Process: A mandatory course is one that is a requirement for the position. This QRC will explain how to register for courses that are shown as mandatory courses as part of your training plan.

Role: Anyone

Quick Reference Card - Training

Registering for Mandatory Courses

Frequency: When Needed

Beginning	
Type your Active Directory User ID in the User ID field. Do not include the ad\ or mc\. Type your password and press Enter.	WEICOME to myUK See blue. Use your link cluse U to Sign On to this portal. User ID Passurent Image: Comparison of the portal. Sign On William Troug I library
Click on the Employee Self Services Tab then click on Training.	myReports Employee Self-Service myUK anciar Aid View of Student Ente formation Training Working T
Select the Mandatory course you want to book (register).	Messages and Notes Mandatory Courses (36) The following courses are mandatory for you. You can display more information about a course, remake a prebooling for one by clicking on the title. Mandatory Courses Course Delivery Method BEX.300 BEx Web Reporting Classroom BEX_305 BEx.Analyzer for Power Users Classroom DFX_30 DFx Web Reporting SI CM Classroom BPS_300 Budget Preparation Classroom
A description of the course is shown along with any prerequisites, follow-up courses, and scheduled classes.	Classroom Training : FI GU 310 GL Account Documents (JVs) : Course Catalog. > IRIG TRAINING > [1 - Finance > FI_GU_310 GL Account Documents (JVs) Business event contents FI GU 310 is intended to give the General User a solid understanding of creating and parking general ledger account documents (JVs). The following topics will be covered through demonstrations and hands on proctice. Course Learning Objectives: * Understand the GL document garking process * Create parked CL documents (JVs) * Create parked CL documents (JVs) * Know how to display parked/posted documents * View and change an FI document Notes Target Audience. Financial end-users
Select the class you want by clicking either on the date or "To Registration".	Course Dates Course dates for the next 90 days: Refrash Course Dates Schedule Location Language Free PL Booking/Status 08/27/2009 Main Campus Lexington English 12 To Registration
You can also select to <i>prebook</i> a class.	If there are no courses scheduled or if the scheduled dates do not suit you, you can prebook

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Quick Reference Card - Training **Registering for Mandatory Courses**



Click OK to confirm the booking (registration).	Windows Internet Epilorer
You will receive a confirmation message that the booking was successful.	Classroom Training : FI_GU_310 GL Account <u>Course Catalog</u> > IRIS TRAINING > FI - Financ Participation was successfully booked.
Feedback Messages	
If there is a <i>soft</i> prerequisite for the course, you will be able to register even though the prerequisite has not been completed.	Book You may book this course. However, the results of the prerequisites check indicate the following: The participant has not participated in the prerequisite courses Book this course
If there is a <i>hard</i> prerequisite for the course, you cannot register until the prerequisite is completed.	Book You cannot book this course currently for the following reasons: The participant has not participated in the prerequisite courses
-	
To Cancel a Booked Class	
To Cancel a Booked Class Click Training Activities in My Learner Account in the left side Navigation panel.	My Learner Account Iraining Activities Course Prebookings Favorites Settings
To Cancel a Booked ClassClick Training Activities in My Learner Account in the left side Navigation panel.In the My Training Activities section click on the class you want to cancel.	My Learner Account • Training Activities • Course Prebookings • Favorites • Settings My training Activities • All (1) Clessroom training (1) Your current training activities in summarized format. Course Delivery Meth + Schedule Location + Lea I GU 310 GL Account Documents (D/s) Classroom Your GR/11/2003 4/ 12:00 Main Campus - Lexington Itelersh Letersh
To Cancel a Booked ClassClick Training Activities in My Learner Account in the left side Navigation panel.In the My Training Activities section click on the class you want to cancel.Scroll down to the bottom of the page 	My Learner Account • Training Activities • Course Prebookings • Favorites • Settings My Insining Activities My Insining Activities My Insining Activities My Insining Activities All (1) Classroom Insining (1) Your current training activities in summarized formot. Course Delivery Meth Schedule Lecation