


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

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:

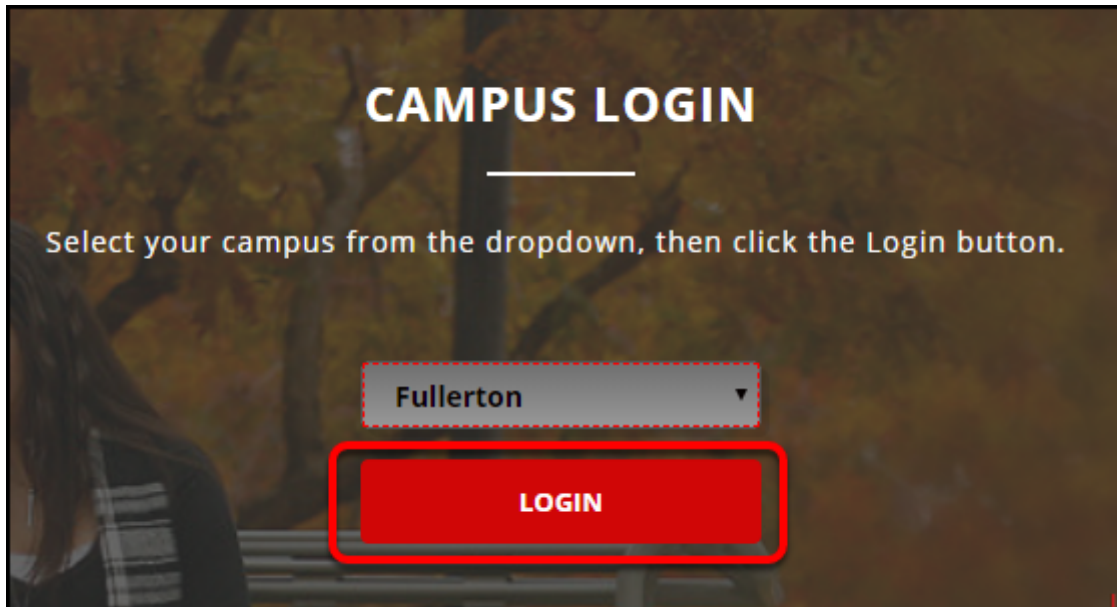
- Data Security and FERPA: https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx?ActivityId=6473&UserMode=0

2

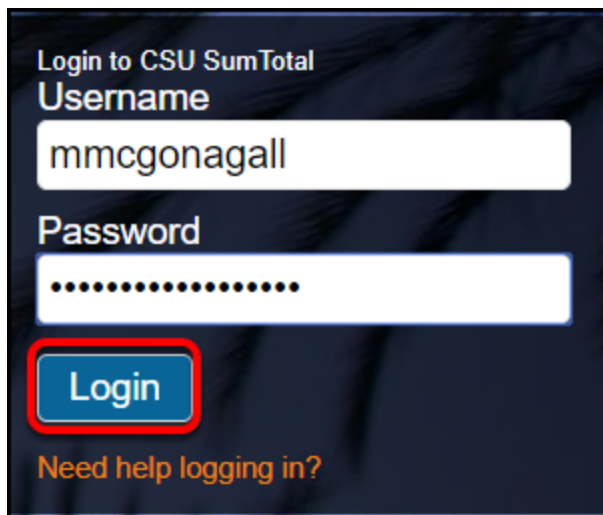
- IT: ERP HR Student Worker Online Course (CSUF_CMS201A): https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx?ActivityId=34&UserMode=0
- IT: ERP HR Temp Faculty Baseline Online Course (CSUF_CMS203A): https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx?ActivityId=36&UserMode=0

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.



