



# Employee Self Service

## Request Training Enrollment by Course Number

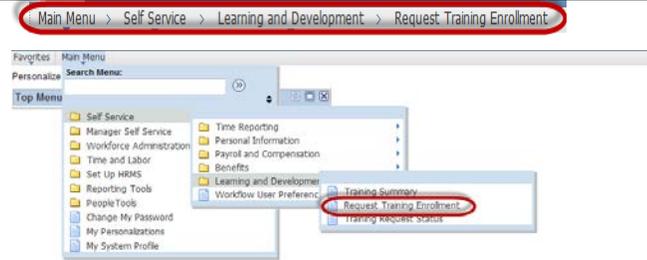
Main Menu > Self Service > Learning and Development > Request Training Enrollment

### Instructions

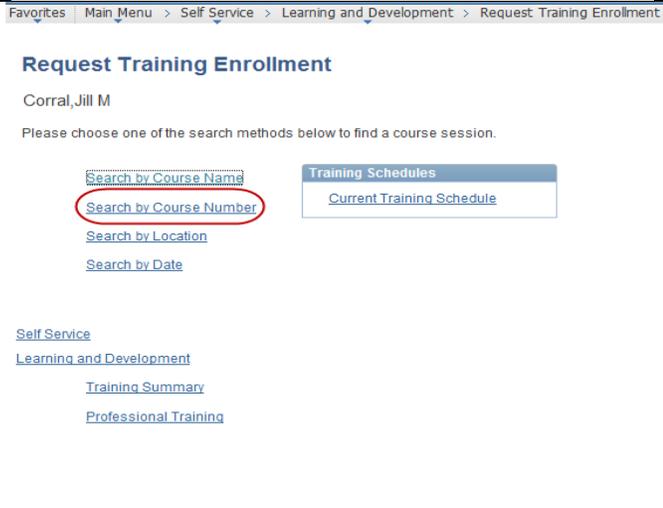
### ACORN Page

**PURPOSE:** Enroll into an OD-offered training course by using the Course Number search. Typically, you would use this method to find and enroll in a course based on the OD-published Training Catalog.

1. Navigate to Request Training Enrollment.

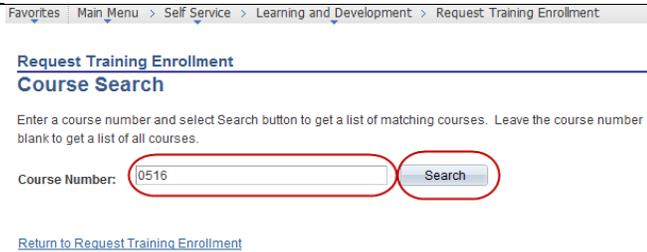


2. Select the blue link 'Search by Course Number'.



3. Enter '0516' in the Course Number box, and select the 'Search' button.

**Note: Entering a course number will take search for the exact course number match. Once found, all available course sessions matching that course number will be displayed.**





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4. Select the Course Detail information icon. If available, this will provide you with detailed information about the course content and any course prerequisites. Select the 'OK' button to return to the Course Search page. The course detail icon is indicated by the small circle in the middle.

5. Select the blue link for 'Supervisor Readiness – View Available Sessions'. This will take you to any available course sessions, and include the session number, start date, location, duration, and available seats.

**Note: the blue link will only appear if there are open sessions for a particular course.**

6. Select the blue link (under the 'Session' column for the specific course session you want. This will provide you additional detail on the course session. Additional detail includes the day of the week, and the start/end times of the course. If there are multiple course sessions offered, you will see all available sessions here.

### ACORN Page

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

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:

Course Details			
Course Number	Description	Course Detail	Session Availability
0516	Supervisor Readiness		<a href="#">View Available Sessions</a>

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

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:

Course Details			
Course Number	Description	Course Detail	Session Availability
0516	Supervisor Readiness		<a href="#">View Available Sessions</a>

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**Request Training Enrollment**  
**View Available Sessions**

0516 Supervisor Readiness

Select a session number in the list below to view session details or to request enrollment in the session.

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0007	06/04/2014	ODD Training Room 1	7.0	24	

[Return to Course Search](#)



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7. This is the course session detail page. It provides you with detail about the selected course session, including:
- Start date and duration
  - Location
  - Prerequisites
  - Start day-of-the-week, and start and end times.

### ACORN Page

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

Bunny\_Bugs

Select the Continue button to submit your training request.

Course: Supervisor Readiness      Session: 0007  
 Start Date: 06/04/2014      Duration (Hours): 7.0  
 Location: ODD Training Room 1  
 Language:

Prerequisite Courses  
None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Wednesday	06/04/2014	06/04/2014	8:30AM	3:30PM	ODD Training Room 1

If this session is full, place me on the waiting list.

[Return to Course Search](#)

8. You will also see a check box which reads 'If this session is full, place me on the waiting list'. This check box defaults to ON (checked). What this means is you are requesting to be placed on a waiting list if the session is full. If you do not want to be placed on the waiting list, then uncheck the box. Select the 'Continue' button.

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

Bunny\_Bugs

Select the Continue button to submit your training request.

Course: Supervisor Readiness      Session: 0007  
 Start Date: 06/04/2014      Duration (Hours): 7.0  
 Location: ODD Training Room 1  
 Language:

Prerequisite Courses  
None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Wednesday	06/04/2014	06/04/2014	8:30AM	3:30PM	ODD Training Room 1

If this session is full, place me on the waiting list.

