

## Self Service: Course Registration

Search for Courses.....1  
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 **Navigation:** [Self Service](#)> [Learning and Development](#)> **Request Training Enrollment**

### Search for Courses

- Select a search method.** To request enrollment in a training session, select a search method. (See table on right for the types of search methods available.)

**Request Training Enrollment**  
 Please choose one of the search methods below to find a course session.

[Search by Course Name](#)

[Search by Course Number](#)

[Search by Location](#)



[Search by Date](#)

Use	If you. . .
Search by Course Name	know the full or partial name of a course <b>or</b> to see a complete list of courses available from a category (for example, CWD, BEN, CAD).
Search by Course Number	know the course number or to see a complete list of all the courses available from a category (for example, CWD, BEN, CAD).
Search by Location	want to search for courses held in the Longwood area or Cambridge campus.
Search by Date	want to search for courses offered on a specific day or during a specific time period.



After selecting a search method, the search screen appears. (For this instruction, **Search by Course Name** was chosen.)

**Request Training Enrollment**  
**Course Search**

Click on the magnifying glass to display all training categories. Select a category of training, then click the Search button to get a list of matching courses.

Category:   Sub-Category:  

Course Name:

- Choose a category.** Enter the category name (e.g., CWD) or use the lookup  for a list of categories.  
 You must enter a **Category** value *before* clicking **Search**.

**Look Up \*Category**

Search by:  begins with

[Advanced Lookup](#)

**Search Results**

View 100 First 1-7 of 7 Last

Category Code	Description
<a href="#">BEN</a>	Benefits Seminar Offerings
<a href="#">CAD</a>	Common Alumni Affair Dev Sys
<a href="#">CWD</a>	Cntr for Workplace Development
<a href="#">HBS</a>	HBS Offerings (HBS Staff Only)
<a href="#">HUIT</a>	HU Information Technology
<a href="#">SPA</a>	Sponsored Programs Admin
<a href="#">WLF</a>	Work/Life & Family

Category	Types of Courses Offered
BEN	Retirement, Managing Your Benefits
CAD	ADVANCE Database, Harris Tools, and Ad Hoc Reporting
CWD	Career and Professional Development, Computer, HR Systems, Financial Management
HBS	Harvard Business School offerings only
HUIT	Information Technology offerings
SPA	Sponsored Programs Administration
WLF	Sessions on applying for scholarships and childcare funding

After selecting a category and clicking **Search**, the search result screen appears. (To limit your search results, see the **Refining Your Search** section below.)

**Request Training Enrollment**

**Course Search**

Click on the magnifying glass to display all training categories. Select a category of training. Enter full or partial course name to narrow search results.

\*Category:  Sub-Category:

Course Name:

Course Name	Delivery Method	Course Fee	Course Description	Course Number	Available Sessions	Course Waitlist
10 Laws of Career Reinvention	Book Group	\$25.00		CPD714	No Sessions Available	<a href="#">Add to Course Waitlist</a>
AR Basics (Eureka)	Web-Based (WBT)	\$0.00		WBT210	<a href="#">Launch Course</a>	
ASPIRE & Your Job Search	Instructor Led (ILT)	\$0.00		HRS182	No Sessions Available	<a href="#">Add to Course Waitlist</a>
ASPIRE Searching & Filtering	Instructor Led (ILT)	\$0.00		HRS185	<a href="#">View Available Sessions</a>	
Absence & Time Approving/Adj	Instructor Led (ILT)	\$0.00		HRS110	<a href="#">View Available Sessions</a>	

Click to view the course description.

### Refining Your Search

You can limit your search results by completing additional fields on the search screen.

**Search by Category and Sub-Category**

*Displays a list of all Career and Professional Development (CPD) courses available in the CWD Category.*

**Request Training Enrollment**

**Course Search**

Click on the magnifying glass to display all training categories. Select a category of training. Enter full or partial course name to narrow search results.

