

Training Registration Guide

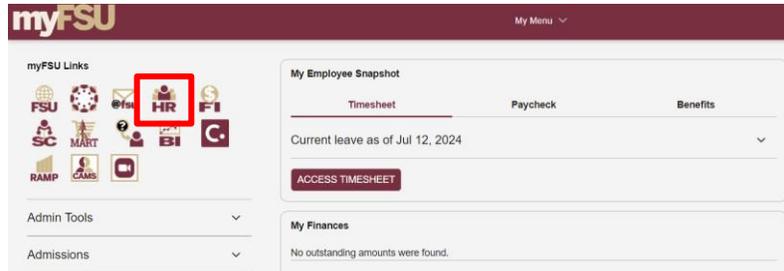
This is a detailed process guide on how to register for employee training using the OMNI HR Learning and Development application. This guide is also available as a [video tutorial](#).

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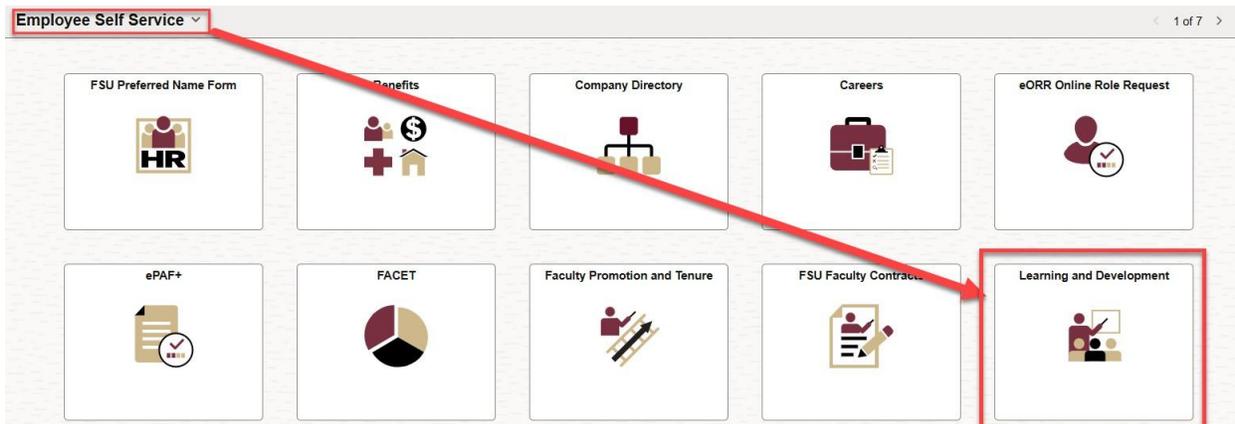
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Accessing OMNI HR Learning and Development

- Go to my.fsu.edu and log in using your FSU ID and password.
- Click the **HR icon** located in MyFSU Links.

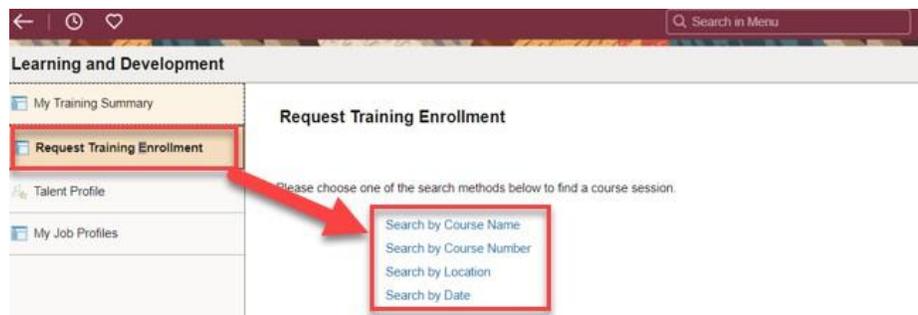


- Select the **Learning and Development** icon from the *Employee Self-Service Menu*.

