

Self-Service Enrollment Instructions

1. Log onto the Intranet at: <http://intranet/>.
2. Go to Applications and select PeopleSoft. (If you are a new user to PeopleSoft, there is a Training Enrollment Tutorial you can access on this page under Training>Training Enrollment Tutorial.)
3. Log into PeopleSoft. Type in your User ID (UPPER CASE), usually your e-mail User ID, and then enter your Password.
4. Once you are logged into PeopleSoft, select Self-Service from the Menu.
5. Select Learning & Development.
6. Select Request Training Enrollment.
7. Select Search by Course Name or Course Number (Alpha Code).
8. Type in the Course Name or enter the Course Code in the Course Number field and click Search.
9. Click on the **i** logo to view the Course Description.
10. Click on the link View Available Sessions.
11. Click on an open session #. **(If course shows 0 seats available, the class is full; therefore you will need to choose a different session.)**
12. Review the Session Details and click on Continue.
13. Click on Submit.
14. Click on OK. This will take you to the Confirmation Page which you can print for a confirmation of your enrollment in the Course.
15. **Employees are responsible for adhering to their Department training requirements and must obtain the necessary permission to attend classes prior to enrollment.**
16. **If you need to change or cancel a Course Session, please contact Peggy Dominguez at domingp@stancounty.com or call 525-5781.**