

Employee Self-Service Training

Searching and Registering for Training

Overview:

Understanding the OMNI Employee Self-Service Training Registration Process

To maximize convenience and accessibility of training for our employees, The Office of Training & Organizational Development offers learning opportunities in classroom, online, and orientation formats. Supervisory approval is required if employees attend a class during their regular work hours, which is then considered time worked. Classes are free of charge to all FSU employees.

You may wish to explore our [Schedule of Training Classes](#) to learn more about our programs, read course descriptions, and view schedule information before logging in to OMNI Self-Service to register.

Procedure

Scenario:

In this topic, you will learn the steps to search and register for a training course.

Key Information:

[Current Schedule of Training Classes](#)

The screenshot displays the OMNI web portal interface. At the top, the header includes the OMNI logo, the text 'ONLINE MANAGEMENT OF NETWORKED INFORMATION', and 'FLORIDA STATE UNIVERSITY'. Below the header, there are several main sections:

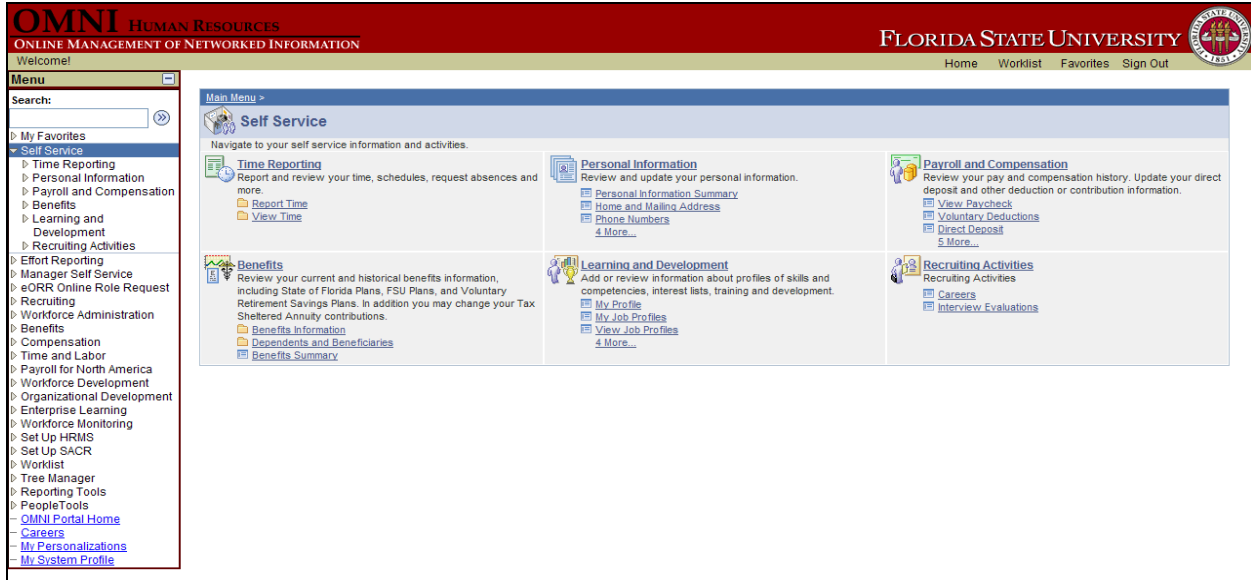
- Employee Central:** A large panel on the left containing links for 'Financials', 'HR / Payroll', and 'Resources and Applications'.
- e-ORR - Online Role Requests:** A panel below Employee Central with 'Actions' and 'Job Aids' for submitting and approving role requests.
- OMNI FINANCIALS 9.0:** A panel on the right with a link to 'Access OMNI Financials 9.0'.
- OMNI HR 9.0:** A panel on the right with a link to 'Access OMNI Human Resources 9.0'.
- FSU Budget Crisis Committee:** A panel on the right.
- OMNI e-Market:** A panel on the right.
- OBI Reporting:** A panel on the right with a link to 'OBI Reporting'.
- FSU Help Desk:** A panel on the right.
- Business Objects XI:** A panel on the right with a link to 'Business Objects XI'.

The top right corner of the page features a 'Sign out' link and a 'Personalize' menu with options for 'Content' and 'Layout'.

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Step	Action
1.	Click the Human Resources 9.0 link. Human Resources 9.0
2.	Click the Self Service link. Self Service




Step	Action
3.	Click the Learning and Development link. Learning and Development
4.	Click the Request Training Enrollment link. Request Training Enrollment



Step	Action
5.	<p>NOTE: You may search for training courses by any of these search methods.</p> <p>However, Search by Date provides a comprehensive listing of available sessions as of the current date.</p>
6.	<p>Select the desired Search by link.</p> <p>Search by</p>

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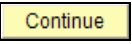
Step	Action
7.	Click the Search button. 
8.	Click the View Available Sessions link for the desired course. View Available Sessions

Step	Action
9.	All available sessions for this course will appear. Select the session number link for the desired course session.

The screenshot shows the OMNI HUMAN RESOURCES ONLINE MANAGEMENT OF NETWORKED INFORMATION interface. The page title is "Request Training Enrollment Session Detail". Below the title, there is a message: "Click Continue to submit your training request." The course details are as follows:

- Course: LSSHS1 Sexual Harassment Need to Know
- Session: 0001
- Location: Training Center
- Start Date: 07/14/2009
- Duration (Hours): 2.0
- Language:
- Prerequisites: Prerequisite Courses (None)

At the bottom of the form, there is a yellow "Continue" button and a blue link "Return to Course Search".

Step	Action
10.	Click the Continue button to submit your training request. 

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OMNI HUMAN RESOURCES
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Submit Request

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

Course: LSSHS1 Sexual Harassment Need to Know
 Session: 0001
 Location: Training Center
 Course Start Date: 07/14/2009 Start Time 1:30PM End Time 3:30PM
 Duration (Hours): 2.0
 Language:

Sandra Dixon

EmpID: 000016389

For assistance or an accommodation due to a disability, please contact the Office of Training & Organizational Development by completing the comment section below or by calling 850-644-8724. If possible, please request accommodations at least 5 working days before the training. Hearing or speech impaired individuals may contact TOD through the Florida Relay Service at 1-800-955-8770 (voice) or 1-800-955-8771 (TDD).

Comment:

[Return to View Available Sessions](#)

Step	Action
11.	Click the Submit button to complete your training request. <input type="button" value="Submit"/>


OMNI HUMAN RESOURCES
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Request Training Enrollment

Save Confirmation

The Save was successful.

Step	Action
12.	Click the OK button. 
13.	From the Confirmation page, you can review your Training Summary or Request Training Enrollment using the links at the bottom of the page.



Step	Action
14.	Congratulations! You have completed the topic. To cancel enrollment in a session, contact The Office of Training & Organizational Development at 644-8724. End of Procedure.