

# KSU Training Enrollment

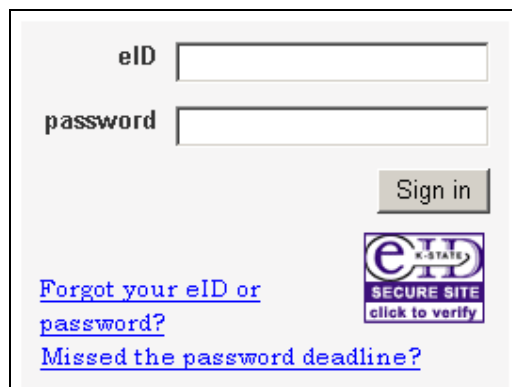
If applicable, please secure supervisor's permission before enrolling.

## Employee Self Service/HRIS

KSU Training Enrollment allows employees to enroll on-line in KSU training opportunities coordinated by the Division of Human Resources, Employee Relations and Training and Hale Library.



- 1) Open browser . . . Internet Explorer
- 2) Go to . . . <http://www.as.ksu.edu/HRIS/>
- 3) Enter your K-State eID and password. Select "Sign In."

The image shows a login form for the KSU HRIS system. It features two input fields: 'eID' and 'password'. Below the fields is a 'Sign in' button. There are also two links: 'Forgot your eID or password?' and 'Missed the password deadline?'. A 'SECURE SITE' badge is visible in the bottom right corner of the form area.

### Important:

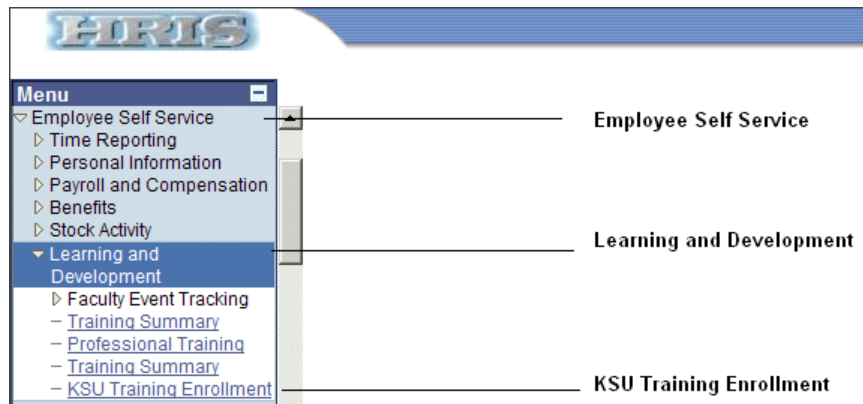
After viewing/enrolling in training session(s), select "Sign Out" before closing browser . . . Internet Explorer.



# KSU Training Enrollment

- 4) Access KSU Training Enrollment page and search for training opportunities.

Employee Self-Service >  
Learning and Development >  
KSU Training Enrollment



After accessing "KSU Training Enrollment" -- search options will appear.


Search by Course Name, Course Number, Location or Date by clicking on appropriate link. See following pages for details.


### Request Training Enrollment


Lname,Fname M


**Employee ID:** W0000044070

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](#)

Go to: [Training Summary](#)

# KSU Training Enrollment

**Search by Course Name:** Leave the course name blank to receive a list of all available courses or enter a key word or abbreviation for specific courses. Examples: **FIS, HRIS, Performance, Student, Summer Transactions, etc.**

<b>Request Training Enrollment</b>	
<b>Course Search</b>	
Enter a full or partial course name and select the Search button to get a list of matching courses (ie. FIS, HRIS, Performance Review, etc.). Leave the course name blank to get a list of all courses.	
Course Name:	<input type="text"/> <input type="button" value="Search"/>

**Search by Course Number:** Leave the course number blank to receive a list of all available courses or enter a code or prefix for the department or unit offering the course. Examples: **WCT - Controllers Office; WHR - Division of Human Resources; WLB - Hale Library; WTD - Employee Relations and Training**

