

2009

Daytona State College

*Organizational and Faculty
Development*

ACCESSING YOUR TRAINING RECORD

How to Enroll and How to View Your Training Records from the Personnel Database

How to Enroll and How to View Your Training Information

Welcome

Daytona State College provides a Web access to your training records and completion through Humanic Self-Service. You can also enroll on training using this service.

This presentation will show you:

- *How to view your training information*
- *How to enroll on training*
- *And, How to cancel your enrollment*

How to View your Training Information/How to Enroll

The following slides will show you:

- *How to view your training information*
- *And how to enroll*

How to Enroll/View Your Training Information

- *First you have to **log-in** to Humanic Employee Self Service Website at **<http://ess.daytonastate.edu>***
- *Your **user id** is your College ID number also known as CARS Id number*
- *And your **password** is defaulted to your birth year. For example if you were born on January 15,1969 your password is 1969.*
- *Then click on the **log-in** button*
- *If you forget your password, simply click on the **forget password link** and your password will be emailed to you.*
- *Once logged-in, click on the **Training Tab***
- *Your **training record** will display*
- *To start your enrollment, click on the **select course** combo box, you may need to scroll down to see this option*
- *Then **select a course** and click the **Go button***
- *When the **course information page** displays, click on show available classes*
- *Then click on the **Enroll** button*
- *If you need **special accommodations**, click on the link and complete all needed information. If not, just click submit.*
- *The **training completion page** will display with the message that you successfully enrolled on the training.*

- *You will also see the training listed on the **Training Enrolled In** table. You may need to scroll down the page to see this. The date indicated is the date you enrolled, not the date of the course. To see information about the course, such as the date and venue click on the class number. Also, you and your supervisor will receive an e-mail confirmation of your enrollment.*

Summary

In summary to View your Training Information and to Enroll:

- *Just log-in to <http://ess.daytonastate.edu>*
- *Then click on the training tab. This will display all your training information*
- *To enroll, simply scroll down the page if needed, and select a course from the select course option and then click the go button*
- *Then, just click the Enroll button on a training schedule that is convenient for you.*

How to Cancel your Enrollment

- *The following slides will show you How to Cancel Your Enrollment*
- *To cancel your enrollment, just click on the **cancel** button for the course, then click **ok** on the dialog box. Your enrollment status will change from enrolled to cancelled. Cancellations are permanently recorded on your Training and an email is sent to your supervisor, whenever you cancel your enrollment.*

Contact information

For questions, please contact TrainEd@DaytonaState.edu or at x3653.