

Register for a Class

You can register for classes at the EIS Portal/Employee Self-Service. The system will save your training record and also allow you to enter classes or workshops taken that are not listed in the EIS system. Follow the directions below to register:

Registration

1. Log-in to the [EIS Portal](#) (HSC) or [EIS Portal](#) (UNT)
2. On the left side menu -- scroll down and select "Training & Development"
3. Select "Training Enrollment"
4. Select "Search by Course Number"
5. Type in the Course Number of the class you are interested in
6. Click on "View Available Sessions"
7. Click on the session number you are interested in
8. Click on "Continue"
9. Click on "Submit"
10. Click on "OK"

[See Class Registration Training Module](#)

Tracking Other Professional Development

1. Log-in to the [EIS Portal](#):
2. In the Training and Development section select "Professional Training"
3. Click on the "Add Professional Training Course" button
4. Complete the Professional Training Detail screen and click on the "Save" button