


## Summer 2009 Training Schedule Available and Change in Registration Process

The *Summer 2009 Schedule of Training Classes* is now available online. Classes are free of charge and available to all FSU employees. Visit the Training & Organizational Development (TOD) webpage at <http://hr.fsu.edu/train> for information.

### **Please note that the training registration process has changed.**

To register, log in to \_\_\_\_\_ and navigate to: *Human Resources 9.0 > Self Service > Learning and Development > Request Training Enrollment > Search by Date* (this option will provide a list of all future courses with available sessions) *> View available sessions > Choose a session number > Follow the prompts to submit your request.* To view the course description, click on the  icon.

Online tutorials, training guides and quick references are available at <http://omni.training.fsu.edu/Employee-Self-Service/Training-Registration> for the following topics:

- Self Service Request Training Enrollment
- View Training Summary (Enrollment and Transcript Information)
- Manager Self Service Request Training Enrollment for Direct Reports
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For questions or assistance, please contact Pat Mullins or Sandra Dixon in TOD at 850.644.8724. We will be glad to assist you.