



LEARNING INSTITUTE 2009 CLASS REGISTRATION

ALL CLASSES ARE TAUGHT AT THE LEARNING INSTITUTE—COUNTY CENTER III, ROOM ONE

<u>SESSION</u>	<u>CLASS AND TIME</u>	<u>SESSION</u>	<u>CLASS AND TIME</u>
IDIVER 0003	<u>Diversity—Just be F.A.I.R.</u> December 9 th —8:00 am-12:00 pm	IDRAIL 0003	<u>DRAIL—Disabilities Awareness</u> December 2 nd —1:00 pm-5:00 pm
IEFFCO 0003	<u>Effective Communication</u> December 15 th - 8:00 am-12:00 pm	IETHIC	<u>Ethics</u> Not Offered in December
		IPURCH 0005	<u>Purchase Card and Travel Policy</u> December 2 nd – 8:30 am-11:30 am

Instructions for Self-Enrollment

1. Log onto the Intranet at: <http://saturn/intranet/>
2. Go to Applications and select PeopleSoft
3. Type in your User ID (UPPER CASE) usually your last name with first initial and then your Password
4. If you are a new user to PeopleSoft, please contact your Department Human Resources Manager to obtain your User ID and Password
5. Select Self-Service from the Menu
6. Select Learning & Development
7. Select Request Training Enrollment
8. Select Search by Course Name
9. Type in Course name or a Keyword in course name and click Search
10. Click on link to view available sessions
11. Click on an open session #. (If course shows 0 seats available, the class is full)
12. Review course information and click on Continue
13. Click on Submit
14. Click on OK
15. Employees are responsible for adhering to their department training requirements
16. Employees must obtain the necessary permission to attend classes
17. This form is provided as a tool to assist in selecting courses and confirming supervisory approval (not mandatory)
18. Comprehensive descriptions of classes can be found in the Training Catalog at:
<http://www.stancounty.com/personnel/learning-institute.shtm>
19. For assistance with self-service registration and/or to cancel or change a class, please contact: Lori Blair-Harvey at: 525-4314. Please call at least two working days in advance to cancel a class.
20. Please arrive on time. If you are more than 15 minutes late to a class, you may be asked to reschedule.
21. Questions regarding the Learning Institute and/or curriculum can be addressed to Marnie Ardis at: 525-6532

IMPORTANT: You must change your password and enter your email address the first time you log onto PeopleSoft or your password will expire.

TO CHANGE PASSWORD

- Click on the "Change My Password" option from the PeopleSoft menu
- Enter current password: welcome1!
- Next enter new password. Password must be 6 characters in length and include at least one number and one digit (example: *,+,%,\$)
- Enter new password again in Confirm Password field
- Click Change Password

TO ENTER WORK EMAIL ADDRESS

- Click the "My System Profile" option on the PeopleSoft menu
- Locate the email address section near the bottom of the page
- In the email type field, select "work", then type your work email address
- Click the box to show "Primary Email Account"
- Click the Save button

PRINT FULL NAME OF EMPLOYEE	SIGNATURE:
DEPARTMENT/DIVISION	DATE SIGNED:
SIGNATURE OF SUPERVISOR APPROVING TRAINING:	DATE SIGNED: