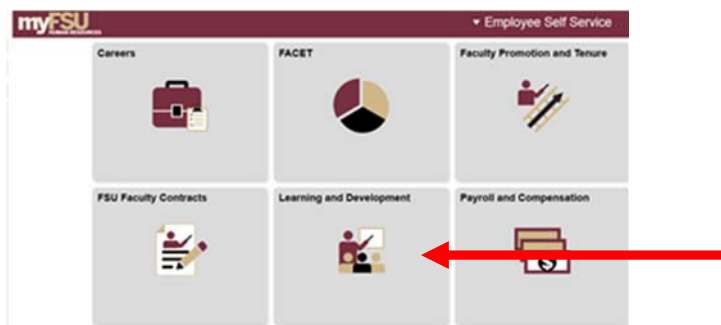
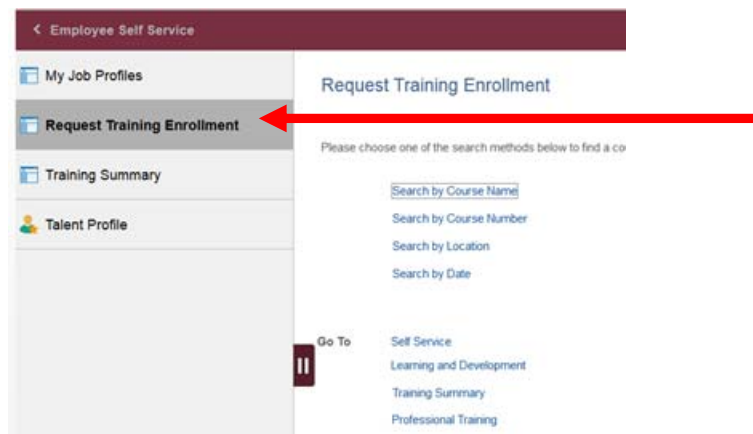


# Training Registration and Cancellation Instructions

## 1. To Enroll in a Course Session



**Navigation:** <https://my.fsu.edu> > 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](mailto: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.

## 2. To View Your Training Summary

**Navigation:** <https://my.fsu.edu> > HR > Employee Self Service > Learning and Development > Training Summary

# Training Registration and Cancellation Instructions

Employee Self Service Learning and Development

My Job Profiles  
Request Training Enrollment  
**Training Summary**   
Talent Profile

### Training Summary

Select the Internal Training Course Name to view Details.

Internal Training								
Course Name	Status	Status Date	Facility	Course Code	Course Start Date	Course Start Time	Course End Time	
<u>Workplace Accidents</u>	Enrolled	03/05/2018	Training Center	COWA01	04/24/2018	09:00:00 AM	11:00:00 AM	▲
Bridging Cultures IV	Enrolled	10/31/2017	Center for Global Engagement	CSDGC1	04/13/2018	10:00:00 AM	12:00:00 PM	
Bridging Cultures III	Enrolled	10/31/2017	Center for Global Engagement	CSMIC1	03/30/2018	10:00:00 AM	12:00:00 PM	
Sexual Misconduct Need to Know	Enrolled	03/26/2018	Training Center	LSSHS1	03/27/2018	08:00:00 AM	11:00:00 AM	

### 3. 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](mailto:training@fsu.edu). 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.