\*Category:  Sub-Category:

Course Name:

Course Name	Delivery Method	Course Fee	Course Description	Course Number	Available Sessions	Course Waitlist
Creating Your Best Resume	Instructor Led (ILT)	\$25.00		CPD661	<a href="#">View Available Sessions</a>	
Difficult Conversations	Instructor Led (ILT)	\$50.00		CPD220	<a href="#">View Available Sessions</a>	
Editing & Proofreading	Instructor Led (ILT)	\$75.00		CPD110	<a href="#">View Available Sessions</a>	
Effective e-Writing	Instructor Led (ILT)	\$50.00		CPD105	<a href="#">View Available Sessions</a>	
Emotional Intelligence	Book Group	\$25.00		CPD715	<a href="#">View Available Sessions</a>	

**Search by Category and Course Name**

*Displays only the courses with "Writing" in the course title.*

**Request Training Enrollment**

**Course Search**

Click on the magnifying glass to display all training categories. Select a category of training. Enter full or partial course name to narrow search results.

\*Category:  Sub-Category:

Course Name:

Course Name	Delivery Method	Course Fee	Course Description	Course Number	Available Sessions	Course Waitlist
Effective e-Writing	Instructor Led (ILT)	\$50.00		CPD105	<a href="#">View Available Sessions</a>	
Writing at Work	Instructor Led (ILT)	\$75.00		CPD101	<a href="#">View Available Sessions</a>	

- View Available Sessions.** Click the [View Available Sessions](#) link for a list of sessions available for the course.

4. **Select a Session.** Click the **Session** number. (Refer to the table below for information on some of the key fields on this screen.)

Request Training Enrollment									
View Available Sessions									
CPD105 Effective e-Writing									
Select a session number in the list below to view session details or to request enrollment in the session.									
Session	Course Start Date	Course End Date	Location	Registration Deadline	Duration (Hours)	Open Seats	Waitlisted	Course Fee	Delivery Method
0002	05/15/2012	05/15/2012	124 Mt Auburn Street, 3rd Flr		4.0	3	0	\$50.00	Instructor Led (ILT)

Field	Definition
<b>Registration Deadline</b>	<ul style="list-style-type: none"> <li>Indicates the date by which registrations must be received, if applicable.</li> <li>Some courses require pre-work such as reading or on-line tools that must be completed prior to the course start date.</li> <li>The system prevents registrations after the deadline and displays an error message.</li> </ul>
<b>Open Seats</b>	<ul style="list-style-type: none"> <li>Indicates the number of seats <b>available</b> in the session.</li> </ul>
<b>Waitlisted</b>	<ul style="list-style-type: none"> <li>Indicates the number of people already on the waitlist for the session.                             <ul style="list-style-type: none"> <li>You may see a session that has open seats and also has a number in the waitlisted column. This occurs when a registration is received with a payment method of "Check". The enrollee remains on the waitlist until CWD receives the check.</li> </ul> </li> <li>If a seat becomes available, you will automatically be enrolled and notified by email. If you are unable to attend the session, you can cancel your registration through Self Service.</li> </ul>

- 5. **Review session details.** Review the **Session Schedule** to ensure you have no conflicts. If you cannot attend this session, click **Return to Course Search** or **Return to View Available Sessions** (bottom of screen).

**Request Training Enrollment**  
**Session Detail**

Draper, Sally

Course: Effective e-Writing      Session: 0002

Start Date: 05/15/2012      Duration (Hours): 4.0

Location: 124 Mt Auburn Street, 3rd Flr      Registration Deadline:

**Prerequisite Courses**

None

**Session Schedule**

Day	Session Start Date	Session End Date	Start Time	End Time
Tuesday	05/15/2012	05/15/2012	9:00AM	1:00PM

**PAYMENT INFORMATION**

Course Fee: \$50.00      Late Cancellation Fee: \$75.00

Employee can pay by interdepartmental billing or by check. For interdepartmental billing, please gain approval from your manager to attend this course and provide the appropriate billing code. Contact your local Financial or HR Office for billing information as needed.

**Payment Method**

	Tub	Org	*Object	Fund	Activity	Sub-Activity	Root
<input checked="" type="radio"/> 28 CDB	321	54321	4321	654321	544321	1000	10001

Check

\*\*If you choose to pay by check, you will be waitlisted for the class until payment is received. Please make your check payable to Harvard University and mail c/o Training Coordinator to Center for Workplace Development, 124 Mt. Auburn Street, 3rd floor, Cambridge, MA 02138. If you have any questions please e-mail [training@harvard.edu](mailto:training@harvard.edu).

