

Steps to Enroll in HR 101 Courses

1. Go to the [MySJSU website](#) and click on MySJSU SIGN IN

SJSU Home > MySJSU



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Quick Links

- [Class Search](#)
- [Browse Catalog](#)
- [My Password/Sign In Help](#)
- [System Downtime](#)

[MySJSU SIGN IN](#)

Contact Us

MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

2. Under MySJSU please login using your user SJSU ID and Password

ORACLE
PEOPLESFT ENTERPRISE

SJSU ID:

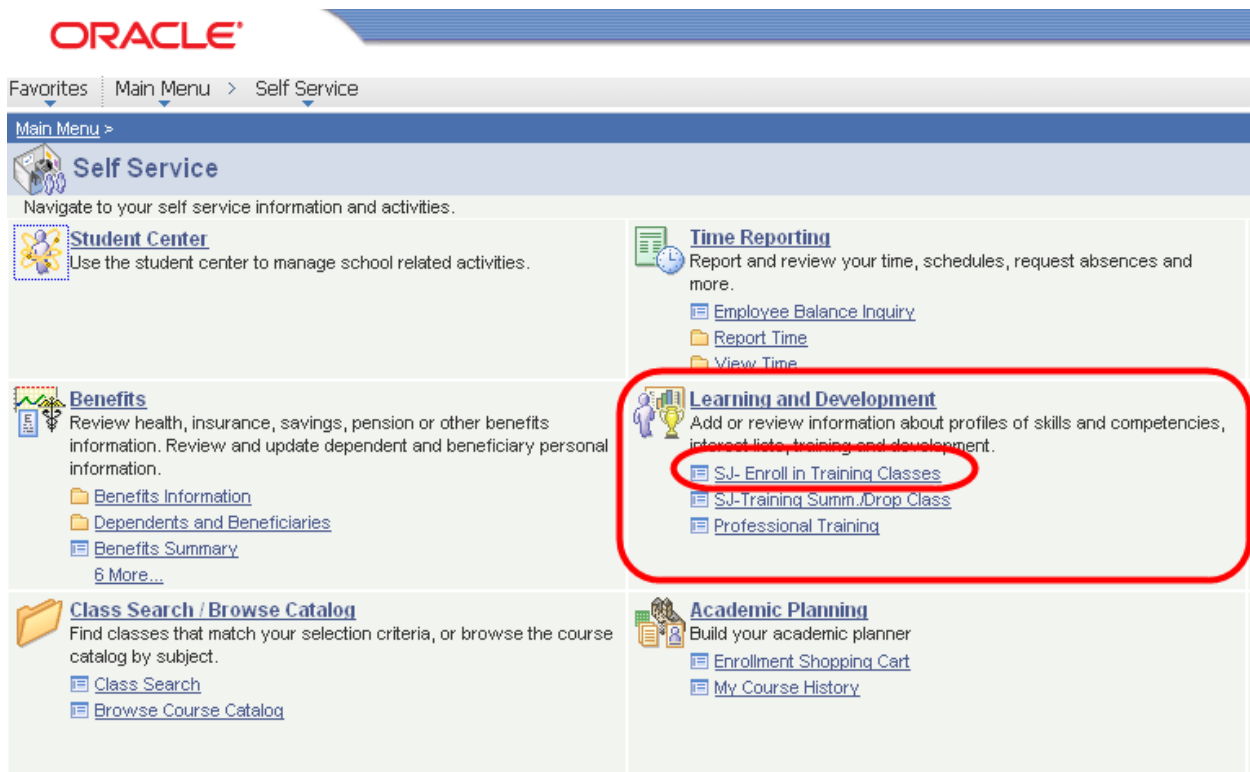
Password:

[Sign In](#)

3. Go to the left side menu and select Self Service



4. Select Learning and Development, SJ-Enroll in Training Class



- Here you can search for the training course by name, course number, category or date (We recommend searching by Date or Course Number)

ORACLE

Favorites | Main Menu > Self Service > Learning and Development > SJ- Enroll in Training Classes

Enroll in Training Classes

Sheena Kumar

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](#)

ORACLE

Favorites | Main Menu > Self Service > Learning and Development > SJ- Enroll in Training 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:

[Return to Enroll in Training Classes](#)

6. Click View Available Sessions



Favorites | Main Menu > Self Service > Learning and Development > SJ- Enroll in Training 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:

Course Number	Description	Category	Subcat	
TRCR06	Intro to Staff Fee Waiver Prog	HR	CAMPUS	View Available Sessions

[Return to Enroll in Training Classes](#)

7. Select Section Number



Favorites | Main Menu > Self Service > Learning and Development > SJ- Enroll in Training Classes

Request Training Enrollment

TRCR06 Intro to Staff Fee Waiver Prog

Session Instructions

Sort By:

03/22/2012						
Session	Location	Start Time	Duration		Open Seats	Waitlisted
0010	Clark Hall 547	9:00AM	1.0	hours	20	0

[Return to Course Search](#)

[Return to Request Training Enrollment](#)

8. Click Enroll

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Favorites | Main Menu > Self Service > Learning and Development > SJ- Enroll in Training Classes

Request Training Enrollment

Session Detail

Sheena Kumar

Course: TRCR06 Intro to Staff Fee Waiver Prog
Session: 0010

Start Date: 03/22/2012
End Date: 03/22/2012
Duration: 1.0 hours
Prerequisites: None

Session Schedule

Date	Start Time	End Time	Location
Thursday 03/22/2012	9:00AM	10:00AM	Clark Hall 547

Enroll Click 'Enroll' to be automatically enrolled in this session

[Return to Request Training Enrollment](#)

9. Click Okay to confirm

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Favorites | Main Menu > Self Service > Learning and Development > SJ- Enroll in Training Classes

Request Training Enrollment

Enrollment Confirmation

✔ This is the only enrollment confirmation you will receive. If the Action below says Sessn Wait, you are on the waitlist for this session and will be notified if space becomes available.

Please make a note of the date and time of your training session(s).
Click OK to return to the Training Enrollment page. Click the SJSU Training Transcript hyperlink on that page to view a list of all your courses.

Empl ID: 005400220 Sheena Kumar

Enrollment Detail

Course: TRCR06 Intro to Staff Fee Waiver Prog
Session: 0010

Start Date: 03/22/2012 **End Date:** 03/22/2012
Start Time: 09:00:00 AM **End Time:** 10:00:00 AM
Location: Clark Hall 547

Action: Enrolled **Enrolled Date:** 03/20/2012

OK