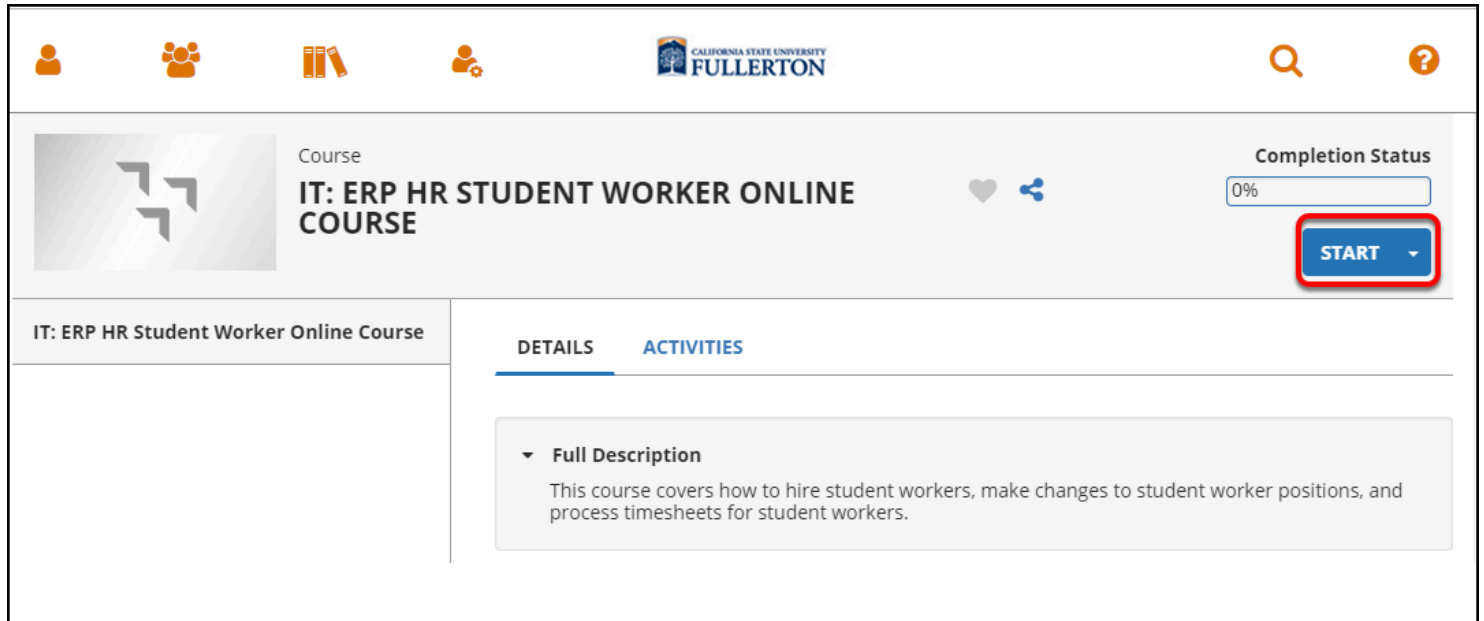
3. Enter your campus username and password if prompted. Then click Login.



Online Classes

View instructions on watching an online training

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



Course

IT: ERP HR STUDENT WORKER ONLINE COURSE

Completion Status

0%

START

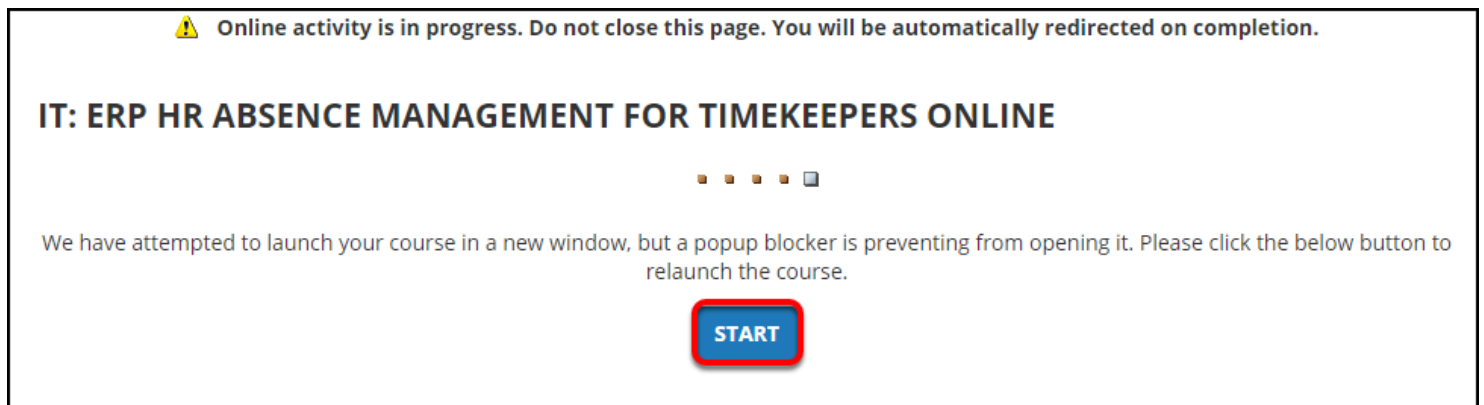
IT: ERP HR Student Worker Online Course

DETAILS **ACTIVITIES**

▼ Full Description

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.



