

# Self Service Training Registration

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- Go to <https://my.unt.edu> or <https://my.hsc.unt.edu>
- Sign in with your euid and password

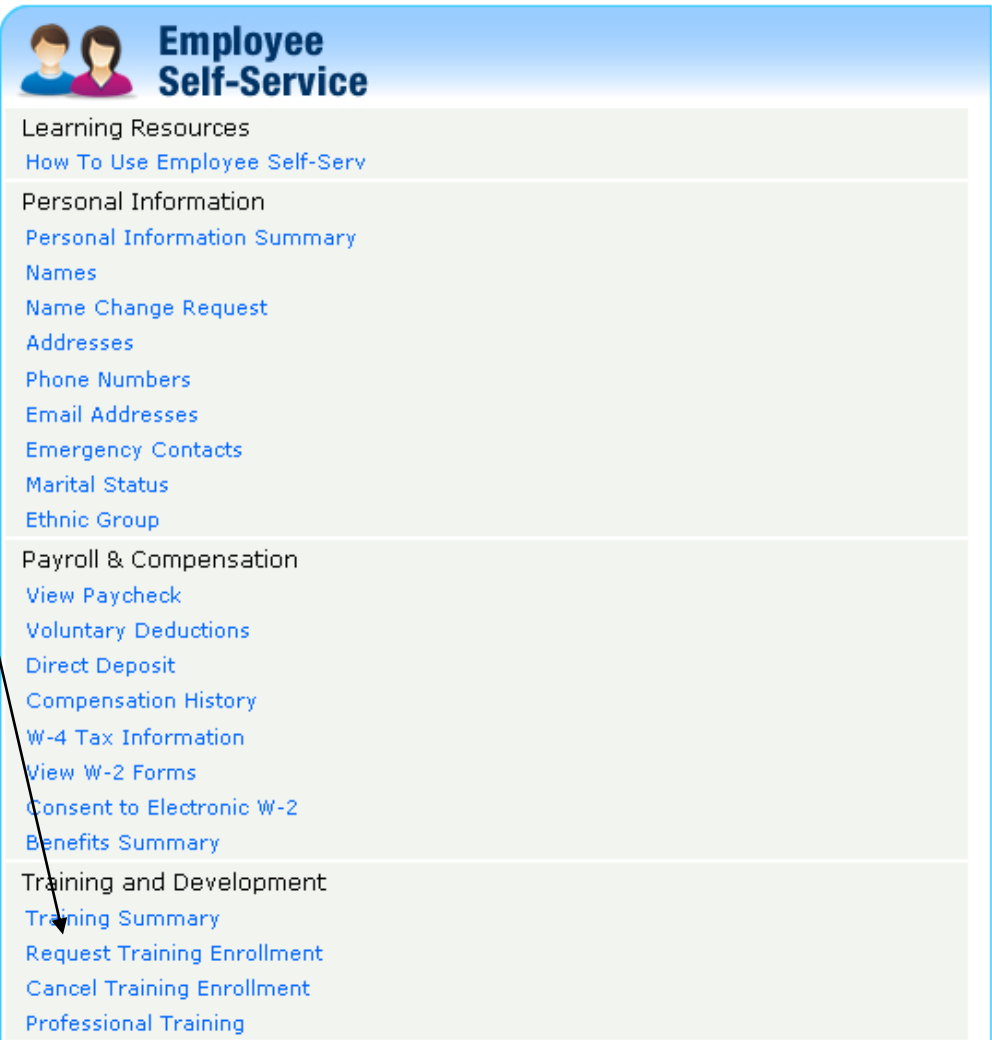
**Sign in to myUNT**

**EUID:**

**Password:**

Forgot your [EUID](#) or [password](#)?

- Navigate to the Human Resources Tab
- Locate the Employee Self Service pagelet
- Click on Request Training Enrollment



The screenshot shows the 'Employee Self-Service' pagelet. At the top left, there is an icon of two people and the text 'Employee Self-Service'. Below this, the pagelet is organized into several sections:

- Learning Resources**
  - [How To Use Employee Self-Serv](#)
- Personal Information**
  - [Personal Information Summary](#)
  - [Names](#)
  - [Name Change Request](#)
  - [Addresses](#)
  - [Phone Numbers](#)
  - [Email Addresses](#)
  - [Emergency Contacts](#)
  - [Marital Status](#)
  - [Ethnic Group](#)
- Payroll & Compensation**
  - [View Paycheck](#)
  - [Voluntary Deductions](#)
  - [Direct Deposit](#)
  - [Compensation History](#)
  - [W-4 Tax Information](#)
  - [View W-2 Forms](#)
  - [Consent to Electronic W-2](#)
  - [Benefits Summary](#)
- Training and Development**
  - [Training Summary](#)
  - [Request Training Enrollment](#)
  - [Cancel Training Enrollment](#)
  - [Professional Training](#)

A black arrow points from the left side of the page to the 'Request Training Enrollment' link in the Training and Development section.

# Self Service Training Registration

- 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:







[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:

Course Details			
Description		Course Number	
PPS EIS Asset Module		U011AU	<a href="#">View Available Sessions</a>
PPS PCard Approver Online		U011PA	<a href="#">View Available Sessions</a>
PPS PCard Guidelines		U011PC	<a href="#">View Available Sessions</a>
PPS Travel Guidelines		U011TG	<a href="#">View Available Sessions</a>
PPS ePro Approver Online		U011EA	<a href="#">View Available Sessions</a>
PPS ePro Coordinator		U011EC	<a href="#">View Available Sessions</a>

[Return to Request Training Enrollment](#)