Select the Continue button to submit your training request.

[Return to Course Search](#)

[Return to View Available Sessions](#)

If paying by interdepartmental billing, please gain approval from your manager and provide the appropriate billing code.

If you choose to pay by check, you will be waitlisted for the class until payment is received. Please make your check payable to Harvard University and mail c/o Training Coordinator to Center for Workplace Development, 124 Mt. Auburn St., 3<sup>rd</sup> Floor, Cambridge, MA 02138. If you have any questions, please email [training@harvard.edu](mailto:training@harvard.edu).

## Training Summary



Navigation: Self Service> Learning and Development> **Training Summary**

The Training Summary page lists all enrolled and completed courses and enables you to cancel a session enrollment.

Training Summary								
Crawley, Edith								
Training								
Course Name	Course Number	Course Session Nbr	Course Start Date	Course End Date	Status	Hours	Course Cost	Fee Paid
<a href="#">Introduction to Social Media</a>	SOC100	0015	06/11/2012	06/11/2012	Enrolled	6.0	\$75.00	\$0.00
<a href="#">Security Principles (Eureka)</a>	WBT201		06/21/2011	06/21/2011	Completed		\$0.00	\$0.00
<a href="#">PCI Awareness (Eureka)</a>	WBT051		03/24/2011	03/24/2011	Completed		\$0.00	\$0.00
<a href="#">Using ASPIRE - Staff Hiring</a>	HRS180	0042	03/11/2011	03/11/2011	Completed	5.0	\$0.00	\$0.00
<a href="#">Introduction to Dreamweaver</a>	CMP610	0034	03/10/2011	03/10/2011	Completed	6.0	\$175.00	\$175.00
<a href="#">QlikView-Analyzing HR Data</a>	HRS201	0003	03/07/2011	03/07/2011	Completed	3.5	\$0.00	\$0.00
<a href="#">PeopleSoft Personnel Actions</a>	HRS140	0016	02/07/2011	02/07/2011	Completed	3.0	\$0.00	\$0.00
<a href="#">Absnc &amp; Time Reporting (WebEx)</a>	WBX100	0008	02/01/2011	02/01/2011	Completed	2.0	\$0.00	\$0.00

The following table defines some of the key Training Summary columns.

Column	Definition														
Status	<p>Six potential statuses will display:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>Enrolled</td> <td>A seat has been reserved in the session.</td> </tr> <tr> <td>Completed</td> <td>Employee attended the session.</td> </tr> <tr> <td>Session Wait</td> <td>Employee is on the waitlist for the session due to no open seats or has chosen to pay by check and the check has not yet been received.</td> </tr> <tr> <td>Incomplete</td> <td>Part of the session was not attended (e.g., only 2 days are attended out of a three day course).</td> </tr> <tr> <td>Late Cancel</td> <td>Enrollment was cancelled less than 3 business days prior to the start of the course.</td> </tr> <tr> <td>No Show</td> <td>Employee did not attend the session.</td> </tr> </tbody> </table>	Status	Definition	Enrolled	A seat has been reserved in the session.	Completed	Employee attended the session.	Session Wait	Employee is on the waitlist for the session due to no open seats or has chosen to pay by check and the check has not yet been received.	Incomplete	Part of the session was not attended (e.g., only 2 days are attended out of a three day course).	Late Cancel	Enrollment was cancelled less than 3 business days prior to the start of the course.	No Show	Employee did not attend the session.
Status	Definition														
Enrolled	A seat has been reserved in the session.														
Completed	Employee attended the session.														
Session Wait	Employee is on the waitlist for the session due to no open seats or has chosen to pay by check and the check has not yet been received.														
Incomplete	Part of the session was not attended (e.g., only 2 days are attended out of a three day course).														
Late Cancel	Enrollment was cancelled less than 3 business days prior to the start of the course.														
No Show	Employee did not attend the session.														
Fee Paid	The Fee Paid column will remain at \$0 until after the session has been completed and the system has been updated with the session attendance. At that time, the course cost or late cancellation/no show fee will appear.														

