Overview

This user guide shows how to search for SJSU training course sessions and how to enroll in a training session. There are four ways to search for a training course and session, by:

- Course Name
- Course Number
- Category
- Date

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Navigate to SJSU @ Work

1. Navigate to http://one.sjsu.edu
2. Click the SJSU @ Work SIGN IN button.

The Login page displays.

3. Enter your SJSU ID and Password.
4. Click the Sign In button.

Note: If you have difficulty signing in, contact the IT Service Desk:
408-924-1530
or
Email: itservicedesk@sjsu.edu
Search by Course Name

The Main Menu displays.

1. From the Main Menu, navigate to Self Service > Learning and Development > SJ-Enroll in Training Classes.

The Enroll in Training Classes page displays.

2. Click the Search by Course Name hyperlink.

Enroll in Training Classes

Search for and enroll in SJSU training classes.

Search by Course Name

Search by Course Number

Search by Category

Search by Date

View Training Summary/Drop Classes

The Request Training Enrollment Course Search page displays.

3. Enter the name of the course you wish to search for.

4. Click the Search button.

Note: The search field is case sensitive.
The Course Search Results page displays.

5. For information about the course, click the Course Detail button.

The Course Detail page displays.

Note: Use the back button on your browser to return to the search results.

(See Field Descriptions below.)

Field Description List: Course Detail Page (above)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>The numerical code for the course.</td>
</tr>
<tr>
<td>Audience</td>
<td>The audience the course is intended for.</td>
</tr>
<tr>
<td>Description</td>
<td>A description of the course.</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Any prerequisites for the course will be listed here.</td>
</tr>
</tbody>
</table>

Request Training Enrollment
Course Search

Search by Course Name. Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name: Campus History Tour

Request Training Enrollment
Course Detail

Campus History Tour

Course Code: TRCR17
Audience: None
Description: This is an opportunity to walk around the campus and learn the history of SJSU, how it came to be in San Jose in 1870, interesting facts about the buildings and events that have happened in the past 152 years. Wear comfortable walking shoes and meet outside the entrance to Clark Hall.

Prerequisites: None

Search for another course: Use the back button on your browser to view your most recent search results.
The Course Search Results display again.

6. To view the available sessions for a particular course, click the View Available Sessions hyperlink.

The Session Instructions page displays.

7. Click the hyperlink of the session you wish to enroll in.

(See Field Descriptions below.)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>The session number of the course.</td>
</tr>
<tr>
<td>Location</td>
<td>The location where the session will be conducted.</td>
</tr>
<tr>
<td>Start Time</td>
<td>The time the session will begin.</td>
</tr>
<tr>
<td>Duration (Hours)</td>
<td>The length of the session in hours.</td>
</tr>
<tr>
<td>Open Seats</td>
<td>The number of open seats for the session.</td>
</tr>
<tr>
<td>Waitlisted</td>
<td>The number of people who are waitlisted for a full session.</td>
</tr>
</tbody>
</table>
The Session Detail page displays.

8. If you wish to be enrolled in the session, click the Enroll button.

(See Field Descriptions, below.)
An Enrollment Confirmation Displays.

This will be the only enrollment confirmation you will receive. Make note of the enrollment detail of the course and then click OK. This will bring you back to the page if you want to enroll in another training session.

The Enroll in Training Classes page displays.

Enroll in Training Classes

Search for and enroll in SJSU training classes.

Search by Course Name

Search by Course Number

Search by Category

Search by Date

View Training Summary/Drop Classes
Note: If you try to enroll in a session you are already enrolled in or a course you have already completed, a message will display that you are enrolled or that you have completed the course.

9. Navigate to your training summary of Enrolled, Completed or Dropped courses if it needs to be viewed: **Self Service > Learning and Development > SJ-Training Summ./Drop Class.**
Search by Course Number

The Main Menu displays.

1. From the Main Menu, navigate to Self Service > Learning and Development > SJ-Enroll in Training Classes.

The Enroll in Training Classes page displays.

2. Click the Search by Course Number hyperlink.

The Request Training Enrollment Course Search page displays.

3. Enter the Course Number of the course you wish to search for.
4. Click the Search button.

Note: The search field is case sensitive.
The Course Search Results page displays.

5. Follow the steps described in the Search by Course Name search.
Search by Category

The Main Menu displays.

1. From the Main Menu, navigate to Self Service > Learning and Development > SJ-Enroll in Training Classes.

The Enroll in Training Classes page displays.

2. Click the Search by Category hyperlink.
   Note: There are 8 categories:
   - AT
   - ATI
   - CMS
   - HR
   - HRMPP
   - HRWL
   - PROCURE
   - UNKNOWN

Enroll in Training Classes

Search for and enroll in SJSU training classes.

Search by Course Name

Search by Course Number

Search by Category

Search by Date

View Training Summary/Drop Classes

The Request Training Enrollment Course Search page displays.

3. Enter the Category of the course you wish to search for.

4. Click the Search button.
   Note: The search field is case sensitive.
The Course Search Results page displays.

5. Follow the steps described in the Search by Course Name.
Search by Date

The Main Menu displays.

1. From the Main Menu, navigate to Self Service > Learning and Development > SJ-Enroll in Training Classes.

The Enroll in Training Classes page displays.

2. Click the Search by Date hyperlink.

The Request Training Enrollment Course Search page displays.

3. Enter the Date of the course you wish to search for.
4. Click the Search button.

Enroll in Training Classes

Search for and enroll in SJSU training classes.

Search by Course Name

Search by Course Number

Search by Category

Search by Date

View Training Summary/Drop Classes
5. Follow the steps described in the Search by Course Name.