ADDY NOTES

UCF Financials

Registering for UCF Financials Training Classes

Follow the steps below to register for a UCF Financials training class using the myUCF portal.

Step	Action
1.	Go to https://my.ucf.edu/ and use your **NID** and **NID Password** to log into the **myUCF** portal.
2.	Select **Employee Self Service** from the **myUCF Menu**.
3.	Select the **Learning** and **Development** link.
4.	Select the **Request Training Enrollment** link. The **Request Training Enrollment** page will display.
5.	Select the **Search by Course Number** link The **Course Search** page will display.
6.	Enter the letter **F** in the **Course Number** field, and click the **Search** button. (All UCF Financials courses begin with **F**.) The **Request Training Enrollment** page will display with a list of matching courses.
7.	To view the details for a specific course, click the information ℹ️ button. The **Course Detail** page will display with the course code, description, and any prerequisites for the course.
8.	Click the **OK** button to return to the **Request Training Enrollment** page.
9.	When the **Request Training Enrollment** page displays, click the **View Available Sessions** link next to the course code. The **View Available Sessions** page will display with a list of available sessions for the course, including the start date for each session. **Instructor-led Courses**. Instructor-led courses take place at the date and time specified. **Online Courses**. Although the online course you selected will specify a specific start date, you may complete the course at your own pace.

Step	Action
10.	Click the link for the course's session number listed in the Session column.
11.	When the **Session Detail** page displays with a summary of the course you selected, click the **Continue** button.
12.	Verify that the information is correct on the Submit Request page that displays. • If the information is incorrect, click the Return to View Available Sessions link to verify your selections. • If the information is correct, click the submit button.

Step	Action
13.	After you submit your request for training enrollment, the **Save Confirmation** page will display. Click the **OK** button to return to the **Request Training Enrollment** confirmation page.
14.	After you submit your training request, you will receive an email confirming your enrollment. The email will be sent to the primary email address you specified on the myUCF portal. To update your email address, log into the myUCF portal (https://my.ucf.edu/) and navigate to **Employee Self Service** > **Personal Information** > **Email Addresses**.