### Cancel a Course


 **Navigation:** Self Service> Learning and Development> **Training Summary**

1. Select the course you want to cancel by clicking on the course name.

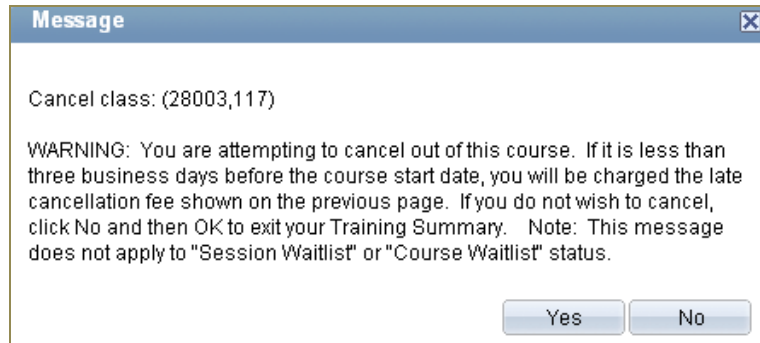
Training Summary								
Crawley, Edith								
Training								
Course Name	Course Number	Course Session Nbr	Course Start Date	Course End Date	Status	Hours	Course Cost	Fee Paid
<a href="#">Introduction to Social Media</a>	SOC100	0015	06/11/2012	06/11/2012	Enrolled	6.0	\$75.00	\$0.00
<a href="#">Security Principles (Eureka)</a>	WBT201		06/21/2011	06/21/2011	Completed		\$0.00	\$0.00
<a href="#">PCI Awareness (Eureka)</a>	WBT051		03/24/2011	03/24/2011	Completed		\$0.00	\$0.00
<a href="#">Using ASPIRE - Staff Hiring</a>	HRS180	0042	03/11/2011	03/11/2011	Completed	5.0	\$0.00	\$0.00
<a href="#">Introduction to Dreamweaver</a>	CMP610	0034	03/10/2011	03/10/2011	Completed	6.0	\$175.00	\$175.00
<a href="#">QlikView-Analyzing HR Data</a>	HRS201	0003	03/07/2011	03/07/2011	Completed	3.5	\$0.00	\$0.00
<a href="#">PeopleSoft Personnel Actions</a>	HRS140	0016	02/07/2011	02/07/2011	Completed	3.0	\$0.00	\$0.00
<a href="#">Absnc &amp; Time Reporting (WebEx)</a>	WBX100	0008	02/01/2011	02/01/2011	Completed	2.0	\$0.00	\$0.00

2. **Click Cancel this training request.** Remember to review the late cancellation policy and fee, if applicable. If you decide not to cancel, click **OK** and you will return to the **Training Summary** page.

Training Summary							
Course Detail							
Course Name:	Introduction to Social Media						
Course Code:	SOC100						
Description:	<p>Social media has been widely accepted and adopted in media, business, and government, and is now becoming more widely utilized - yet often misunderstood - in higher education, including Harvard University.</p> <p>This hands-on workshop will provide an introduction to the social web and current, popular tools and topics, including Twitter, LinkedIn, Facebook, Yammer, YouTube, Flickr, Google, blogging, and more. You will learn how to utilize social media tools to disseminate and consume news, promote events, foster collaboration, develop professional networks, drive traffic, and enable greater communication - with an overall goal to build relationships and reputation. While your interests in and goals for using social media will be varied (and perhaps specific to one tool), this workshop will provide you a working knowledge of the tools and address your questions, concerns, and possible misconceptions of their use in the everyday workplace.</p>						
Prerequisites:	None						
Select OK to return to the previous page.							
<input type="button" value="OK"/>	Course Fee:	\$75.00					
<input type="button" value="Cancel this training request"/>	Late cancellation Fee:	\$75.00					
Session Schedule							
Session	Day	Date	Start Time	End Time	Location	Room	
1	Monday	06/11/2012	9:30AM	4:30PM	124 Mt Auburn Street, 3rd Flr	PC Room 3317	

 If you cancel a course fewer than three business days before the start date, the late cancellation fee shown will be charged.

3. **Click Yes to confirm course cancellation.** The warning message below will appear. If you decide not to cancel, click **No** and you will return to the previous page.



- ⚠ When you cancel a session more than three business days before the start date, the course will no longer appear on the Training Summary. Otherwise, the status will appear as Late Cancel (Late Cxl).