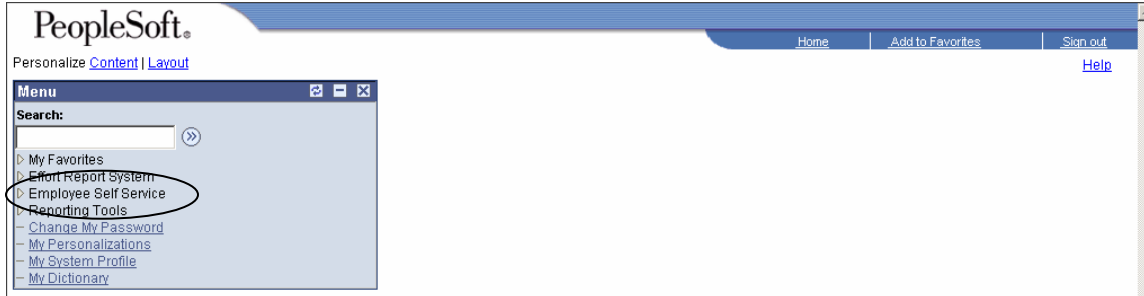


University of South Florida

How to Request Training Enrollments

Goal: To demonstrate how to request training enrollments on line through GEMS Self Service.

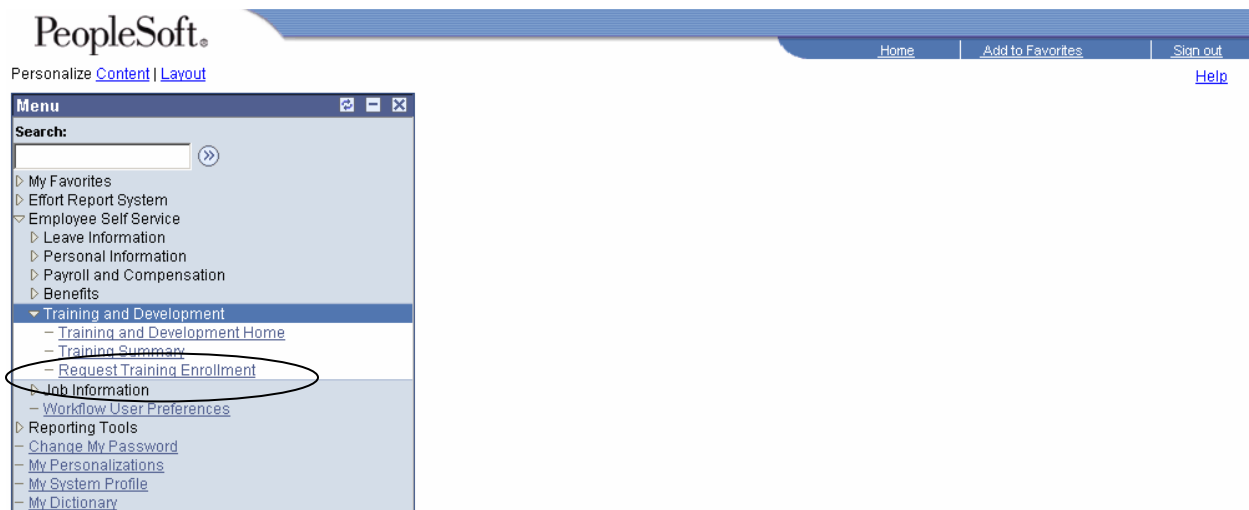
Click **“Employee Self Service”**



Click **“Training and Development”**



Click **“Request Training Enrollment”**



After a few seconds the Request Training Enrollment page appears. The page provides a variety of methods to search for a course session. Course Numbers are displayed on the [GEMS Training Schedule](http://www.usf.edu/hris/training/gems_training_schedule) (http://www.usf.edu/hris/training/gems_training_schedule). Choose Search by Course Number.

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Request Training Enrollment

Robin Jones

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](#)

Go to: [Employee Home](#)
[Training and Development Home](#)
[Training Summary](#)
[Professional Training](#)

Enter the Course Number and click the Search button.

