



# Manager Self Service

## Request Training by Manager

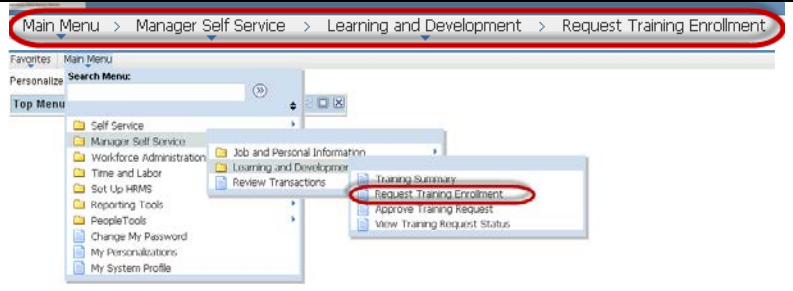
Main Menu > Manager Self Service > Learning and Development > Request Training Enrollment

### Instructions

### ACORN Page

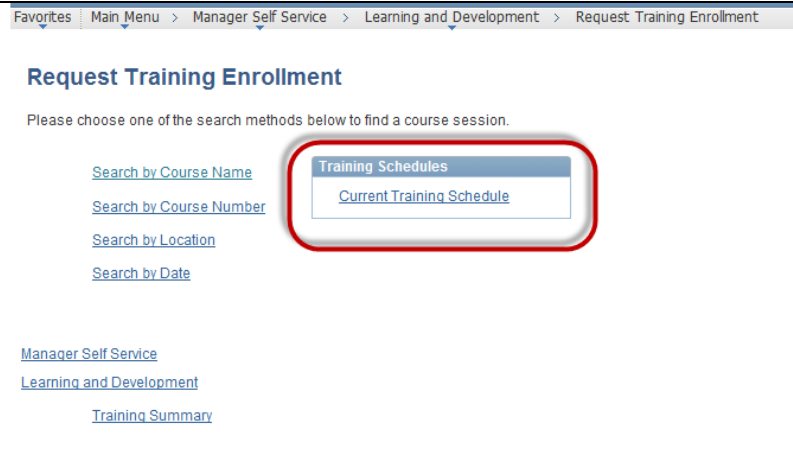
**PURPOSE:** As a manager/supervisor, you can enroll one or more of your direct reports into a training course. Your request requires no additional approvals, and once you make the request, the employee is enrolled into the training course. The employee and your department’s training coordinator are notified of the training enrollment.

1. Navigate to Request Training Enrollment



2. View the Monthly Training Schedule by clicking on one of the Training Schedule Links in the Training Schedule Box.

A new browser window or tab will open to display the monthly training schedule.



3. Click on the new tab and view the monthly training schedule.

Find the course that you would like to take in the catalog and then click back to the “Request Training Enrollment” tab.

