

KSU Training Enrollment

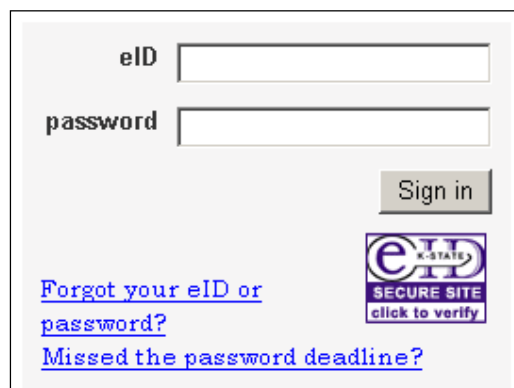
If applicable, please secure supervisor's permission before enrolling.

Employee Self Service/HRIS

KSU Training Enrollment allows employees to enroll on-line in KSU training opportunities coordinated by the Division of Human Resources, 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 "password" field is a "Sign in" button. To the left of the "Sign in" button are two blue hyperlinks: "Forgot your eID or password?" and "Missed the password deadline?". To the right of the "Sign in" button is a "SECURE SITE" logo with the text "click to verify" below it.

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.

[Employee Self-Service](#) >
[Learning and Development](#) >
[KSU Training Enrollment](#)

A list of training opportunities will appear. Select the **“View Available Sessions”** link **or enter a full or partial course name in the search box** for a list of matching courses. (i.e., FIS, HRIS, Performance Review, etc.).

Request Training Enrollment
Course Search

Leave the course name blank or 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.).

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

Course Name: Search

Description	Course Number	
Americans w/ Disabilities Act	WTD076	View Available Sessions
Classified New Employee Orient	CNEO	View Available Sessions
Hazardous Waste Awareness Trng	WTD080	View Available Sessions
Introduction to Supervision	WTD077	View Available Sessions
Performance Management Process	WHR090	View Available Sessions
Preventing Sexual Harassment	WTD013	View Available Sessions
Respectful Work Relationships	WTD125	View Available Sessions
Unclass New Employee Orient	UNEO	View Available Sessions

After selecting “View Available Sessions” link or entering desired course name in the edit box, the following session information will appear (i.e., session date, session number, location, start time, duration, open seats and waitlisted). Click the desired session number to view session details.

Request Training Enrollment
View Available Sessions

WTD125 Respectful Work Relationships

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

02/04/2010						
Session	Location	Start Time	Duration (Hours)	Open Seats	Waitlisted	
0003	213 K-State Student Union	9:00AM	2.0	3	0	

05/04/2010						
Session	Location	Start Time	Duration (Hours)	Open Seats	Waitlisted	
0004	213 K-State Student Union	9:00AM	2.0	21	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: W0000003713
Click Continue to submit your training request.

Course: WTD125 Respectful Work Relationships
Session: 0003
Location: 213 K-State Student Union
Start Date: 02/04/2010
Duration (Hours): 2.0
Language:
Prerequisites: None

Session Schedule				
Date	Course	Start Date	Start Time	End Time
Thursday		02/04/2010	9:00AM	11:00AM

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 Training staff.

Submit Request

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

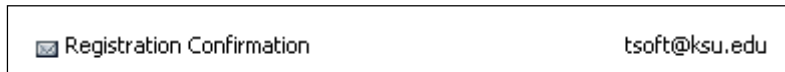
Course: WTD125 Respectful Work Relationships
Session: 0003
Location: 213 K-State Student Union Facility: 213_LUN
Course Start Date: 02/04/2010 Start Time: 9:00AM
Duration (Hours): 2.0

EmplID: W0000003713
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.



If you have questions regarding your enrollment status, please contact Training at training@ksu.edu. Please include your name, employee ID, course title, course code, and course session number.

7) **Sign Out of Employee Self Service/HRIS.**

Important:

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



Thank you for using Employee Self Service!