[Register for Training Courses]

Use the Training and Development link on your My Self Service menu in myUFL to enroll in training courses and view your transcript of courses provided by Training and Organizational Development. Non-employees must contact Training and Organizational Development at 392-4626 or training@ufl.edu

- Go to www.hr.ufl.edu > Training and Development > Registration Information > Register Now
- Log on to myUFL using your GatorLink username and password
- Navigate to My Self Service > Training and Development
- **Training Summary** – Use this link to view all of your training enrollment and training history
- **Request Training Enrollment** – Use this link to enroll in Training and Development courses.
  - Select one search icon to use one of the following four options:
    1. **Search by Course Name**
       - Leave the Course Name field blank, or enter all or part of the course name
       - If you leave the field blank, you will retrieve all courses available
       - If you enter information in the field, your results will be limited to the course names containing the exact information you entered
       - Press “Search”
       - Then, View Available Sessions
       - Select the Session
    2. **Search by Course Number**
       - Leave the Course Number field blank, or enter all or part of the course name
       - If you leave the field blank, you will retrieve all courses available
       - If you enter information in the field, your results will be limited to the course numbers containing the exact information you entered
       - Press “Search”
       - Then, View Available Sessions
       - Select the Session
    3. **Search by Location**
       - Leave the Location field blank, or enter all or part of the course name
       - If you leave the field blank, you will retrieve all locations available
       - If you enter information in the field, your results will be limited to the locations containing the exact information you entered
       - Press “Search”
    4. **Search by Date**
       - Enter Date(s)
       - Press “Search”
      - Review the Session Details screen
      - Press “Continue”
      - Review the Submit Request screen
      - Press “Submit”
      - Review the Save Confirmation screen
      - Press “OK”
      - A Submission email is automatically generated

**Common Course Number Prefixes**

- BCC – Business Communication
- CCH – Computer Challenge
- GET – General Training
- MGR – Manager Speaks Series
- PMA – Project Management
- PST – myUFL (PeopleSoft)
- SCS – Supervisory Challenge

**Note:** In order to receive e-mail confirmations and reminders, your UF Business Email must be correct in myUFL. To update your Business Email, navigate to My Account > Modify My UF Business Email

**HELP:** For further assistance, please contact the Help Desk at 392-HELP or helpdesk@ufl.edu