


# Enrolling in an Assigned PeopleSoft or IT Training Class

This guide covers how CSUF faculty, staff, and student assistants can access assigned ERP/PeopleSoft/CMS/IT courses in the Employee Training Center and enroll in the classes.

There are two ways to access the training: using the direct links that are provided to you in the email from IT Service Desk or logging into the Employee Training Center and viewing your plan.

 It is recommended that you use Google Chrome or Mozilla Firefox with the Employee Training Center for the best user experience.

## I have the email from the Help Desk with a list of my required training classes

View instructions on using direct links provided in the Help Desk incident email

When training is assigned to you, direct links to the enrollment page for the course are provided to you in an email sent from the Help Desk. You may use these direct links to access each course individually.

# 1. Click on the hyperlink that is next to the class you want to take in the email you received from the IT Service Desk.

Helpdesk <helpdesk@fullerton.edu>
1

Incident INC607494 opened on your behalf about You have required PeopleSoft Human Resources training to complete

To Arthur-Carmichael, Lori

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PLEASE NOTE: Your Access Request will EXPIRE in 30 days if training is not completed. The expiration date for each course will show under Assigned Learning.

We recently received an HR Access Request Form asking that you be granted access to PeopleSoft. In order to receive your access, you will need to attend the appropriate training. Please register for and complete the following class(es). Instructions on how to register for PeopleSoft/CMS classes can be found here: <http://csuf.screenstepslive.com/s/12867/m/48050/l/690842>

NOTE: You do not need to finish an online class in one sitting. You can start a class and then return to it later; the course will open on the last slide that you viewed.

IMPORTANT NOTICE: Please use Google Chrome and disable your pop-up blocker when accessing training in the Employee Training Center. View our troubleshooting guide for more tips: <http://csuf.screenstepslive.com/s/12867/m/48050/l/688754>

PRE-REQUISITE:

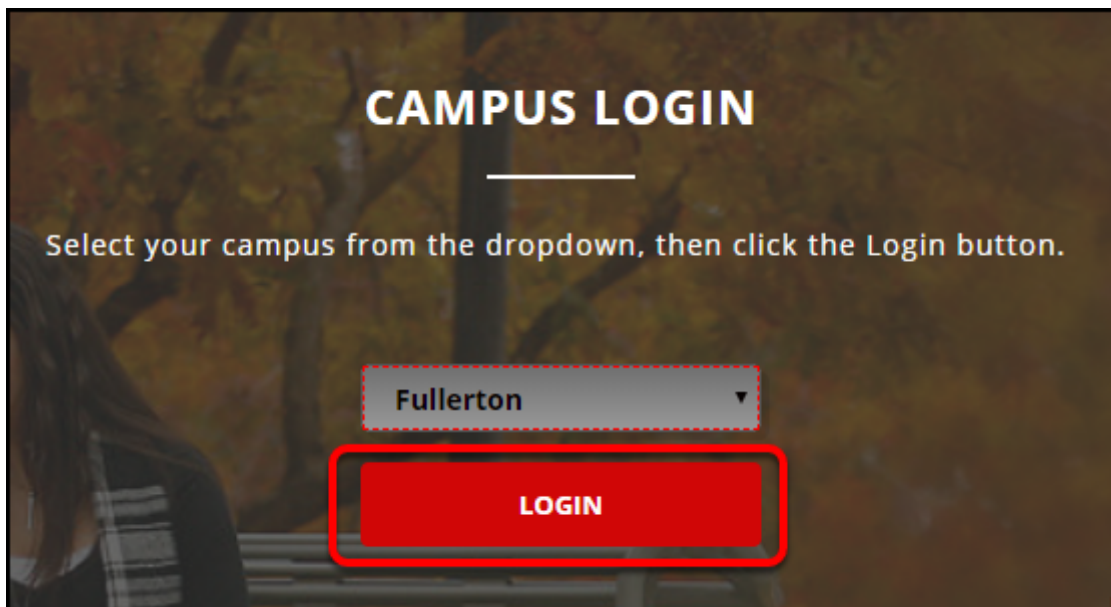
- Data Security and FERPA: [https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS\\_ActDetails.aspx?ActivityId=6473&UserMode=0](https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx?ActivityId=6473&UserMode=0)

