

Tara Messier	
Employee ID:	0108431
Comment	<input type="text"/>
	

13. Read the Professional Development & Training Cancellation Policy and Click **Yes**.

Message

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.

14. Click **OKAY**. 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.

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 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 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
2. **Navigation: Self-Service > Learning and Development > Training Summary**
3. Training history will be listed.

Internal Training								
	Course Name	Course Start Date	Course End Date	Start Time	End Time	Training Facility Name	Room Code	Status
<input type="checkbox"/>	Basic Excel Level 2	04/10/2014	04/10/2014	9:00AM	12:00PM	Billings Library	165	Sessn Wait
<input type="checkbox"/>	Affirmative Recruiting	04/02/2014	04/02/2014	9:00AM	11:00AM	Billings Library		Enrolled
<input type="checkbox"/>	You Too Can Find Joy at Work	03/06/2014	03/06/2014	1:00PM	2:30PM	Lafayette Hall	311	Completed
<input type="checkbox"/>	EDU Opening Session	03/04/2014	03/04/2014	8:00AM	10:30AM	Davis Center	400	Completed
<input type="checkbox"/>	Slippery Slopes of Stereotype	02/12/2014	02/12/2014	10:00AM	12:00PM	Waterman Building	338	Completed

4. Information about the date, time and location of the class can be found to the right of each listed class.

Course Start Date	Course End Date	Start Time	End Time	Training Facility Name	Room Code
04/10/2014	04/10/2014	9:00AM	12:00PM	Billings Library	165





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

Status
Sessn Wait
Enrolled
Completed

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

Course Details				
Course Name	Course Start Date	Course Completion Date	Edit	Delete
ASTD Train the Trainer	08/22/2012	08/24/2012		
ASTD Master Trainer	06/18/2012	06/22/2012		

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 for a class?

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

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