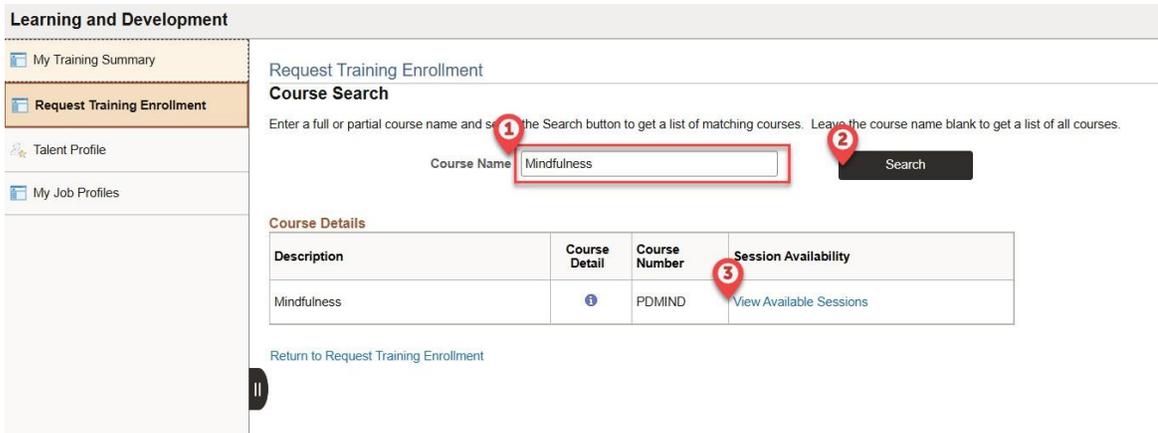


Request Training Enrollment

Select **Request Training Enrollment** and choose one of the search methods. Course names and numbers can be found in the [Training Catalog](#).



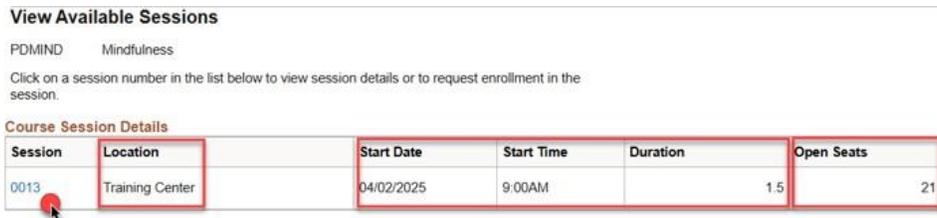
- On the **Course Search** screen, enter the details of the course in the search box and click **Search**. For example, if searching by course name, enter the course name.
- Click **View Available Sessions** to access the available sessions.



If you are unable to find a course, make sure you are using the correct search filters. For example, use 'Mindfulness' as the Course Name and 'PDMIND' as the Course Number.

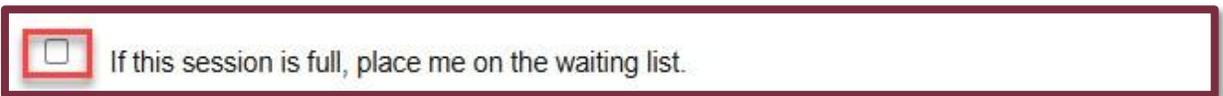
View Available Sessions

- On the **View Available Sessions** screen, you will see important training session details like Location, Start Date, Start Time, Duration, and Open Seats.
- Click the **session number** to continue with enrollment and then **Continue** again.



Wait List

If the session has '0' open seats, you may choose to check the box 'place me on the waiting list.' You will receive a system-generated email if you are moved from the waitlist to enrollment status. Please contact HR Training if you have any questions about the waitlist.



Submit Enrollment Request

- Review the **Course Session Detail** screen.
- Click the **Submit** button to complete the enrollment request.

Submit Request

Select Submit button on the page to complete your request.

Course Session Details

Course PDMIND Mindfulness
 Session 0013
 Course Start Date 04/02/2025
 Start Time 9:00AM End Time 10:30AM
 Duration (Hours) 1.5 Room Code 205
 Location Training Center
 Language

Employee ID

Submit

Reminder to Attend Training

Employees enrolled in training will receive a system-generated email reminder 3 days prior to the scheduled session date for courses that are in-person/remote.

For remote sessions, the access link to join the training will be distributed at least one day prior to the class.

Computer Based Training (CBT) Courses

Online training courses have a session start and end date that covers a year, allowing for year-round enrollment and completion in Canvas. Once you complete a course in Canvas, your completion status is updated in OMNI HR nightly. There may be a delay between finishing your training in Canvas and seeing the update in your HR Training Summary.

Session Detail

Select the Continue button to submit your training request.