2

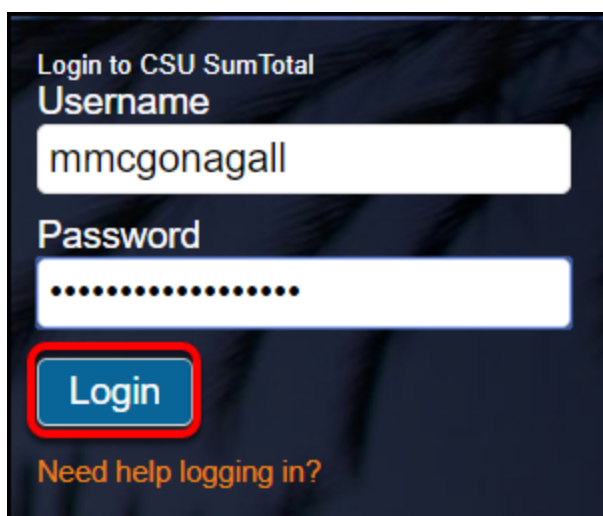
- IT: ERP HR Student Worker Online Course (CSUF\_CMS201A): [https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS\\_ActDetails.aspx?ActivityId=34&UserMode=0](https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx?ActivityId=34&UserMode=0)
- IT: ERP HR Temp Faculty Baseline Online Course (CSUF\_CMS203A): [https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS\\_ActDetails.aspx?ActivityId=36&UserMode=0](https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx?ActivityId=36&UserMode=0)

1. Locate the email from the Help Desk which contains a list of the courses that you are required to take. Typically the subject will include "you have required PeopleSoft training to complete."
2. Click on the hyperlink next to a course to open it.

**2. If prompted, select Fullerton as the campus and click Login.**



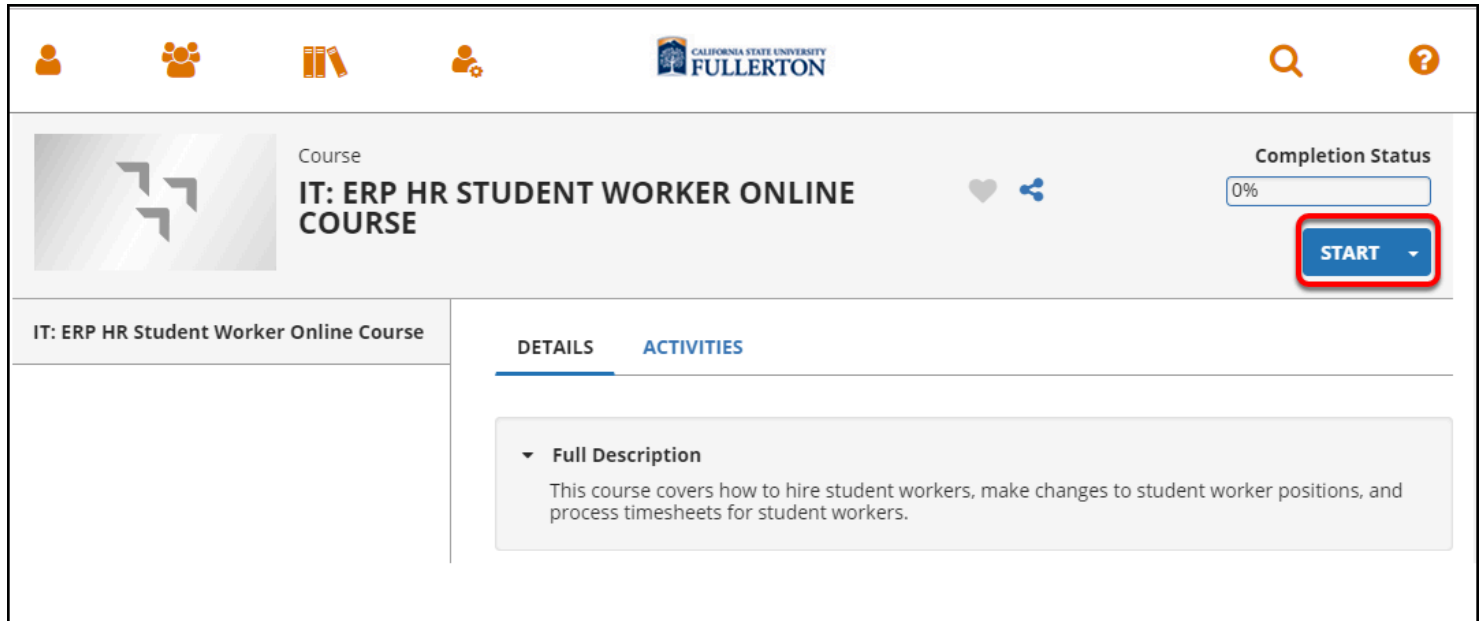
**3. Enter your campus username and password if prompted. Then click Login.**



