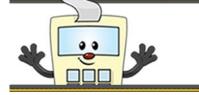


Registering for UCF Financials Training Classes

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

| Step | Action |
|------|---|
| 1. | Go to <u>https://my.ucf.edu/</u> 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 i 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. |

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ADDY NOTES



| Step | Action |
|------|---|
| 10. | Click the link for the course's session number listed in the Session column. |
| | Request Training Enrollment View Available Sessions FNV120 Financials Basic Navigation Click on a session number in the list below to view session details or to request enrollment in the session. |
| | Course Session Details |
| | Session Start Date Location Duration (Hours) Open Seats Waitlisted 0977 07/07/2014 Webcourse - Available 24/7 0.0 999 0 |
| | 0977 07/07/2014 Webcourse - Available 24/7 0.0 999 0 |
| | Caura Sania Dahila |
| | Session Start Date Location Duration (Hours) Open Seats Waitlisted |
| | 07/08/2014 Webcourse - Available 24/7 0.0 998 0 |
| 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. |
| | to verify your selections.If the information is correct, click the submit button. |
| | Submit Request Click the Submit button at the bottom of the page to complete your request. |
| | Course:FNV120Financials Basic NavigationSession:0977Location:Webcourse - Available 24/7Course Start Date:07/07/2014Start Time 8:00AMDuration (Hours):0.0Language:Vebcourse |
| | Debra Simon Empl ID: 0000000 |
| | Submit Return to View Available Sessions |

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ADDY NOTES



| 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 (<u>https://my.ucf.edu/</u>) and navigate to Employee Self Service > Personal Information > Email Addresses . |