Self Service Training Registration

- Go to https://my.unt.edu or https://my.hsc.unt.edu
- Sign in with your euid and password
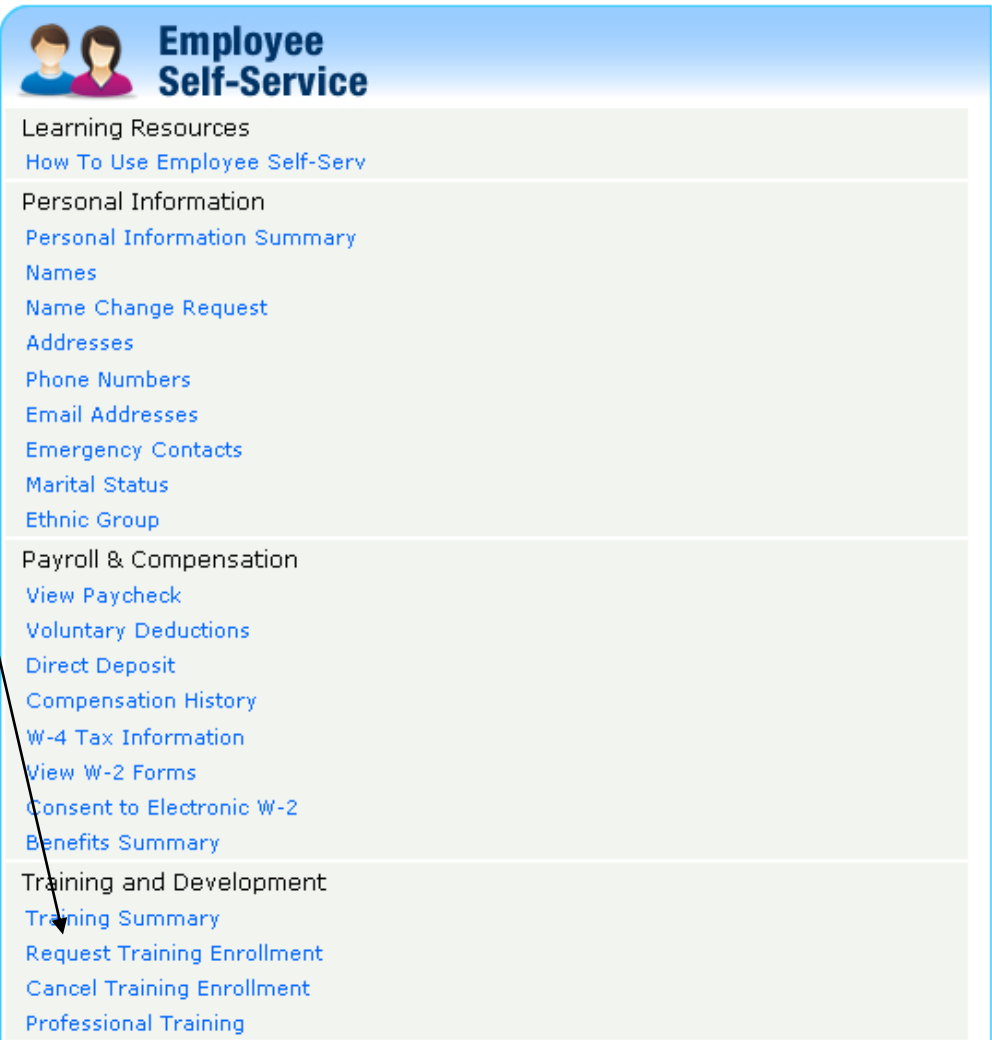
- Navigate to the Human Resources Tab
- Locate the Employee Self Service pagelet
- Click on Request Training Enrollment

- Click Search by Course Name

Request Training Enrollment

Sims,Renee Florence

Please choose one of the search methods below to find a course session.

Search by Course Name

Search by Course Number

Search by Location

Search by Date

- Enter a keyword in the Course Name Field and click Search. If you want to see all courses, leave the course name blank and click Search.

Request Training Enrollment
Course Search

Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name: PPS   [Search]

Return to Request Training Enrollment

- The list of available courses will display
- Click on View Available Sessions for individual session information and to enroll.

Request Training Enrollment
Course Search

Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name: PPS   [Search]

Course Details			
Description		**Course Number**	
PPS EIS Asset Module	ℹ	UO11AU	View Available Sessions
PPS PCard Approver Online	ℹ	UO11PA	View Available Sessions
PPS PCard Guidelines	ℹ	UO11PC	View Available Sessions
PPS Travel Guidelines	ℹ	UO11TG	View Available Sessions
PPS ePro Approver Online	ℹ	UO11EA	View Available Sessions
PPS ePro Coordinator	ℹ	UO11EC	View Available Sessions

Return to Request Training Enrollment