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County Executive

SuccessFactors: Learning Registrations

Welcome to the **Learning Registration Quick Reference Guide**.

The Learning Registration tile reserves your seat once you've registered for your scheduled course offering.

HOW TO REGISTER FOR A COURSE

Quick Reference Guide



LEARNING REGISTRATIONS

Registration

A scheduled offering is a course or instructor-led item offered at a specific date and time. A registration using the SuccessFactors Learning reserves a seat when you are registered for the offering. From the Learning Catalog or Learning Assignment:

1 Click **Register** Now to display the Registration screen

2 Enter any comments (special needs, requirements, etc) about your registration in the **Comment Textbox** on the registration screen

3 Click **Confirm** to confirm the registration

Registration Basics

Registration status is located on your Learning Plan in the My Learning Assignments tile. Registration details include:

4 Select **View Registration** from the My Learning Assignments to view course assignment, and scheduling information for your registration.

5 Assignment information included who assigned and assignment type.

6 Review the current status. Status types include enrolled and waitlisted.

7 Click **View Details** to view **Current Registration** information.

8 To withdraw a registration on your schedule, click **Withdraw**

Change Registration

To change a registration on your schedule:

9 Expand the **Available Offerings** section

10 Click **Register Now** to register for a specific course

11 Click **Register Others** to register direct reports for a specific course

Request Schedule

To request a schedule:

12 Expand the **Request Schedule** section

13 Enter the need by date and reason (optional)

14 Click **Request**

The screenshot displays the SuccessFactors Learning interface for user Carla Grant. The main content area shows the 'Environmental GET' course (EHS-103) with an 'Instructor-led Course' status. The course details include a description, a 'See Offerings for Price' link, and a table of offerings. The current offering is for 9/22/2014 from 1000 to 1800, located at Edinburgh Facility - Edinburgh Classroom 01, with 25 seats available and a price of 200.00 USD. The user is currently 'Enrolled' in this offering. Below the course details, there is a 'Registration Comments' section where the user can add comments. The interface also shows 'Assignment Information' and 'Current Registration' details. At the bottom, there is a 'Request Schedule' section where the user can specify a need by date and preferred region. Numbered callouts (1-14) indicate the following actions: 1. Register Now button; 2. Comment Textbox; 3. Confirm button; 4. View Registration link; 5. Assignment Type: REQ; 6. Enrolled status; 7. View Details button; 8. Withdraw button; 9. Available Offerings section; 10. Register Now button; 11. Register Others button; 12. Request Schedule section; 13. Need By Date field; 14. Request button.

STEP BY STEP: EXTERNAL REQUEST

External Requests

From the **My Learning** page, click the **External Requests** quick link.

- 1 View your list of external requests and details about each request submitted
- 2 Click **New Request** to create a new Training request

New Request

Before completing the request form, it is recommended that you review the form to determine the required fields, indicated by red asterisks(*). This will assist you to determine the information you need to know in order to complete and submit the request. Read through the provided instructions for more information.

- 3 Complete all required fields. You will not be able to submit without populating all required fields.
- 4 After all required fields are populated, click **Submit** to progress the form to the approval process.
- 5 Click **Show All** to review the approvers
- 6 Once you have examined the approval process, you must agree to the acknowledgement. Check the **I Agree checkbox**. Click **Submit** to complete the process.

The screenshot displays the SAP SuccessFactors interface for creating an external request. The page title is "Request, Authorization, Agreement & Certification of Training". Below the title, there are instructions and a "New Request" button. The form is divided into several sections, with the first section being "SECTION A: TRAINEE INFORMATION". This section contains multiple sub-sections (A.1 through A.9) for entering personal and organizational details. A.1 includes name fields (Last Name, First Name, Middle Initial, First Five Letters of Last Name) and a Social Security Number field. A.2 is for Social Security Number. A.3 is for Date of Birth. A.4 is for Home Address (Street Address, City, State/Province, Postal Code, Country). A.5 is for Home Phone. A.6 is for Position Level (Non-supervisory, Manager, Supervisory, Executive). A.7 is for Organization Mailing Address (Add1, Add2, City, State/Province, Postal Code). A.8 is for Office Phone. A.9 is for Work Email Address. The form includes "Add" and "Delete" buttons for the trainee information. Below the form, there is an "Approval Submission" section with a "Submit for Approval" button and instructions. At the bottom, there is an "Approval Step" table with columns for "Approval Step" and "Approvers". The table shows "First Level Supervisor Approval" and "Supervisor Level 1 (Show All)". A "Submit" button is located at the bottom right of the page.

Learning Carla Grant (cgrant) People Search successfactors An SAP Company

My Learning My Team

Request, Authorization, Agreement & Certification of Training

Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go to Copy** or **Withdraw** from an External Request. Click the **New Request** button to initiate a new request.

1 External Requests Viewing Options: All requests Sort By: Request ID

2 There are no requests specified for this status.

New Request

Back

Request, Authorization, Agreement & Certification of Training

Complete the form below in order to request training outside of your agency. Be certain to complete all of the required fields.

* = Required Fields

Submit Save

3 REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

SECTION A: TRAINEE INFORMATION Instructions

A. Agency Code, agency sub element and submitting office number B. Request Status / Record Action

Add Delete

A.1. Applicant's Name First Five Letters of Last Name A.2. Social Security Number A.3. Date of Birth

Last Name First Name Middle Initial GRANT Social Security Number Date of Birth

Grant Carla

A.4. Home Address A.5. Home Phone A.6. Position Level

Street Address 1500 Fashion Island Bl Home Phone (1) 650 645 2000x Non-supervisory Manager

City State / Province Postal Code Country San Mateo CA 94404 US Supervisory Executive

A.7. Organization Mailing Address A.8. Office Phone A.9. Work Email Address

Add1 4401 Wilson Blvd. Office Phone Work Email Address

Add2 Suite 400

City State / Province Postal Code Arlington VA 22203

Approval Submission

Submit for Approval

The item/request selected requires approval using the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
First Level Supervisor Approval	Supervisor Level 1 (Show All) 5

Submit **6**