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### Instructions

### ACORN Page

9. This is the Submit Request page. From here, you can:
- Review the selected course session
  - Add comments for your manager/supervisor that might be necessary to support your request. Your manager/supervisor will be the approver for your training request.
  - Attach any supporting Documentation
  - Submit your request or Return to “View Available Session” page
    - To submit your request, Select the ‘Submit’ button. This will send an email request to your manager/supervisor to approve/deny the training request.
    - To return to “View Available Sessions page, select the blue link below the submit button.

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### Submit Request

Enter comments (optional) and select Submit button at the bottom of the page to complete your request.

Course Session Details			
Course:	Supervisor Readiness		
Session:	0007		
Course Start Date:	06/04/2014		
Start Time:	8:30AM	End Time:	3:30PM
Duration (Hours):	7.0		
Location:	ODD Training Room 1		
Language:			

**Bunny Bugs**

Employee ID: 51234194

Comment:

[Attach Supporting Documentaion](#)

[Return to View Available Sessions](#)

10. If no approver is assigned to you, you will receive this message. You will need to contact your training coordinator to ensure that you can be enrolled in the class. Select “OK” to go to the “Submit Request Confirmation” page.

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### Request Training Enrollment

#### Further Processing Required

Your training request was submitted, but you have no approver assigned. Please contact your Department Training Coordinator so that you can be enrolled into the training course.

11. If your request is submitted, select the ‘OK’ button to confirm your submission. Your request has been submitted to your manager/supervisor. Your manager/supervisor will receive an email.
- Select “OK” to go to the “Submit Request

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### Request Training Enrollment

#### Submit Confirmation

The Submit was successful.



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<p>Confirmation" page.</p>	
<p>12. After you select the 'OK' button, you will be taken to the Submit Request Confirmation page. In addition to Course Session Details, you can see information about your request, when it was submitted, and the approving manager/supervisor. You will also see the request status under 'Process Action'.</p>	
<p>13. After you have completed your review of the training request confirmation, scroll to the bottom of the page and select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>'Request Training Enrollment'</b> – to complete another training request</li> <li>• <b>'Training Summary'</b> – to view a summary of your training</li> </ul> <p>Or select 'Sign-Out' to exit ACORN.</p>	<p><b>Go To:</b> <a href="#">Request Training Enrollment</a>  <a href="#">Training Summary</a></p>
<p>14. You will receive an email notification indicating that your request was submitted for approval.</p>	<p>From: <a href="mailto:ACORNHELP@placer.ca.gov">ACORNHELP@placer.ca.gov</a> [mailto:ACORNHELP@placer.ca.gov]          Sent: Sunday, June 29, 2014 9:55 AM          To: Bunny Bunny          Subject: Training - Request Submitted for Approval</p> <p>The following request(s) was successfully submitted for approval(s). You will be notified when it is approved or denied by each approver.</p> <p>Submitted Request(s)          Employee ID : 01085290          Employee Name : Bunny, B          Transaction : Training Enrollment          Training Course : Excel 2010 Pivot Tables</p> <p>Please visit the following URL for detailed information about the request(s):  <a href="https://ps01.placerco.ad:8651/psp/W1TST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_TRN_REQUEST_STG.BL?Page=TRN_REQUEST_MGR&amp;Action=U&amp;S_GRP_ID=110&amp;TRANSACTION_NAME=HR_TRAIN_ENROLL">https://ps01.placerco.ad:8651/psp/W1TST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_TRN_REQUEST_STG.BL?Page=TRN_REQUEST_MGR&amp;Action=U&amp;S_GRP_ID=110&amp;TRANSACTION_NAME=HR_TRAIN_ENROLL</a></p> <p>This communication was sent via ACORN. If you have any questions, please contact your Training Coordinator. Please do not reply to this email.</p>



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Instructions	ACORN Page
<p>15. When approved (or denied) you will receive another email notification. If you click the hyperlink in the body of the email, you will be taken to your course session request in ACORN.</p>	<p>From: ACORNHELP@placer.ca.gov [mailto:ACORNHELP@placer.ca.gov]            Sent: Tuesday, July 01, 2014 6:24 PM            To: Bugs Bunny            Subject: Training Enrollment - Request Processed by Approver</p> <p>Regarding Training Course: Supervisor Readiness on 2014-08-05. The following Self Service training request for the employee below was submitted for enrollment and approved. The employee is now enrolled in the session. If you have any questions, please contact your Training Coordinator.</p> <p>The following Self Service training enrollment request has been approved by Blanc, Mel.</p> <p>Employee ID : 01174551            Employee Name : Bunny,Bugs            Transaction : Training Enrollment            Training Course : Supervisor Readiness</p> <p>Please visit the following URL for detailed information about the request(s):</p> <p><a href="https://ps01.placerco.ad:8701/psp/HIS1/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_TRN_REQUEST_STS.GBL?Page=TRN_REQUEST_MGR&amp;Action=U&amp;SS_GRP_ID=25&amp;TRANSACTION_NAME=HR_TRAIN_ENROLL">https://ps01.placerco.ad:8701/psp/HIS1/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_TRN_REQUEST_STS.GBL?Page=TRN_REQUEST_MGR&amp;Action=U&amp;SS_GRP_ID=25&amp;TRANSACTION_NAME=HR_TRAIN_ENROLL</a></p> <p>If you have any questions regarding this enrollment, contact your department Training Coordinator.</p> <p>This communication was sent via ACORN. Please do not reply to this email.</p>
<p>16. Your department's Training Coordinator will also receive an email confirming your enrollment into the training course.</p>	
<p>17. If you need to drop or cancel your enrollment in a class, please contact your Department Training Coordinator.</p>	