




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  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. <ul style="list-style-type: none"> • 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.



ADDY NOTES



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10.	<p>Click the link for the course's session number listed in the Session column.</p> <div data-bbox="310 541 1190 911" style="border: 1px solid black; padding: 5px;"> <p>Request Training Enrollment View Available Sessions</p> <p>FNV120 Financials Basic Navigation</p> <p>Click on a session number in the list below to view session details or to request enrollment in the session.</p> <table border="1" data-bbox="321 730 1182 793"> <thead> <tr> <th colspan="6">Course Session Details</th> </tr> <tr> <th>Session</th> <th>Start Date</th> <th>Location</th> <th>Duration (Hours)</th> <th>Open Seats</th> <th>Waitlisted</th> </tr> </thead> <tbody> <tr> <td>0977</td> <td>07/07/2014</td> <td>Webcourse - Available 24/7</td> <td>0.0</td> <td>999</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="321 842 1182 905"> <thead> <tr> <th colspan="6">Course Session Details</th> </tr> <tr> <th>Session</th> <th>Start Date</th> <th>Location</th> <th>Duration (Hours)</th> <th>Open Seats</th> <th>Waitlisted</th> </tr> </thead> <tbody> <tr> <td>0978</td> <td>07/08/2014</td> <td>Webcourse - Available 24/7</td> <td>0.0</td> <td>998</td> <td>0</td> </tr> </tbody> </table> </div>	Course Session Details						Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted	0977	07/07/2014	Webcourse - Available 24/7	0.0	999	0	Course Session Details						Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted	0978	07/08/2014	Webcourse - Available 24/7	0.0	998	0
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11.	<p>When the Session Detail page displays with a summary of the course you selected, click the Continue button.</p>																																				
12.	<p>Verify that the information is correct on the Submit Request page that displays.</p> <ul style="list-style-type: none"> • 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. <div data-bbox="310 1234 974 1801" style="border: 1px solid black; padding: 5px;"> <p>Submit Request</p> <p>Click the Submit button at the bottom of the page to complete your request.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Course: FNV120 Financials Basic Navigation</p> <p>Session: 0977</p> <p>Location: Webcourse - Available 24/7</p> <p>Course Start Date: 07/07/2014 Start Time: 8:00AM End Time:</p> <p>Duration (Hours): 0.0</p> <p>Language:</p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Debra Simon</p> <p>Empl ID: 0000000</p> </div> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p style="text-align: center;">Return to View Available Sessions</p> </div>																																				



ADDY NOTES



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13.	<p>After you submit your request for training enrollment, the Save Confirmation page will display.</p> <p>Click the OK button to return to the Request Training Enrollment confirmation page.</p>
14.	<p>After you submit your training request, you will receive an email confirming your enrollment.</p> <p>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.</p>