<b>Request Training Enrollment</b>	
<b>Course Search</b>	
Enter a full or partial course number and select the Search button to get a list of matching courses (i.e., WCT - Controllers Office, WHR - Human Resources, WLB - Hale Library, WTD - Training and Development, etc.). Leave the course number blank to get a list of all courses.	
Course Number:	<input type="text"/> <input type="button" value="Search"/>

**Search by Location:** Leave the course location blank for a list of all available courses or enter a location to receive a list of specific courses. Examples: **K-State Student Union, Edwards Hall or Hale Library**

<b>Request Training Enrollment</b>	
<b>Course Search</b>	
Enter a full or partial location name and click the Search button to get a list of matching training locations. Leave the location blank to get a list of all locations.	
Location:	<input type="text"/> <input type="button" value="Search"/>

# KSU Training Enrollment

**Search by Date:** Leave the dates blank to get a list of all available courses or enter "from" and "through" dates. Examples: From: **05/01/07**  
Through: **12/31/07**


**Request Training Enrollment**  
**Course Search**

Enter a date range and click the Search button to get a list of courses offered within that range. Leave the date fields blank to get a list of all available courses.





From:   Through:

Example: MMDD/YYYY Example: MMDD/YYYY

After searching, a list of available courses will appear. Information buttons provide course descriptions and "View Available Session" links provide a list of available sessions.

 **Information Button – used to view course description.**

**View Available Sessions**

Description	Course Number
HRIS 8.8 Information Session	 WHR039 <a href="#">View Available Sessions</a>
Introduction to Supervision	 WTD077 <a href="#">View Available Sessions</a>
Performance Review-Class Empl	 WHR050 <a href="#">View Available Sessions</a>
Supervising Students	 WTD005 <a href="#">View Available Sessions</a>

After selecting "View Available Sessions" link . . . the following session information will appear. Click the session number to view session details.

**Request Training Enrollment**  
**View Available Sessions**

WHR039 HRIS 8.8 Information Session

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

12/12/06				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
<a href="#">0022</a>	202 Fairchild Hall - CNS	2.0	50	0

# KSU Training Enrollment

5) Session details will appear. Click on "Continue" to begin enrollment process.

**Request Training Enrollment**  
**Session Detail**

Lname,Fname M  
**Employee ID:** W0000012129

Click Continue to submit your training request.

**Course:** WHR039 HRIS 8.8 Information Session  
**Session:** 0022  
**Location:** 202 Fairchild Hall - CNS  
**Start Date:** 12/12/2006  
**Duration (Hours):** 2.0  
**Language:**  
**Prerequisites:** None

Session Schedule		
Date	Start Time	End Time
Tuesday 12/12/2006	8:30AM	11:30AM

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

**Continue**

6) To submit enrollment request, click on the "submit" button.

**Comment:** (Optional) Enter comments, if applicable.

**Note:** Comments entered will appear within e-mail registration confirmation sent to you, your supervisor, department personnel specialist and Employee Relations and Training staff.

**Submit Request**

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

**Course:** WHR039 HRIS 8.8 Information Session  
**Session:** 0022  
**Location:** 202 Fairchild Hall - CNS **Facility:** 202F  
**Course Start Date:** 12/12/2006 **Start Time:** 8:30AM  
**Duration (Hours):** 2.0

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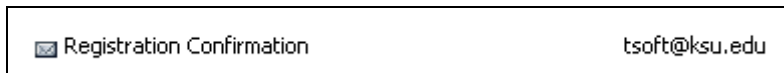
**EmpID:** W0000012129

**Comment:**

**Submit**

## KSU Training Enrollment

After clicking on "Submit," a Registration Confirmation will be sent to you, your supervisor and your department personnel specialist via e-mail from [tsoft@ksu.edu](mailto:tsoft@ksu.edu).




If you have questions regarding your enrollment status, please contact Employee Relations and Training at [training@ksu.edu](mailto:training@ksu.edu). Please include your name, employee ID, course title, course code, and course session number.

### 7) Sign Out of HRIS ... Employee Self Service.

**Important:**

After viewing/updating training information, select "Sign Out" before closing browser . . . Internet Explorer.

A rectangular button with a blue gradient background. On the left side of the button is a circular icon containing a white right-pointing arrow. To the right of the icon, the text "Sign Out" is written in white.

**Thank you for using Employee Self Service!**