## Online Classes

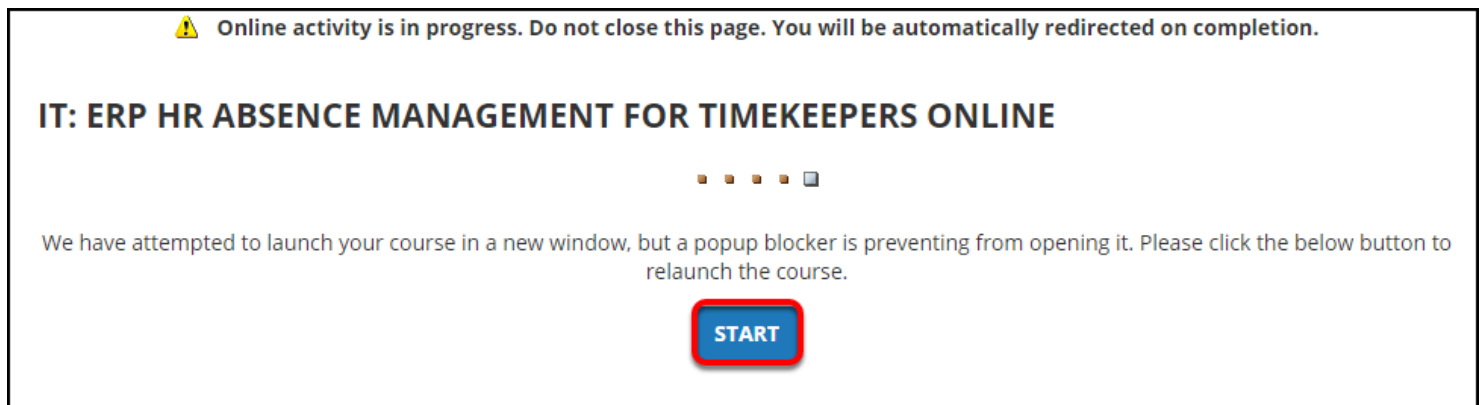
View instructions on watching an online training

**1. Click Start at the top right of the course landing page.**



The screenshot shows the course landing page for "IT: ERP HR STUDENT WORKER ONLINE COURSE". At the top, there is a navigation bar with icons for user, group, books, and settings, followed by the California State University Fullerton logo, a search icon, and a help icon. Below the navigation bar, the course title "IT: ERP HR STUDENT WORKER ONLINE COURSE" is displayed next to a placeholder image. To the right of the title, there is a "Completion Status" section showing "0%" and a "START" button, which is highlighted with a red box. Below the course title, there are tabs for "DETAILS" and "ACTIVITIES". The "DETAILS" tab is selected, and it shows a "Full Description" section with the text: "This course covers how to hire student workers, make changes to student worker positions, and process timesheets for student workers."

**1.1. If you have a pop-up blocker enabled on your web browser, click the Start button again to launch the online class in the same window.**



