How to Enroll in a Course on My Human Resources

GO TO:  http://www.uwo.ca/hr
CLICK ON:  “My Human Resources” (upper right corner of page), then (login)

CLICK ON:  “Sign In”
Step 1

**TYPE:** Your User ID and password

**CLICK ON:** Sign in

Tip – **Use this link to find your Western ID and Password.**

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Step 2

**CLICK ON:** “Manage Training Registration”

Click on

“Manage Training Registration”
Step 3

CLICK ON: “Enroll in Internal Training Courses”

Manage Training Registration

Name
Listed below are your completed and enrolled courses.

To update a session, select “Transfer Session” or “Drop Session” on the right.

To enroll in a new course, select “Enroll in Internal Training Courses” below.

Note: you cannot transfer or drop a course after the last enroll/drop date or if there are no available sessions.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Session Number</th>
<th>Course Start Date</th>
<th>Course End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Last Enroll/Drop Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 In Class YY......</td>
<td>0003</td>
<td>2011/10/19</td>
<td>2011/10/19</td>
<td>4:00 PM</td>
<td>6:00 PM</td>
<td>2011/10/19</td>
<td>Enrolled</td>
</tr>
<tr>
<td>2 In Class XZ......</td>
<td>0006</td>
<td>2009/11/23</td>
<td>2009/11/23</td>
<td>2:00 PM</td>
<td>4:00 PM</td>
<td>2009/11/23</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Enroll in Internal Training Courses

Go To:
- myHuman Resources
- Learning and Development
- Professional Training
- Training Summary

Step 4

CLICK ON: “Search by Course Name”

Request Training Enrollment

Name

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:
- myHuman Resources
- Learning and Development
- Training Summary
- Professional Training
- Manage Training Registration
Step 4
Continued

**TYPE:** name of course

**CLICK ON:** Search

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**Request Training Enrollment**

**Course Search**

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

Course Name:

Return to Request Training Enrollment

Type course name, click on Search

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**Tip:**
Leave course name blank to see a full list of courses

Step 5

**CHOOSE:** The course you wish to enroll in

**CLICK ON:** “View Available Sessions”

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**Request Training Enrollment**

**Course Search**

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

Course Name: XXXYY

Return to Request Training Enrollment

Click on “View Available Sessions”

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**Tip:**
Click on to view a detailed course description
Step 6

CHOOSE: The session date you wish to attend
CLICK ON: The “session” to see the session details

Click on a “session”

CLICK ON: Continue  (if you wish to enroll in the session shown)

Tip: to choose a different course, click on “Return to Course Search” and type Course Name
Step 7

CLICK ON: Submit

Submit Training Enrollment Request
Click the Submit button at the bottom of the page to complete your request.

Course: XXXXXYY In Class YY..............
Session: 0001
Location: Great Hall
Course Start Date: 2011/11/30 Start Time 8:00AM End Time 10:00AM
Duration (Hours): 0.0
Language:

Submit

CLICK ON: OK (to complete the enrollment process)

Request Training Enrollment
Save Confirmation

✓ The Save was successful

OK

Click on OK
Step 8

You have successfully enrolled; a confirmation page will display.

CLICK ON:  File / Print
CLICK ON:  Sign Out

Tip: to print the confirmation page, select File / Print from the drop down menu at the top left.

After printing, click on “Sign Out” to exit My Human Resources.