University of South Florida

How to Request Training Enrollments

Goal: To demonstrate how to request training enrollments on line through GEMS Self Service.

Click “Employee Self Service”

Click “Training and Development”

Click “Request Training Enrollment”
After a few seconds the Request Training Enrollment page appears. The page provides a variety of methods to search for a course session. Course Numbers are displayed on the GEMS Training Schedule (http://www.usf.edu/hris/training/gems_training_schedule). Choose Search by Course Number.

Enter the Course Number and click the Search button.
Click the information button to view the course detail or click to View Available Sessions.

When you click the information button the Course Detail will appear.
When you click View Available Sessions the sessions are listed by date. Click the desired Session number.

![Session Details](image)

The Session Detail page appears, click the Continue button.

![Session Details](image)
The Submit Request page appears, click the Submit button.

Note: The Comment box is not functional at this time.

The Save Confirmation appears. Click the OK button to review.
The Submit Request - Confirmation is displayed.

Submit Request - Confirmation

Your request was submitted.

Course: 89M105 Module 1, Orient & Navigation
Session: 1125
Location: Main Campus - Tampa
Course Start Date: 10/26/2005
Duration (Hours): 3.0
Language: 

Robin Jones
Email ID: 00308014823

Process Detail

<table>
<thead>
<tr>
<th>Name</th>
<th>Role Name</th>
<th>Process Action</th>
<th>Process Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonas, Robin L</td>
<td>Originator</td>
<td>Submit</td>
<td>10/04/2005</td>
</tr>
</tbody>
</table>

Comments

Go To: Employee Home
Training and Development Home
Request Training Enrollment
Training Summary
Professional Training

Click to enroll in another course or
Click to review Training/Enrollment Summary