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Request Training Enrollment

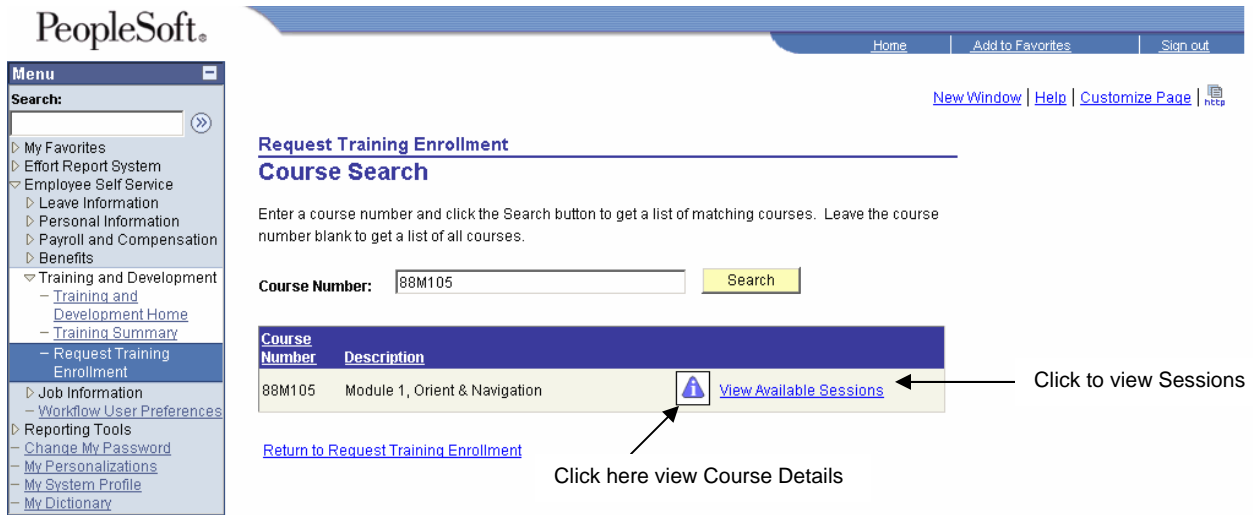
Course Search

Enter a course number and click the Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:

[Return to Request Training Enrollment](#)

Click the information button  to view the course detail or click to **View Available Sessions**.



The screenshot shows the PeopleSoft interface for 'Request Training Enrollment Course Search'. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search area with a text input field containing '88M105' and a 'Search' button. A table lists the search results, with one entry for course '88M105' titled 'Module 1, Orient & Navigation'. This entry has an information icon and a 'View Available Sessions' link. A 'Return to Request Training Enrollment' link is also present. A menu on the left side of the page is visible, with 'Request Training Enrollment' selected. Annotations include an arrow pointing to the information icon with the text 'Click here view Course Details' and another arrow pointing to the 'View Available Sessions' link with the text 'Click to view Sessions'.

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Request Training Enrollment Course Search

Enter a course number and click the Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number: Search

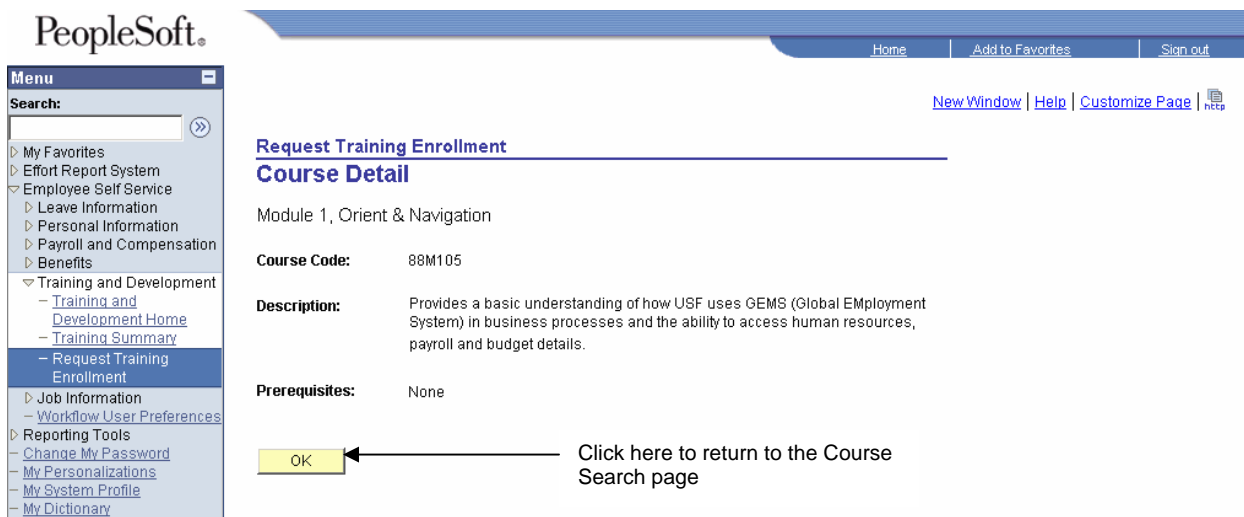
Course Number	Description
88M105	Module 1, Orient & Navigation

