Employee Self Service

Request Training Enrollment by Course Name

Instructions	ACORN Page
PURPOSE: Enroll into an OD-offered training course by using the Course Name search.	
1. Navigate to Request Training Enrollment.	
2. Select the blue link 'Search by Course Name'.	
3. Enter any part of the title in the Course Name box, and select the 'Search' button. **Note: The search box will attempt to match the words or letters you enter here to an existing training course with the same words or letters. The search will include the entire course name and return any matching results. For example: If you enter 'new', the results returned will include any course with 'new' anywhere in the course name.**	

Help & Support: Customer Service Center
(530) 889-4357 HLPCSC@placer.ca.gov
Mon-Fri: 7:00am – 5:00pm
FAQ: www.placer.ca.gov/employees/acorn-system

For ACORN to run correctly, change the following Internal Browser settings:
- Add "*.placerco.ad" to local intranet
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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 'View Available Sessions' for the specific course you want to enroll in. 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 multiple course sessions are offered, you will see all available sessions here.	

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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.	
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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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.	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: Microsoft Excel 2010-Level 2 Session: 0009 Course Start Date: 07/29/2014 Start Time: 8:30AM End Time: 3:30PM Duration (Hours): 7.0 Location: Information Tech Training Ctr Language: **Bunny,Bugs A** Employee ID: 51234205 Comment: You can enter comments here. Your manager/supervisor will see these comments when they are approving your training request. Attach Supporting Documentation Submit 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.	Favorites | Main Menu > Self Service > Learning and Development > Request Training Enrollment **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. OK

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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 Confirmation" page.	Favorites Main Menu > Self Service > Learning and Development > Request Training Enrollment **Request Training Enrollment** **Submit Confirmation** ☑ The Submit was successful. OK
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'.	Favorites Main Menu > Self Service > Learning and Development > Request Training Enrollment **Submit Request - Confirmation** Your request was submitted. **Course Session Details** Course: Excel 2010 PivotTables Session: 0004 Course Start Date: 07/22/2014 Start Time: 8:30AM End Time: 3:30PM Duration (Hours): 7.0 Location: Information Tech Training Ctr Language: **Bunny,Bugs A** Employee ID: 51234205 **Process Detail** | Name	Role Name	Process Action	Process Action Date
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Bunny,Bugs A	Originator	Submit	06/29/2014
Blanc,Mel	Manager	Approve	06/29/2014	
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: • **'Request Training Enrollment'** – to complete another training request • **'Training Summary'** – to view a summary of your training Or select 'Sign-Out' to exit ACORN.	Go To: Request Training Enrollment Training Summary

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14. You will receive an email notification indicating that your request was submitted for approval.	From: ACORNHELP@placer.ca.gov [mailto:ACORNHELP@placer.ca.gov] Sent: Monday, June 30, 2014 9:57 PM To: Bugs Bunny Subject: Training Enrollment - Request Submitted for Approval The following training request was successfully submitted for approval. You will be notified via email when the training enrollment request it is approved or denied by your manager/supervisor. Submitted Request(s) Employee ID : 01234560 Employee Name : Bunny, Bugs Transaction : Training Enrollment Training Course : Microsoft Excel2010PivotTables Please visit the following URL for detailed information about the request(s): https://ps01.placerco.ad:8701/psp/HTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TRN_REQUEST_STS.GBL? Page=TRN_REQUEST_MGR&Action=U&SS_GRP_ID=23&TRANSACTION_NAME=HR_TRAIN_ENROLL If you have any questions regarding this enrollment, contact your department Training Coordinator. This communication was sent via ACORN. Please do not reply to this email.
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.	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 Regarding Training Course: Microsoft Excel 2010 Pivot Tables 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. The following Self Service training enrollment request has been approved by Blanc,Mel. Employee ID : 01174551 Employee Name : Bunny,Bugs Transaction : Training Enrollment Training Course : Microsoft Excel 2010 Pivot Tables Please visit the following URL for detailed information about the request(s): https://ps01.placerco.ad:8701/psp/HTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TRN_REQUEST_STS.GBL? Page=TRN_REQUEST_MGR&Action=U&SS_GRP_ID=25&TRANSACTION_NAME=HR_TRAIN_ENROLL If you have any questions regarding this enrollment, contact your department Training Coordinator. This communication was sent via ACORN. Please do not reply to this email.
16. Your department's Training Coordinator will also receive an email confirming your enrollment into the training course.	
17. If you need to drop or cancel your enrollment in a class, please contact your Department Training Coordinator.	

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