Steps to Enroll in HR 101 Courses

1. Go to the MySJSU website and click on MySJSU SIGN IN

2. Under MySJSU please login using your user SJSU ID and Password
3. Go to the left side menu and select Self Service

4. Select Learning and Development, SJ-Enroll in Training Class
5. Here you can search for the training course by name, course number, category or date (We recommend searching by Date or Course Number)

Enroll in Training Classes
Sheena Kumar
Search for and enroll in SJU training classes.

Search by Course Name
Search by Course Number
Search by Category
Search by Date

View Training Summary/Drop Classes

Request Training Enrollment
Course Search

Search by Course Number.
Enter a course number and click the Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number: TRCR06

Return to Enroll in Training Classes
6. Click View Available Sessions

Request Training Enrollment

Course Search

Search by Course Number.
Enter a course number and click the Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number: TRCR06

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
<th>Category</th>
<th>Subcat</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRCR06</td>
<td>Intro to Staff Fee Waiver Prog</td>
<td>HR</td>
<td>CAMPUS</td>
</tr>
</tbody>
</table>

7. Select Section Number

Request Training Enrollment

TRCR06  Intro to Staff Fee Waiver Prog

Session Instructions

Sort By: [Start Date] View

03/22/2012

<table>
<thead>
<tr>
<th>Session</th>
<th>Location</th>
<th>Start Time</th>
<th>Duration</th>
<th>Open Seats</th>
<th>Waitlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>Clark Hall 547</td>
<td>9:00AM</td>
<td>1.0 hours</td>
<td>20</td>
<td>0</td>
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</table>
8. Click Enroll

9. Click Okay to confirm