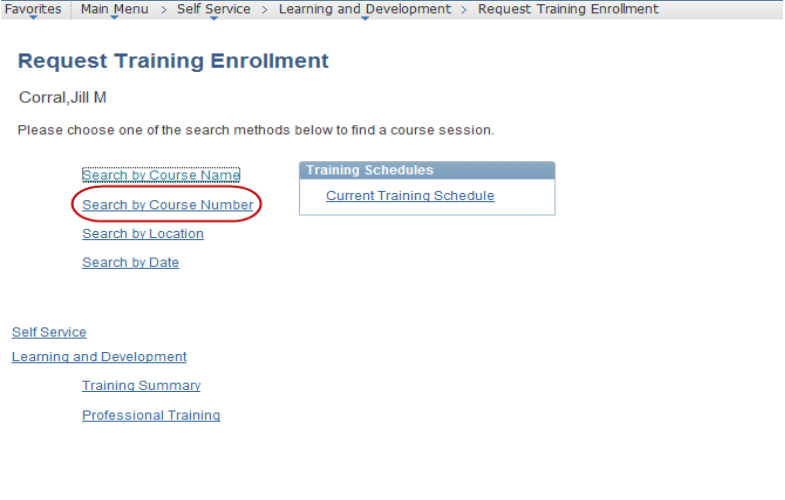
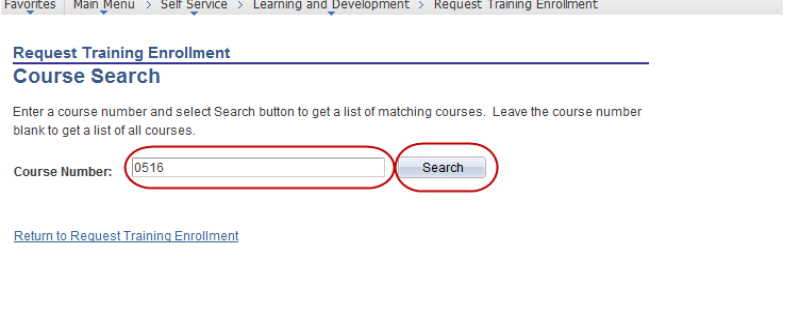
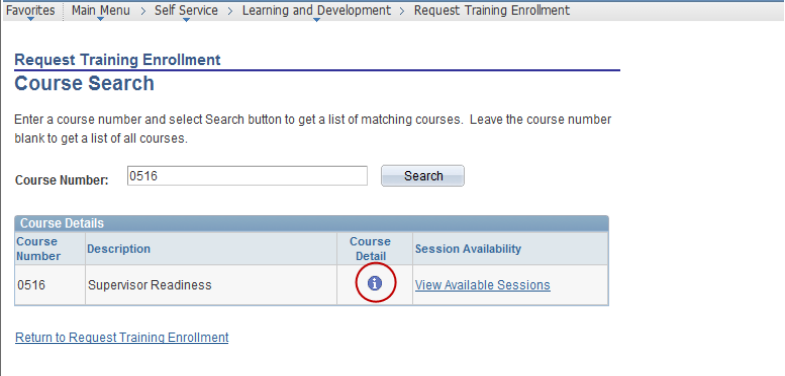




# Manager Self Service

## Request Training by Manager

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

Instructions	ACORN Page												
<p>4. Select the blue link 'Search by Course Number'</p>	 <p>Request Training Enrollment</p> <p>Corral, Jill M</p> <p>Please choose one of the search methods below to find a course session.</p> <p><a href="#">Search by Course Name</a>   <a href="#">Search by Course Number</a>   <a href="#">Search by Location</a>   <a href="#">Search by Date</a></p> <p><b>Training Schedules</b> <a href="#">Current Training Schedule</a></p> <p><a href="#">Self Service</a> <a href="#">Learning and Development</a> <a href="#">Training Summary</a> <a href="#">Professional Training</a></p>												
<p>5. Enter the Course number in the Course Number box, and select the 'Search' button.</p> <p><b>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.</b></p>	 <p>Request Training Enrollment</p> <p><b>Course Search</b></p> <p>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.</p> <p>Course Number: <input type="text" value="0516"/> <input type="button" value="Search"/></p> <p><a href="#">Return to Request Training Enrollment</a></p>												
<p>6. 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.</p>	 <p>Request Training Enrollment</p> <p><b>Course Search</b></p> <p>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.</p> <p>Course Number: <input type="text" value="0516"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th colspan="4">Course Details</th> </tr> <tr> <th>Course Number</th> <th>Description</th> <th>Course Detail</th> <th>Session Availability</th> </tr> </thead> <tbody> <tr> <td>0516</td> <td>Supervisor Readiness</td> <td></td> <td><a href="#">View Available Sessions</a></td> </tr> </tbody> </table> <p><a href="#">Return to Request Training Enrollment</a></p>	Course Details				Course Number	Description	Course Detail	Session Availability	0516	Supervisor Readiness		<a href="#">View Available Sessions</a>
Course Details													
Course Number	Description	Course Detail	Session Availability										
0516	Supervisor Readiness		<a href="#">View Available Sessions</a>										



# Manager Self Service

## Request Training by Manager

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

### Instructions

7. Select the blue link '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.**

### ACORN Page

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

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

[Return to Request Training Enrollment](#)

8. 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 multiple course sessions are offered, you will see all available sessions here.

Favorites | Main Menu > Manager Self Service > Learning and Development > Request Training Enrollment

**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
<a href="#">0008</a>	07/15/2014	ODD Training Room 1	7.0	22	0

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
<a href="#">0009</a>	08/26/2014	ODD Training Room 1	7.0	23	0

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
<a href="#">0010</a>	09/25/2014	ODD Training Room 1	7.0	24	0

[Return to Course Search](#)



# Manager Self Service

## Request Training by Manager

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

### Instructions

9. 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.