Course Concur for Travelers Session 3000

Location Computer Based Training Room CANV
 Language

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Wednesday	12/31/2025	12/31/2025	9:00AM	9:01AM	Computer Based Training

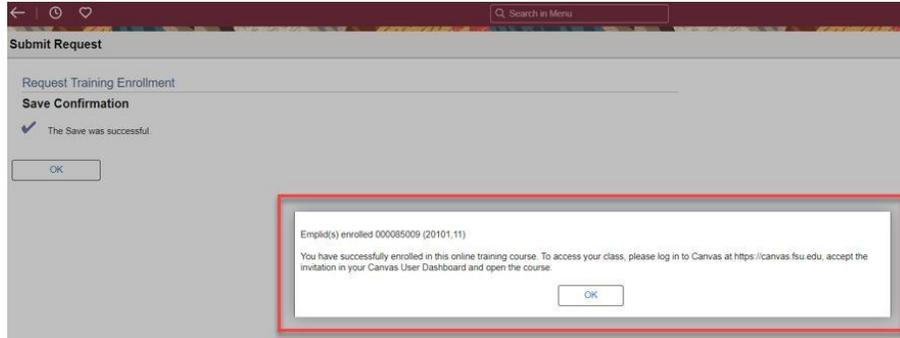
If this session is full, place me on the waiting list.

Continue

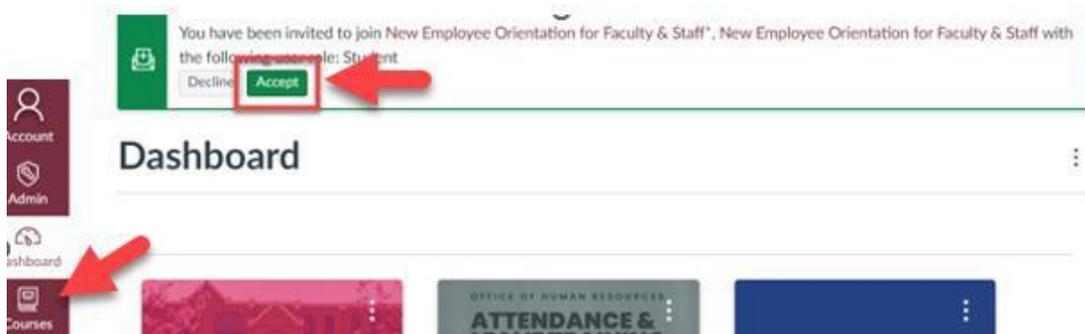
[Return to Course Search](#)

Accessing Computer-Based Training Post Enrollment

Upon enrolling in an online training course, employees will receive a message directing them to canvas.fsu.edu to complete the training course.



Visit canvas.fsu.edu to accept the invitation in the Canvas Dashboard and open the course to begin. Please check **Course > All Courses** if you do not see the course on the dashboard.



View Your Training Summary

To access your enrollment status in training, visit my.fsu.edu>HR>Learning and Development>Training Summary.

Learning and Development

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

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
Criminal History Check Process	Completed	02/21/2024	Training Center	COCHB1	02/21/2024	10:00:00 AM	11:30:00 AM
The Nole eRecruit Experience	Completed	01/17/2024	Remote Instruction Only	BTREC1	01/17/2024	01:00:00 PM	03:30:00 PM

Status Codes

- **Enrolled:** The employee is currently enrolled in the training session.
- **Complete:** The employee has completed the training session.
- **Dropped:** The employee requested to be dropped from the scheduled training session.
- **Canceled:** The training session was canceled.
- **No Show:** The employee did not attend the training session and gave no notice before the class began.
- **Session Waitlist:** When a session is full, participants can request to be placed on the wait list when they register. Participants will receive notification prior to the class if space becomes available.
- **Incomplete:** The employee did not complete the entire training session.

If you feel there are any discrepancies in your training records, please contact the Office of Continuous Improvement & Training at (850) 644-8724 or training@fsu.edu.

Managers can refer to the [Viewing Your Team's Training Summary](#) guide to manage team training records.

Cancel or Reschedule Training

If you need to cancel your enrollment in a course session, please contact HR Training. There may be a waiting list, and your prompt notification of cancellation is appreciated.

- To cancel, email your name, employee ID, course name, and session date to training@fsu.edu or call (850) 644-8724.
- Once you have been dropped from the session, log into your OMNI HR Learning and Development portal to enroll in a new session that fits your schedule.

Training Course Information

Employees can use the interactive [Course Catalog](#) to review a comprehensive list of training courses offered, including the names, numbers, and descriptions of courses for registration in OMNI HR, or search the [events calendar](#) to explore scheduled training course sessions. Contact HR Training with questions about the availability of courses.

Contact Us

If you have any questions, contact HR Training staff at training@fsu.edu or (850) 644-8724.