[Register Your Employees for Training]

Use the Training and Development link on your Manager Self Service menu in myUFL to enroll your employees in training courses and view transcripts of courses provided by Training and Organizational Development. To complete this task, you must have the UF_EL_MANAGER security role in myUFL. For non-employees, please contact Training and Organizational Development at 392-4626 or training@ufl.edu.

- Log on to myUFL (http://my.ufl.edu) using your GatorLink username and password
- Navigate to Manager Self Service > Training and Development > Training and Development Home Page
- Training Summary – Use this link to select and employee and view his or her training enrollment and training history
- Request Training Enrollment – Use this link to enroll your employees in Training and Development courses.
  - Select one of the four search 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”
       - Select the Session
       - Confirm the Session Details and click “Continue”
       - Select the employees you want to enroll
       - Do not select more employees than seats available
       - Click “Continue”
       - Confirm the list and click “Submit”
       - Click “OK”
       - The manager will receive a submission email

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

<table>
<thead>
<tr>
<th>Common Course Number Prefixes</th>
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<tbody>
<tr>
<td>BCC – Business Communication</td>
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<tr>
<td>CCH – Computer Challenge</td>
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<tr>
<td>GET – General Training</td>
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<tr>
<td>MGR – Manager Speaks Series</td>
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<td>PMA – Project Management</td>
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<tr>
<td>PST – myUFL (PeopleSoft)</td>
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<td>SCS – Supervisory Challenge</td>
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