

What's Hot in OPD?

Notice anything different when you log-in to **EmployeeDevelopment?** The system was updated on 9/24/13 to enhance your ability to register for workshops. Call OPD if you have any questions (206-4706).

Enrolling for Instructor Led Training (ILT) using the Catalog or Search&Learn

1. Find the ILT that you are interested in and select **[Show Details]**
2. When the training details show select the + next to **Sessions**
3. Select **[Enroll]** next to the session you want to attend
4. The following messages will be displayed:




Info

Enrollment in this session requires action by your approval manager. You will not be guaranteed a seat until approval is received.

OK

5. Select OK



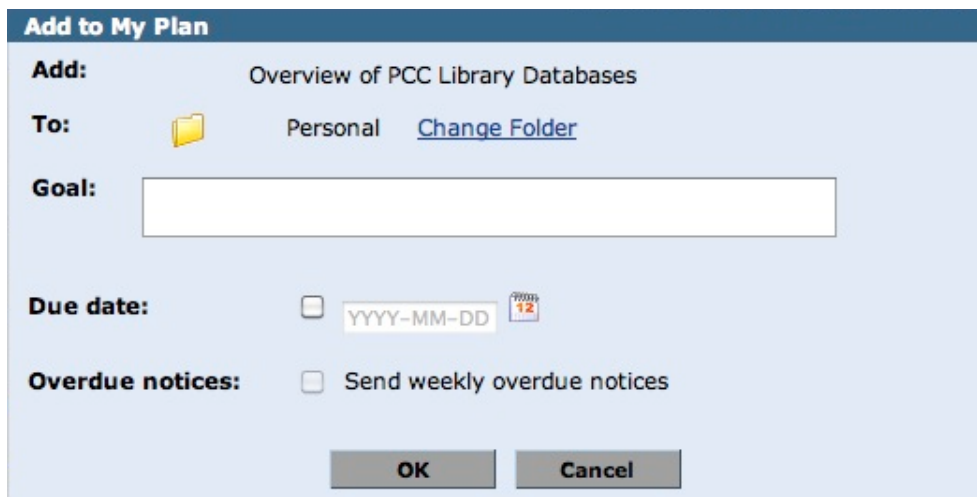
Confirm

Do you want to add this item to My Plan?

Yes No


6. Select Yes or No.

Note: If you select No, the Session Schedule is the only place you can view the session you are signed up for.




Add to My Plan

Add: Overview of PCC Library Databases

To:  Personal [Change Folder](#)

Goal:

Due date: YYYY-MM-DD 

Overdue notices: Send weekly overdue notices

OK Cancel

7. Choose the options you want and select OK.

Enrolling for Instructor Led Training (ILT) using the My Instructor Led Training Session Schedule

1. Select **My Instructor Led Train...** (button to the left of the screen)
2. Select **Session Schedule**
3. A list of all upcoming sessions is displayed, but there are no details displayed.
4. Find the training and session that you are interested in and select **[Enroll]**
5. The same messages as above will be displayed.

Withdrawing from an ILT Session using the Session Schedule

1. From the **Session Schedule** select [**Withdraw**] to the right of the session from which you wish to withdraw

Withdrawing from an ILT session using My Plan (if applicable)

1. From **MyPlan** select [**Withdraw**] to the right of the session from which you wish to withdraw

Approval of ILT Requests (supervisors)

Welcome Christopher, Logged In: Sep 26, 2013 8:47 AM | Help | Log Out
Credentials | Home | Books24x7 | Admin | Approvals

1. Select the **Approvals** link at the top right of the screen
Note: this will open a new window which may be in the background

2. Select  next to the person you want to approve or deny

Approval Request

Learner:
Asset Title : ilt_cspi118-0002
Requested: Sep 25, 2013 9:58 AM

Approver Note:

3. Approval managers may type a note prior to Approving or Denying the employee
4. Select **Approve** or **Deny**
Note: You will be able to see all past approvals as well as those pending.
5. Close the Window when you are finished.

When you register for workshops a new link is available for your convenience. On the main page at the bottom of the left column there is now a link to the OPD training calendar; check it out to help plan your training.

