

## **SELF-SERVICE**

To register for workshops offered by the Office of Human Resources, please follow the instructions below:

1. Log into PeopleSoft using your net ID and password by clicking on the Register link under each workshop title, or go directly to <https://inside.towson.edu/psLoginHCM/index.cfm>
2. Click on “Main Menu” at the top, click on “Self Service,” and click on “Learning and Development”
  - A. To check your Training Summary, click on “Training Summary”
  - B. To register for upcoming training, click on “Request Training Enrollment”
    - Search by date is the easiest way to register
      - Add a date or date range
      - Look for description (workshop name), click on “View Available Session”
        - Click on Session number, click “Continue” button, add comments or go directly to click on the “Submit” button
      - If you get the “The Save was successful,” click the “OK” button
      - You will receive a Submit Request – Confirmation”

**Note:** Financial Services workshops have their own registration form, which can be accessed by clicking on the Register link under each workshop.