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

IT: ERP HR ABSENCE MANAGEMENT FOR TIMEKEEPERS ONLINE

■ ■ ■ ■ ■

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

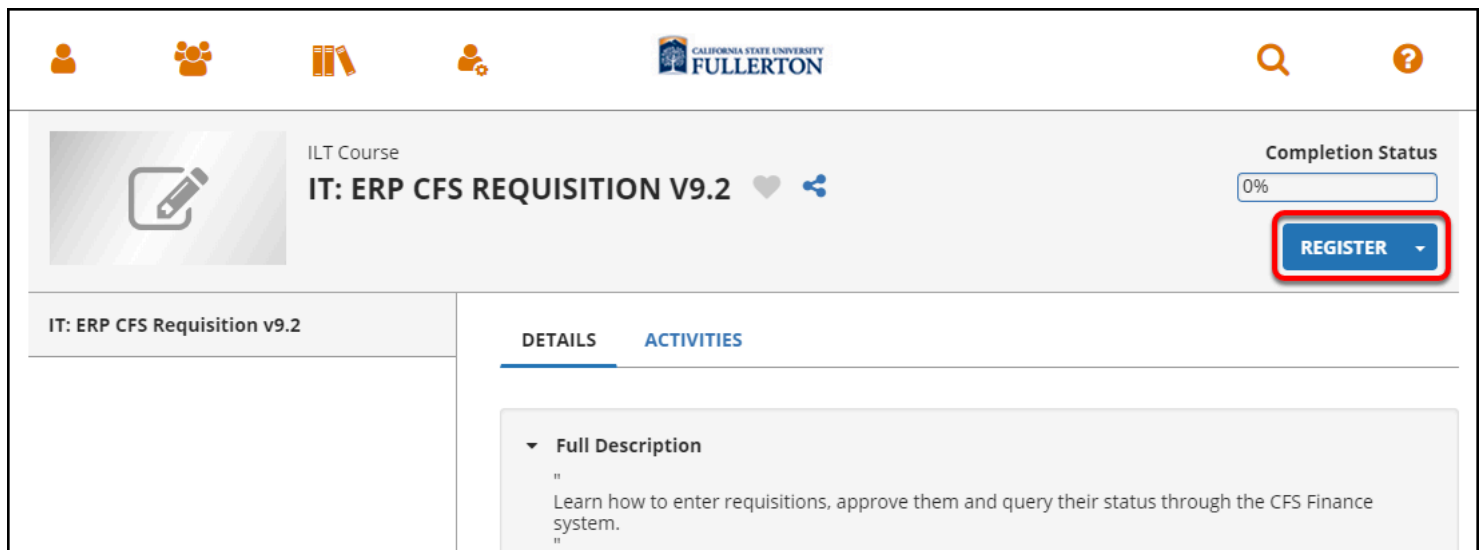


It is recommended that you [disable your pop-up blocker](#) when using the Employee Training Center.

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.



ILT Course

IT: ERP CFS REQUISITION V9.2 ❤️ 🔗

Completion Status: 0%

REGISTER ▼

IT: ERP CFS Requisition v9.2

DETAILS **ACTIVITIES**

▼ Full Description

" 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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CANCEL **EXPRESS INTEREST** **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 displays a user interface for IT training registration. At the top, a green banner reads: "Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress." Below this, the main section is titled "ILT Course" and "IT: ERP CFS REQUISITION V9.2". It shows a "REGISTERED" status with a heart icon and a share icon. A "Completion Status" bar indicates "0%". An "OPTIONS" button is visible. On the left, a sidebar lists "1. Offering of IT: ERP CFS Requisition v9.2". The main content area has tabs for "DETAILS" and "ACTIVITIES". Under "DETAILS", it shows "ILT Class Offering of I..." with a "REGISTERED" status, heart, and share icons, and an "OPTIONS" button. Below this, it specifies the date and time: "2/26/2019 9:00 AM PST - 11:00 AM PST (View in my time zone)". A "DONE" button is at the bottom right.

