

# Staff Services Online – Manager – HR Course Enrolment

## Introduction

This guide describes how managers can enrol in a Human Resources course on behalf of an employee.

## Procedure

### Search for a course

1. Navigate to **Manager SSO > Learning and Development > Request Training Enrolment**.
2. Click on **Search by Course Name** link to take you to the Course Search page. Similarly, click on Search by Course Number, Search by Location or Search by Date link to search a course based on its number, location or date.

#### Request Training Enrolment

Amy Johnson

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](#)

3. Enter name of the course in **Course Name** field. Or leave blank for a search of all courses.
4. Click **Search**.

#### Request Training Enrolment

#### Course Search

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

Course Name

### Select Course Session

5. Employees can be enrolled in a course only if any upcoming sessions are available.
6. Click on **View Available Sessions** against the course to be enrolled.

Request Training Enrollment  
Course Search

Enter a full or partial course name and select 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 Detail	Course Number	Session Availability
PDR for Staff		PD001	<a href="#">View Available Sessions</a>
PDR for Supervisor - Part 1		PD002	No Sessions Available
PDR for Supervisor - Part 2		PD003	No Sessions Available

[Return to Request Training Enrollment](#)

7. Course session details are displayed. Click on **Session#** to select a session.

Request Training Enrollment  
View Available Sessions

PD001 PDR for Staff

Select a session number in the list below to view session details or to request enrollment in the session.

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
1502	25/11/2015	Rundle Mall Plaza Level 3		3.5	25

8. If you want to place an employee on waitlist in case the selected session is full, tick **If this session is full, place me on the waiting list** box.

Request Training Enrollment  
Session Detail

Amy Johnson

Select the Continue button to submit your training request.

Course PDR for Staff

Session 1502

Start Date 25/11/2015

Duration (Hours) 3.5

Location Rundle Mall Plaza Level 3

Language

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Wednesday	25/11/2015	25/11/2015	9:00AM	12:30PM	Rundle Mall Plaza Level 3

If this session is full, place me on the waiting list.

9. Click **Continue**.

## Select Employee

10. All direct reports are displayed. Tick the **Select** box to add an employee to the training request.
11. Click **Search for an employee** to search a specific employee not displayed in the Direct Reports list.
12. Click **Select All** to add all employees to the training request.
13. Click **Continue**.



## Submit Request

14. View details of the selected course session in **Course Session Details** box.
15. Comments can be added in the **Comments** box if required.
16. Click **Submit**.

### Submit Request

Enter comments (optional) and select Submit button at the bottom of the page to complete your request.

**Course Session Details**

Course PD001 PDR for Staff

Session 1502

Course Start Date 25/11/2015

Start Time 9:00AM End Time 12:30PM

Duration (Hours) 3.5

Location Rundle Mall Plaza Level 3

Language

**Amy Johnson**

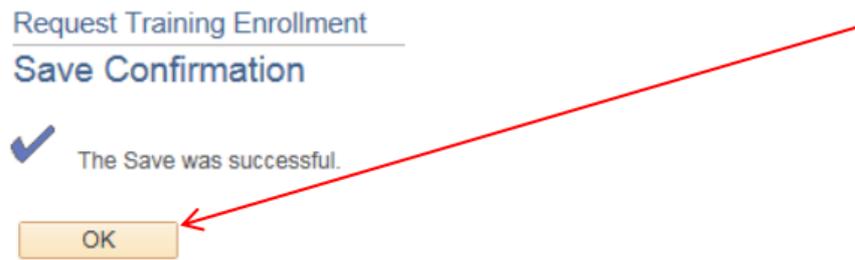
Employee ID 11: [input type="text"]

Comments [input type="text"/>

**Submit**

17. **Save Confirmation** is displayed and employee(s) is enrolled in the course session.

18. Click **OK**.



19. The employee can see the enrolment in their own **Employee SSO > Learning and Development > Training Summary**.