[Return to Request Training Enrollment](#)

Click here view Course Details

Click to view Sessions

When you click the information button  the Course Detail will appear.



The screenshot shows the 'Request Training Enrollment Course Detail' page for course 88M105. The page displays the course title 'Module 1, Orient & Navigation', the course code '88M105', a description, and prerequisites (None). An 'OK' button is located at the bottom of the page. A menu on the left side of the page is visible, with 'Request Training Enrollment' selected. An annotation with an arrow points to the 'OK' button with the text 'Click here to return to the Course Search page'.

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Request Training Enrollment Course Detail

Module 1, Orient & Navigation

Course Code: 88M105

Description: Provides a basic understanding of how USF uses GEMS (Global EMPloyment System) in business processes and the ability to access human resources, payroll and budget details.

Prerequisites: None

OK

Click here to return to the Course Search page

When you click **View Available Sessions** the sessions are listed by date. Click the desired **Session number**.

Request Training Enrollment
View Available Sessions

88M105 Module 1, Orient & Navigation

Click on a session number in the list below to view session details or to request enrollment in the session.

10/04/2005				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
1004	Main Campus - Tampa	3.0	9	0

10/25/2005				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
1025	Main Campus - Tampa	3.0	11	0

[Return to Course Search](#)

Click the Session number

Displays the number of open seats and the number of people on the waiting list.

The **Session Detail** page appears, click the **Continue** button.

Request Training Enrollment
Session Detail

Robin Jones

Click Continue to submit your training request.

Course: 88M105 Module 1, Orient & Navigation
Session: 1025
Location: Main Campus - Tampa
Start Date: 10/25/2005
Duration (Hours): 3.0
Language:
Prerequisites: None

Session Schedule			
Date		Start Time	End Time
Tuesday	10/25/2005	9:00AM	12:00PM

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

[Continue](#)

Click Continue to submit the request

[Return to Course Search](#)

Check the box to be put on the waitlist

The Submit Request page appears, click the Submit button.

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Submit Request

Enter comments (optional) and click the Submit button at the bottom of the page to complete your request.

Course: 88M105 Module 1, Orient & Navigation
Session: 1025
Location: Main Campus - Tampa
Course Start Date: 10/25/2005
Duration (Hours): 3.0
Language:

Robin Jones

EmpID: 00000014823

Comment:

The Comment box is not used

Click Submit

[Return to View Available Sessions](#)

Note: The Comment box is not functional at this time.

The Save Confirmation appears. Click the OK button to review.

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Request Training Enrollment

Save Confirmation

✓ The Save was successful.

Click to review

The Submit Request - Confirmation is displayed.

PeopleSoft

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Submit Request - Confirmation

Your request was submitted.

Course: 88M105 Module 1, Orient & Navigation
Session: 1025
Location: Main Campus - Tampa
Course Start Date: 10/25/2005
Duration (Hours): 3.0
Language:

Robin Jones

EmplID: 00000014823

Process Detail			
Name	Role Name	Process Action	Process Action Date
Jones, Robin L	Originator	Submit	10/04/2005

[Comments](#)

Go To: [Employee Home](#)
[Training and Development Home](#)
[Request Training Enrollment](#) ← Click to enroll in another course or
[Training Summary](#) ← Click to review Training/Enrollment Summary
[Professional Training](#)