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 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

REGISTRATION BLOCKED

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

<input type="checkbox"/>	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

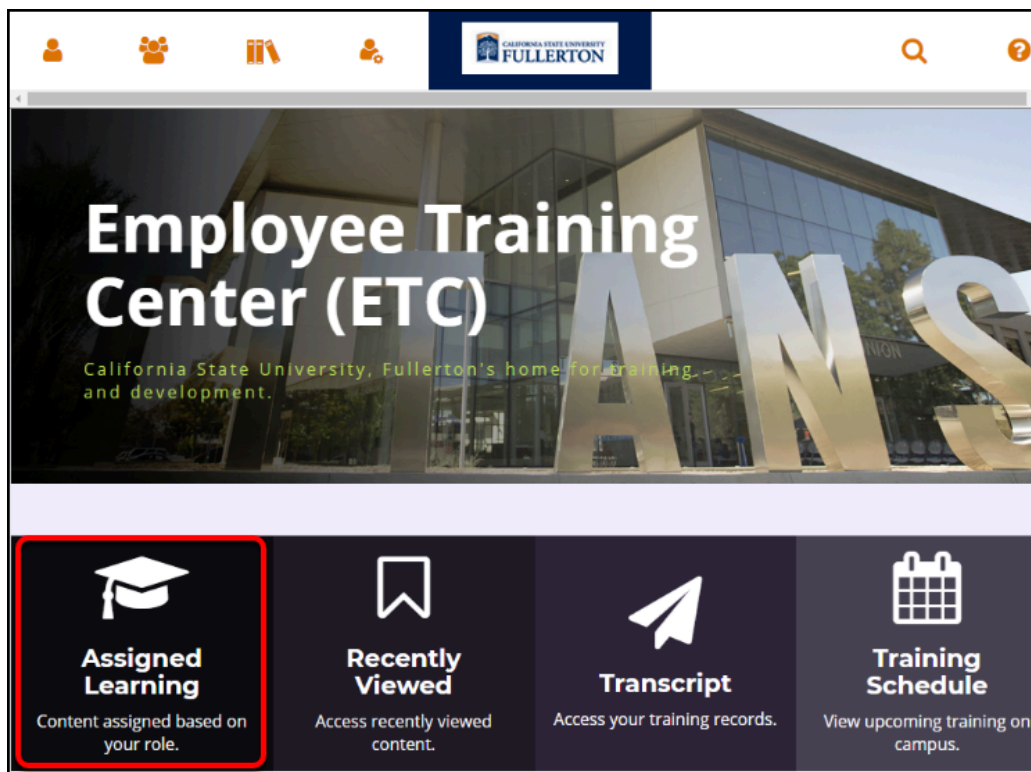
View all of your assigned classes in the Employee Training Center

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.



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**.

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
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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 **CANCEL** **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 is a navigation bar with icons for user profile, group, books, and a gear, followed by the California State University Fullerton logo, a search icon, and a help icon. Below the navigation bar is a green banner with a message: "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 pencil icon, the course title, a "REGISTERED" button, a heart icon, and a share icon. The completion status is shown as "0%". There is an "OPTIONS" button with a dropdown arrow.


Below the course details, there is a table with two columns: "DETAILS" and "ACTIVITIES". The "DETAILS" column lists the course offering: "1. Offering of IT: ERP CFS Requisition v9.2". The "ACTIVITIES" column shows the class details: "ILT Class Offering of I...", a "REGISTERED" button, a heart icon, and a share icon. It also displays the date and time: "2/26/2019 9:00 AM PST - 11:00 AM PST" with a link to "View in my time zone". There is an "OPTIONS" button with a dropdown arrow and a "DONE" button at the bottom right.

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 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 **REGISTRATION BLOCKED**

IT: ERP CFS Requisition v9.2

ilt_CSUF_CMS300 Unlimited

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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."

The screenshot shows the LMS interface for a user named Minerva McGonagall. The left sidebar contains a 'PROFILE DETAILS' menu with 'LEARNING' (2) and 'Registrations' (3) highlighted. The main content area is titled 'TRAINING SCHEDULE' and shows a list of activities for which the user has expressed interest. The 'EXPRESSED INTEREST' tab is selected, and a table lists the activities.

Activity Name ^	Code ^	Expressed Interest
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.

Need More Help?

For technical assistance with enrolling in courses, contact the Employee Training Center at 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 or 657-278-5647.