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.

### ACORN Page

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

#### Request Training Enrollment

##### Session Detail

Select the Continue button to enroll employees in this session.

Course: Supervisor Readiness Session: 0008  
 Start Date: 07/15/2014 Duration (Hours): 7.0  
 Location: ODD Training Room 1  
 Language:

Prerequisite Courses  
None

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Tuesday	07/15/2014	07/15/2014	8:30AM	3:30PM	ODD Training Room 1

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

Continue

[Return to Course Search](#)

10. Select Employees

Select one or more employees that you are requesting training for by clicking in the check box under the "Select" column.

You can choose to select all of your direct reports by selecting "Select All".

You can also search for a specific employee by selecting the "Search for an employee" button. This will take to the Drill-down Employee Search page.

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

#### Request Training Enrollment

##### Select Employees

To add an employee to this training request, use the box in the select column next to the employee's name. To find a specific employee, use Search for an Employee. Employees that are not eligible for this course appear in the lower grid and cannot be selected.

Employees As of 7/29/2014

Direct Reports Eligible for this Training Session				
Select	Name	Empl ID	Job Title	Department
<input checked="" type="checkbox"/>	Bunny,Bugs A	51234205	ITASr	ADM-ITSyDv
<input type="checkbox"/>	Leghorn,Foghorn	51234206	ITASr	ADM-ITSyDv

Select All Search for an employee

Continue



# Manager Self Service

## Request Training by Manager

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

Instructions	ACORN Page								
<p>11. On the Employee Search page, use the drop-down box to the right of the “Search by” box to determine your search. You can search by one of the following:</p> <ul style="list-style-type: none"> <li>EmployeeID</li> <li>First Name</li> <li>Last Name (default)</li> </ul>									
<p>12. Type in the appropriate information in the box and click on the “Search” button.</p>									
<p>13. Select the blue link under the name column for the employee that you want choose.</p> <p>Alternatively, you can return to the direct reports page without selecting anyone by selecting the blue link at the bottom.</p>	<table border="1" data-bbox="760 1633 1516 1734"> <thead> <tr> <th>Name</th> <th>Employee ID</th> <th>Job Title</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td><a href="#">Bunny Bugs A</a></td> <td>51234205</td> <td>ITASr</td> <td>ADM-ITSyDv</td> </tr> </tbody> </table>	Name	Employee ID	Job Title	Department	<a href="#">Bunny Bugs A</a>	51234205	ITASr	ADM-ITSyDv
Name	Employee ID	Job Title	Department						
<a href="#">Bunny Bugs A</a>	51234205	ITASr	ADM-ITSyDv						



# Manager Self Service

## Request Training by Manager

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

### Instructions

14. This is the Submit Request page. As a manager/supervisor enrolling one of your direct reports, there is no approval required and once submitted, the employee will be enrolled.

Select the 'Submit' button. This will send an email notification to your department training coordinator that the employee has been enrolled (or wait listed) in the class.

You can enter comments that can be viewed by the employee.

### ACORN Page

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

#### 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 Documentation](#)

[Return to View Available Sessions](#)

15. Submit Confirmation. Select the 'OK' button.

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

#### Request Training Enrollment

#### Submit Confirmation

The Submit was successful.



# Manager Self Service

## Request Training by Manager

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

Instructions	ACORN Page
<p>16. 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 and when it was submitted.</p>	
<p>17. You can choose to do one of the following:            Select "Sign-out" to exit the ACORN application.             Select "Request Training Enrollment" to request additional training for other direct reports.             Select "Training Summary" to view the training summary for each of your direct reports.</p>	
<p>18. You will receive an email notification indicating that your request was submitted.</p>	



# Manager Self Service

## Request Training by Manager

[Main Menu](#) > [Manager Self Service](#) > [Learning and Development](#) > [Request Training Enrollment](#)

Instructions	ACORN Page
19. Your department's Training Coordinator will also receive an email confirming your enrollment into the training course.	
20. If you need to drop or cancel your enrollment in a class, please contact your Department Training Coordinator.	