

Self Service Training Registration

- Go to my.unt.edu
- Sign in with your euid and password

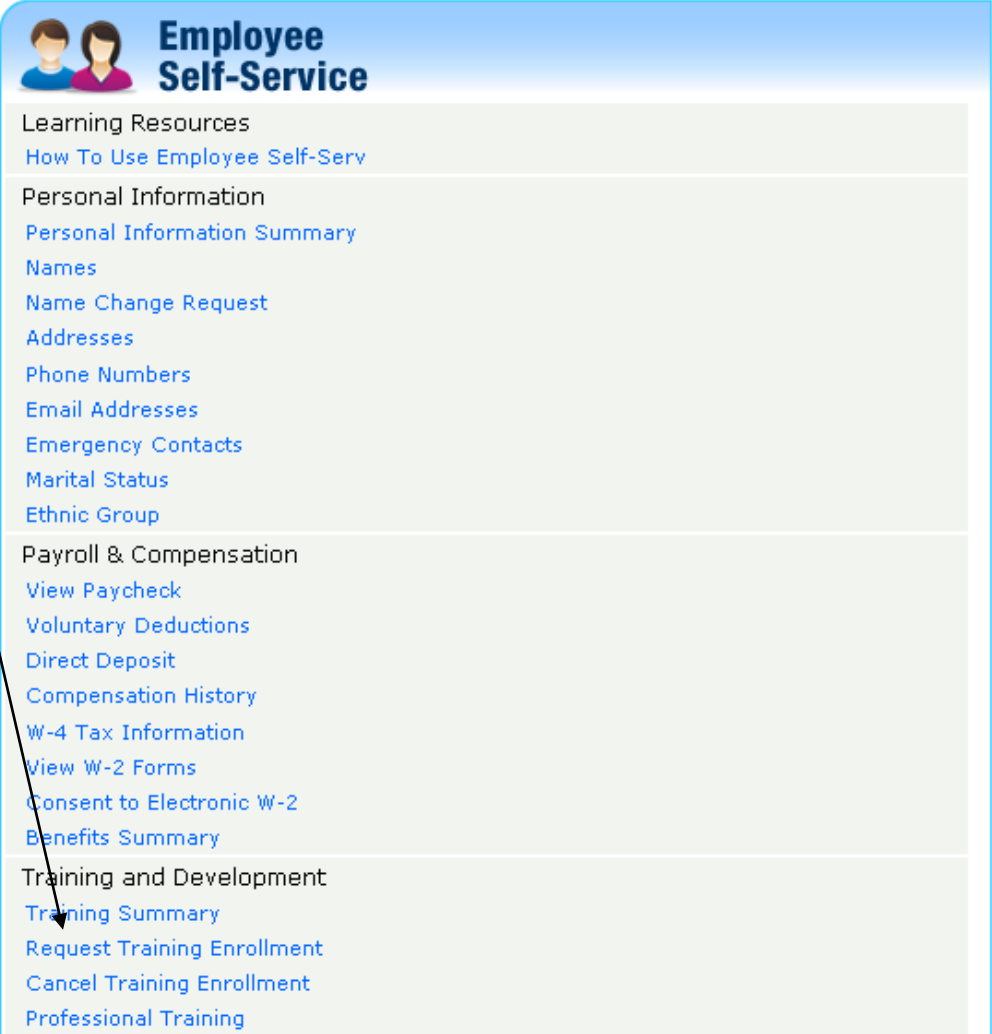
Sign in to myUNT

EUID:

Password:

Forgot your [EUID](#) or [password](#)?

- Navigate to the Human Resources Tab
- Locate the Employee Self Service pagelet
- Click on Request Training Enrollment



The screenshot shows the 'Employee Self-Service' pagelet with a blue header and a list of menu items. A black line points from the 'Request Training Enrollment' link to the 'Request Training Enrollment' link in the list.

Employee Self-Service

- Learning Resources
 - [How To Use Employee Self-Serv](#)
- Personal Information
 - [Personal Information Summary](#)
 - [Names](#)
 - [Name Change Request](#)
 - [Addresses](#)
 - [Phone Numbers](#)
 - [Email Addresses](#)
 - [Emergency Contacts](#)
 - [Marital Status](#)
 - [Ethnic Group](#)
- Payroll & Compensation
 - [View Paycheck](#)
 - [Voluntary Deductions](#)
 - [Direct Deposit](#)
 - [Compensation History](#)
 - [W-4 Tax Information](#)
 - [View W-2 Forms](#)
 - [Consent to Electronic W-2](#)
 - [Benefits Summary](#)
- Training and Development
 - [Training Summary](#)
 - [Request Training Enrollment](#)
 - [Cancel Training Enrollment](#)
 - [Professional Training](#)

Self Service Training Registration

- Click Search by Course Name

Request Training Enrollment

Sims,Renee Florence

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](#)

- Enter PPS in the Course Name Field and click

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](#)







Search

- The list of available PPS courses will display
- Click on View Available Sessions for individual session information and to enroll.

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:

Course Details			
Description		Course Number	
PPS EIS Asset Module		U011AU	View Available Sessions
PPS PCard Approver Online		U011PA	View Available Sessions
PPS PCard Guidelines		U011PC	View Available Sessions
PPS Travel Guidelines		U011TG	View Available Sessions
PPS ePro Approver Online		U011EA	View Available Sessions
PPS ePro Coordinator		U011EC	View Available Sessions

[Return to Request Training Enrollment](#)