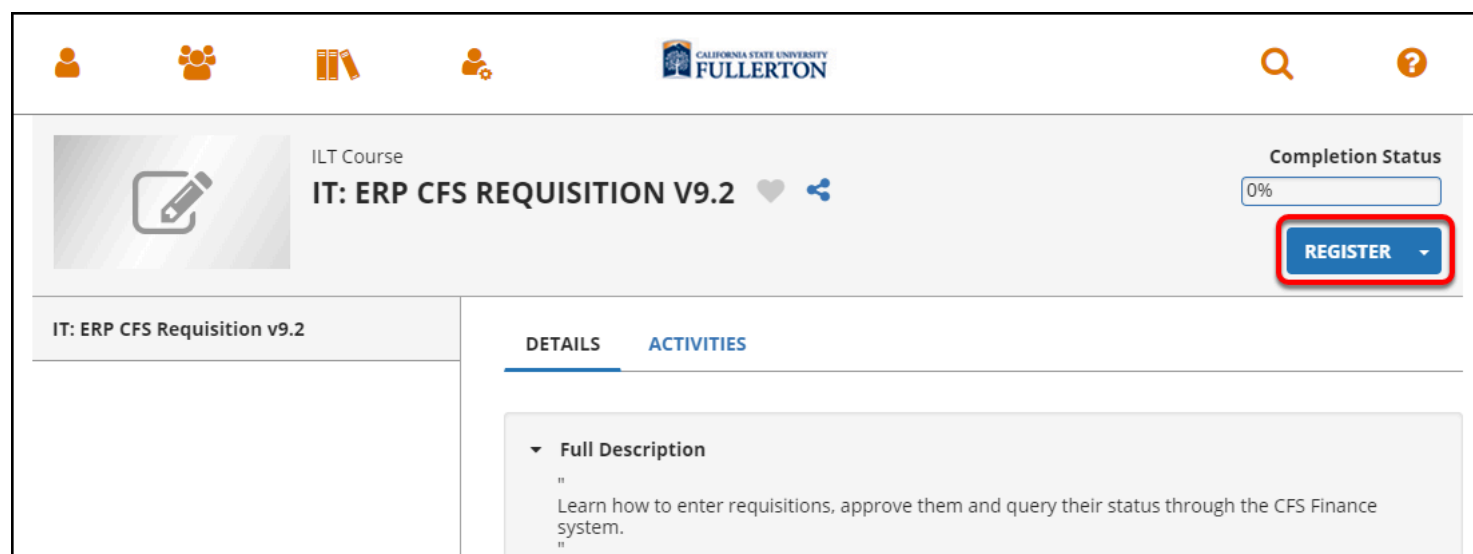
The screenshot shows a message box with a yellow warning icon. The text reads: "Online activity is in progress. Do not close this page. You will be automatically redirected on completion." Below this, the course title "IT: ERP HR ABSENCE MANAGEMENT FOR TIMEKEEPERS ONLINE" is displayed. Underneath the title, there are four small square icons. The message continues: "We have attempted to launch your course in a new window, but a popup blocker is preventing from opening it. Please click the below button to relaunch the course." At the bottom of the message box, there is a "START" button, which is highlighted with a red box.

💡 It is recommended that you [disable your pop-up blocker](#) when using the Employee Training Center.

## In-Person or Live Online Session

View instructions on registering for a scheduled training

**1. Click Register at the top right of the course landing page.**



The screenshot displays the course landing page for "IT: ERP CFS REQUISITION V9.2". The header includes navigation icons for user profile, group, books, and settings, along with the California State University Fullerton logo, a search icon, and a help icon. The course title "IT: ERP CFS REQUISITION V9.2" is prominently displayed, accompanied by a pencil icon and a heart icon. The completion status is shown as "0%". A blue "REGISTER" button with a dropdown arrow is highlighted with a red box. Below the title, there are tabs for "DETAILS" and "ACTIVITIES". The "Full Description" section is expanded, showing the text: "Learn how to enter requisitions, approve them and query their status through the CFS Finance system."

2. Click the radio button next to the session you want to attend. Then click **Submit**.

**IT: ERP CFS Requisition v9.2**

ILT Course

Learn how to enter requisitions, approve them and query their status through the CFS Finance system.

**OFFERINGS**

Filter:  Seat Availability: **AVAILABLE** Location: **ALL**

Date range: Start  End

**Offering of IT: ERP CFS Requisition v9.2**  
REGISTRATION ALLOWED

1 ☐

2/26/2019 9:00 AM PST - 11:00 AM PST

Pollak Library - South - Room 256, Pollak Library - South

Fullerton, California

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**3** **EXPRESS INTEREST** **2** **SUBMIT**

1. Click the radio button next to the session you want to attend.
2. Then click **Submit**.
3. If none of the available sessions work with your schedule, click **Express Interest** to request a new session.

### 3. You're now enrolled in the session!

The screenshot shows the IT Training portal interface. At the top, there's a navigation bar with icons for user profile, groups, books, and a gear icon, followed by the California State University Fullerton logo. A green banner at the top reads: "Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress."

