Training Registration and Cancellation Instructions

1. **To access Learning and Development functions**

Option 1 - To go directly to OMNI Course Search Screen:  [Click Here To Search](#)

Option 2 – To navigate:  [myFSU Portal](#) > HR > Employee Self Service > Learning and Development > Request Training Enrollment > Select your search method.  To see a listing of all available courses, select “Search by Date” and input the current date.

![Image of myFSU Portal]

2. **To enroll in a course session**

Option 1 - To go directly to OMNI Course Search Screen:  [Click Here To Register](#)

Option 2 – To navigation:  [myFSU Portal](#) > HR > Employee 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.

**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 Canvas Learning Management System and complete the course.  Canvas Course Completions are transferred to OMNI monthly.

![Image of Canvas Course Completions]
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3. To View Your Training Summary

Navigation: myFSU Portal > HR > Employee Self Service > Learning and Development > Training Summary

4. 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.