

Navigation: Main Menu > Self Service > Learning and Development > Request Training Enrollment.

Choose to search by category or by course name.

To Search by Course Name

1. Click **Search by Course Name**, type all or part of the course name into the field and then click **Search**.

Course Name:

2. Click **View Available Sessions** or **Online Training Link**.

Cool GEMS Tricks		View Available Sessions
GEMS ALT Leave Coordinator		Online Training Link

3. Choose the session number of the session you want to attend.

Course Session Details				
Session	Start Date	Location	Open Seats	Waitlisted
0077	11/08/2012	SVC2068-Te	11	

Course Session Details				
Session	Start Date	Location	Open Seats	Waitlisted
0078	12/06/2012	SVC2068-Te	12	

Once you have selected the session you want to attend, it will display the Session Details with the location, date, and start/end times. Click **Continue**.

Session Detail
Patricia Geisler

Select the Continue button to submit your training request.

Session Schedule					
Date	Session Start Date	Session End Date	Start Time	End Time	Training F
Wednesday	10/10/2012	10/10/2012	9:00AM	11:00AM	SVC2068-

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

4. Continue with each page until you see "The Save was successful." Click **OK**.
5. The confirmation page will provide details about the session, including location and time. We recommend you print this page.

To Search by Category

1. Click **Search by Category**, then click the drop down. Choose your category, then click **Search**.

Category:

- Academic & Student Support
- Customer Service
- Diversity
- Employee Essentials
- Environmental Health & Safety
- Fiscal
- Human Resources
- Management & Leadership
- Sponsored Research
- UNKNOWN
- USF Health Only

2. Choose your course by clicking **View Available Sessions** or **Online Training Link**.

Course	Description	Course Detail	Sub-Category	Session Availability
BPC109	HR-A&L POLICIES & PROCEDURES		Time & Leave Tracking	View Available Sessions
BPC111	RightStart/Employee F		Hiring & Employment Processing	View Available Sessions
BPC112	Inside		Hiring & Employment Processing	No Sessions Available
BPC117	Attendance & Leave Audit Class		Time & Leave Tracking	View Available Sessions
CAU100	Careers@USF Basic Online		Hiring & Employment Processing	Online Training Link

What if I get a "Prerequisite Not Met" message?

1. If the selected training has a prerequisite that has not been met, you will see one of the following:

Prerequisites Not Met

There are prerequisites for this course. You must have either completed the prerequisite course(s) before you can enroll in this course session. If you have not completed the prerequisite courses, the sessions you enroll in must complete before the start of session.

Prerequisites: BPC109 HR-A&L POLICIES & PROCEDURES

Prerequisite Not Met - Available Online

This Prerequisite course is only available online and may be found by visiting USF's Training Workshop Index page via the Link below.

[Online Training Link](#)

Prerequisites: GEM100 GEMS Basic

2. Either search for the course listed or click the **Online Training Link**.

ARE YOU A SUPERVISOR? TURN TO PAGE TWO TO LEARN HOW TO ENROLL YOUR EMPLOYEES IN TRAINING.

To enroll your employees in training

Navigation: Main Menu > Managers Self Service > Learning and Development > Request Training Enrollment.

1. To search by category, click the category drop-down, select a category and click **Search**.

Category:

2. Click **View Available Sessions**. To view online training, employees should access using their own Self Service – instructions on page one of this guide.

EHS Emergency Evacuation		Online Training Link
EHS Environmental Compliance		View Available Sessions

3. Click the session number desired.

Course Session Details				
Session	Start Date	Location	Open Seats	Waitlisted
0001	07/22/2013	BSG Trailer	45	
Course Session Details				
Session	Start Date	Location	Open Seats	Waitlisted
0002	08/06/2013	BSG Trailer	45	0

Review the session details and click **Continue**.

Select the Continue button to enroll employees in this session.

Course: EHS Environmental Compliance Session: 0001

Session Schedule					
Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Monday	07/22/2013	07/22/2013	12:00PM	12:44PM	BSG Trailer - Tampa Cam

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

4. Choose the employees to enroll in the selected training by clicking the box next to a name or by clicking **Select All**.

Select Employees

Direct Reports Eligible for this Training Session

Select	Name	Empl ID	Job Title	Department
<input type="checkbox"/>	Carrie Tuell	00000098228	SrERPAlysis	HR
<input type="checkbox"/>	Susan Coker	00000088809	SrERPAlysis	HR

5. After reviewing the selected employees on the Submit Request page, click **Submit**.

Submit Request

Course Session Details	
Course:	EHS Environmental Compliance
Session:	0001
Course Start Date:	07/22/2013
Start Time:	12:00PM End Time: 12:44PM
Duration (Hours):	0.7
Location:	BSG Trailer - Tampa Campus

Susan Coker	
Employee ID:	00000088809

6. Your save was successful! Click **OK**.

Save Confirmation

The Save was successful.

7. The confirmation page appears with details on employees enrolled in training sessions. Print this page or make a note of who is enrolled and when.

Submit Request - Confirmation

Your request was submitted.

Course Session Details	
Course:	EHS Environmental Compliance
Session:	0001
Course Start Date:	07/22/2013
Start Time:	12:00PM End Time: 12:44PM
Duration (Hours):	0.7
Location:	BSG Trailer - Tampa Campus

Susan Coker	
Employee ID:	00000088809

Process Detail			
Name	Role Name	Process Action	Process Action
Patricia Geisler	Originator	Submit	06/28/2013

8. The Training Summary allows you to view your employees’ training history and status – Enrolled, Completed, No show.

Get a “Prerequisite Not Met” message? Turn to page one of this guide for instructions.

Still have questions?

- Watch the [GEMS Self-Service Overview video tutorial](#) – click on “Register for Training”
- Call Human Resources for help 813/974-2970