The main content area displays the course details for "IT: ERP CFS REQUISITION V9.2". It includes a "REGISTERED" button, a heart icon, and a share icon. The "Completion Status" is shown as "0%". Below this, there's a tabbed interface with "DETAILS" and "ACTIVITIES" tabs. The "DETAILS" tab is active, showing the course title "IT: ERP CFS Requisition v9.2" and a list of offerings, with the first one being "1. Offering of IT: ERP CFS Requisition v9.2".


Below the course details, there's a section for the "ILT Class" offering, also marked as "REGISTERED". It includes a calendar icon and the date/time "2/26/2019 9:00 AM PST - 11:00 AM PST" with a link to "View in my time zone". At the bottom right, there's a "DONE" button.

### 4. If there are no available sessions, click Express Interest to let IT Training know you are interested in attending a session.

💡 If there are no sessions available, feel free to contact [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu) to inquire about when the next session will be available.

## ACTIVITY REGISTRATION

Registration blocked: See the status of selected activities for more details.



ILT COURSE

IT: ERP CFS Requisition v9.2

ilt\_CSUF\_CMS300 Unlimited

OFFERINGS 1

All Upcoming Offerings

There are no available offerings in this time frame. Use the Offering drop-down to select a different time frame and search for available offerings.

CANCEL

EXPRESS INTEREST

REGISTER

## REGISTRATION SUMMARY

To remove a selected activity from the list, click ✕

1. Check that you are seeing all available sessions by selecting **All Upcoming Offerings** in the Offerings drop-down menu.
2. Click **Express Interest** to let IT Training know you are interested in attending a session.



#### 4.1. Enter a comment with information on your availability or why you are interested in the course. Then click OK.

EXPRESS INTEREST

You can express interest in activities you want to attend but the sessions don't fit your schedule. Use the Comments field to explain why you're expressing interest and include any requests regarding session times or locations.

**ILT Course:** IT: Department IT Coordinator (DITC) Open Lab

**Comments \***

No sessions are available; I would prefer an afternoon session any day of the week.

CANCEL

OK

**4.2. You're done! If you go to your profile, select Learning, and then select Registrations, you will be able to see all of the courses you have marked as "expressed interest."**

**TRAINING SCHEDULE**

This is a list of activities for which you have expressed interest.

Search ...

**CURRENT/UPCOMING** **EXPRESSED INTEREST** PENDING SIGNATURES COMPLETED

WAITING LIST OR PENDING APPROVAL

Export To Excel Print Cancel Interest View Calendar

Activity Name ^	Code ^	Expressed Interest
<input type="checkbox"/> IT: Department IT Coordinator (DITC) Open Lab ILT Course	ilt_CSUF_IT200	1/31/2019

1. Click on the self/profile icon.
2. Click **Learning**.
3. Click **Registrations**.
4. Click **Expressed Interest** to view all classes you have expressed interest in.

