How to Transfer or Drop a Session on my Human Resources

Step 1

LOG ON TO: My Human Resources  www.uwo.ca/hr
CLICK ON: “Manage Training Registration”

Step 2

CHOOSE: The session you wish to transfer or drop
CLICK ON: “Transfer session” or “Drop session”
Step 3: Session Transfer

SESSION TRANSFER: Select a new session from the list provided

CLICK ON: “Transfer session”

Session Transfer

Name

Current Session

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Session Number</th>
<th>Course Start Date</th>
<th>Course End Date</th>
<th>Session Time</th>
<th>End Time</th>
<th>Last Enroll/Drop Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Class YY........</td>
<td>0024</td>
<td>2012/10/17</td>
<td>2012/10/17</td>
<td>1:00 PM</td>
<td>3:00 PM</td>
<td>2012/10/17</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

The Session you have chosen to transfer out of is shown above.

Below is a list of available sessions you may transfer into. Select a session from the list below to transfer to a new session.

Available Sessions

<table>
<thead>
<tr>
<th>Session Number</th>
<th>Course Start Date</th>
<th>Course End Date</th>
<th>Session Time</th>
<th>End Time</th>
<th>Last Date to Enroll</th>
<th>Location</th>
<th>Transfer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 0023</td>
<td>2011/12/19</td>
<td>2011/12/19</td>
<td>1:00 PM</td>
<td>3:00 PM</td>
<td>2011/12/19</td>
<td></td>
<td>Transfer Session</td>
</tr>
</tbody>
</table>

Go To: mHR
Learning and Development
Professional Training

CLICK ON: “Yes” to complete the transfer; or “Cancel” to return to the prior screen

Session Transfer

Confirmation Required

<table>
<thead>
<tr>
<th>Current Session</th>
<th>New Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td>Session Number</td>
</tr>
<tr>
<td>In Class YY........</td>
<td>0024</td>
</tr>
</tbody>
</table>

The Session you have chosen to transfer out of is shown above.

Below is the session you have chosen to transfer into. Please confirm that you wish to proceed with the Transfer.

New Session

<table>
<thead>
<tr>
<th>Session Number</th>
<th>Course Start Date</th>
<th>Course Name</th>
<th>Session Time</th>
<th>End Time</th>
<th>Last Date to Enroll</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0023</td>
<td>2011/12/19</td>
<td>In Class YY........</td>
<td>1:00 PM</td>
<td>3:00 PM</td>
<td>2011/12/19</td>
<td>Great Hall</td>
</tr>
</tbody>
</table>

Select Yes to proceed with the transfer or Cancel to cancel the transaction.

Go To: mHR
Learning and Development

Click on “Yes” or “Cancel”
**Step 3**

**Session Drop**

**SESSION DROP:** Select the course from the list provided

**CLICK ON:** “Drop session”

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**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.

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**Internal Training**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Session Number</th>
<th>Course Start Date</th>
<th>Course End Date</th>
<th>Status</th>
<th>Transfer Session</th>
<th>Drop Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Class YY .......</td>
<td>0024</td>
<td>2012/01/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Class XZ .......</td>
<td>0003</td>
<td>2012/11/12</td>
<td>2012/12/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Class XX .......</td>
<td>0000</td>
<td>2011/11/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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- Human Resources
- Learning and Development
- Professional Training

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**CLICK ON:** “Yes” to confirm dropping the session; or “Cancel” to return to Manage Training Registration

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**Drop Session**

**Confirmation Required**

Please confirm you would like to drop the following session.

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To drop the session: select “Yes”
Select “Cancel” to remain enrolled

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