

Registration and Cancellation Instructions

To search for courses in OMNI:

1. Login to my.fsu.edu
2. Select the “HR” icon in the *myFSU Links* box located on the upper left side of the page
3. Select the “Main Menu” drop down link located on the upper left side of the page
4. Under Main Menu select the following: Self Service > Learning and Development > Request Training Enrollment
5. Select your search method

Note: If you would like to see a listing of all available courses, select “Search by Date” and input the date range.

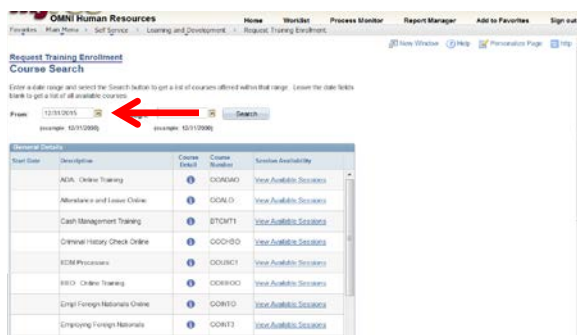
To enroll in a course session:

<https://my.fsu.edu> > HR > Main Menu > Self Service > Learning and Development > Request Training Enrollment > Follow the prompts to search and submit your request. Questions or information: training@fsu.edu or 850.644.8724.

To register for online (CBT) courses:

1. Review the list of available online (CBT) courses from the *Catalog of Courses*.
2. Login to my.fsu.edu
3. Select the “HR” icon in the *myFSU Links* box located on the upper left side of the page
4. Select the “Main Menu” drop down link located on the upper left side of the page
5. Under Main Menu select the following: Self Service > Learning and Development > Request Training Enrollment > **Search by Date**
6. Enter the last day of the current year: i.e. 12/31/20XX
7. Select View Available Sessions and follow prompts to submit registration.

Note: All online (CBT) courses have a session date of the last day of the current year (i.e. 12/31/20XX). Computer based training (CBT) courses are always available for registration and completion. The 12/31/20XX date is used as a session date placeholder. This is **NOT** the date of the course. After you register for the online (CBT) session, you will receive instructions on how to go into Blackboard and complete the course.



To cancel enrollment in a training session:

To cancel your enrollment in a training session, please contact the Office of Training & Organizational Development at training@fsu.edu or 850.644.8724. Please include your name, course name and session date. Notification of cancellation is greatly appreciated as there may be a waitlist for enrollment in the session.