## I want to view a list of all of my required training

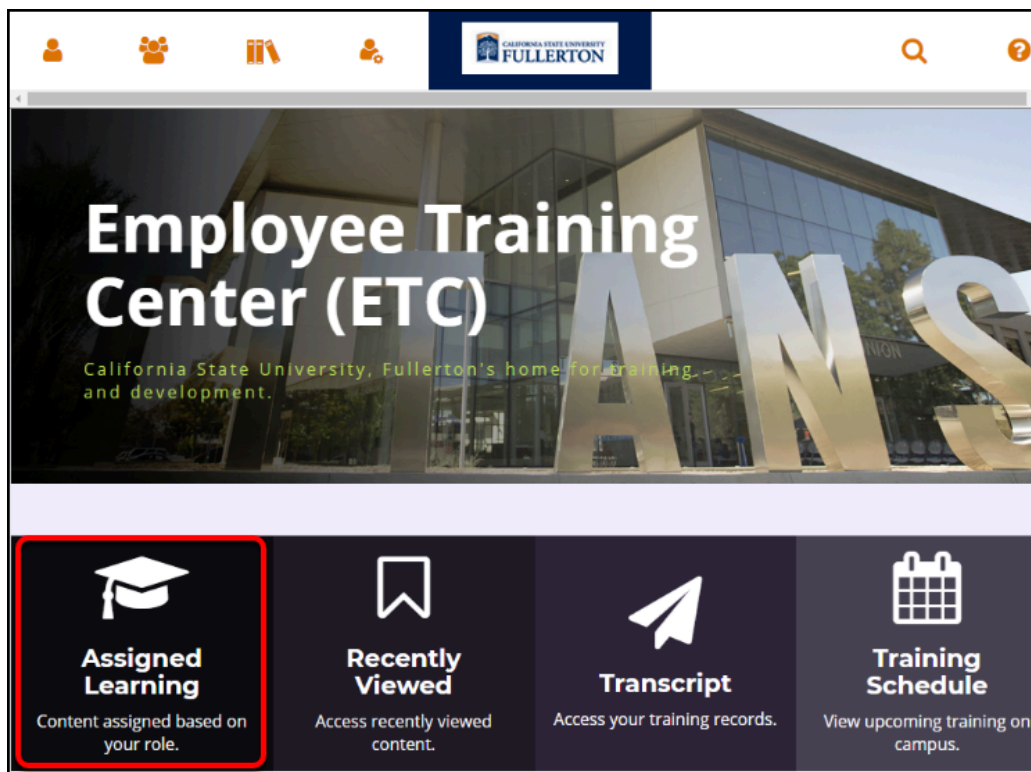
View all of your assigned classes in the Employee Training Center

You may view all of your assigned training courses and enroll in them by logging into the Employee Training Center.

### 1. Log in to the Employee Training Center.

[View instructions on logging into the Employee Training Center.](#)

2. Click on Assigned Learning to view all courses that have been assigned to you.



### 3. All of the courses that you have been assigned will show up.

MY LEA...

2

TRAINING ACTIVITIES

0 CRITICAL

1 ASSIGNED

1 CURRENT

0 UPCOMING

0 REQUIRED CERTIFICATIONS

TIMELINE

ALL TASKS LEARN

ILT COURSE

IT: ERP CFS Requisition V9.2

REQUIRED

Due Date

05/01/2019

Status

Assigned

REGISTER

COURSE

IT: ERP HR Student Worker Online Course

REQUIRED

Status

Assigned

START

Enrolling in an Assigned PeopleSoft or IT Training Class // Downloaded: 12-23-2019 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

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## 2. If you see this message about a pop-up being blocked, click Start to launch the course in the same window.

 Online activity is in progress. Do not close this page. You will be automatically redirected on completion.

### IT: ERP HR STUDENT WORKER ONLINE COURSE



We have attempted to launch your course in a new window, but a popup blocker is preventing from opening it. Please click the below button to relaunch the course.

**START**

To view courses in a new window, you should [disable your pop-up blocker](#) when using the Employee Training Center.

## In-Person or Live Online Session

View instructions on registering for a scheduled training

**1. Click Register next to the in-person class you want to take.**

### TIMELINE

[ALL](#)
[TASKS](#)
[LEARN](#)

ILT COURSE

**IT: ERP CFS Requisition V9.2**

**REQUIRED**

**Due Date**

05/01/2019

**Status**

Assigned

**REGISTER**

2. Click the radio button next to the session you want to attend. Then click **Submit**.

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ILT Course

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**OFFERINGS**

Filter:  **Seat Availability** AVAILABLE **Location** ALL

**Date range**

Start  End

**Offering of IT: ERP CFS Requisition v9.2**  
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2/26/2019 9:00 AM PST - 11:00 AM PST

Pollak Library - South - Room 256,  
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Fullerton, California

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CANCEL EXPRESS INTEREST SUBMIT

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2. Then click **Submit**.
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ILT COURSE

**REGISTRATION BLOCKED**

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ilt\_CSUF\_CMS300 Unlimited

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Activity Name ^	Code ^	Expressed Interest
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1. Click on the self/profile icon.
2. Click **Learning**.
3. Click **Registrations**.
4. Click **Expressed Interest** to view all classes you have expressed interest in.

## Need More Help?

For technical assistance with enrolling in courses, contact the Employee Training Center at [employeetrainingcenter@fullerton.edu](mailto:employeetrainingcenter@fullerton.edu) or 657-278-2064. You can also visit the [Employee Training Center website](#).

For questions about IT/PeopleSoft/CMS courses, contact IT Training at [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu) or 657-278-5647.