How to Sign Up for CARE Training Classes

1) On Travis Central, on the right hand side, in *Employee Links*, click **SAP System (ESS, MSS)**.



- 2) Do the following:
 - a) Type your network user name
 - b) Type your network password
 - c) Click Log on



3) Click Learning on the Employee Self-Service screen.



4) Click **Training Home** on the *Employee Self-Service Area Page*.

SAP/	Search:	Q - New Session Log off
«Back Forward» History Favorites Personalize View Help		Weicome (
SAP Easy Access Course Administration Budget	Finance Travel and Exp	penses Reporting
Employee Self-Service Universal Worklist HelpDesk Forms & More Self-Service & Approvals > Employee Self-Service		Full Screen Options •
Employee Self Service Area Page		0.
Training Home		
The learning page offers you functions to find and participate in suita you individual, personalized access to the company's course offerin catalog. It also offers the learning pr ofile that helps you keep track c	b le courses. It gives gs in the course f learning activities.	

5) The Training Home will open in a new window. Click on Browse Catalog.

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Training Home						
						1
✓ My Bookings					- Search	
All Bookings					Coarob Tarm	CA Advanced Sparch
				- Links		
	1 <u>x1</u>					
	Classroom Trainings	E-Learnings	Curr	BrowseC	atalog	Profile Matchup
				Training Ca	lendar	Training History
Filter My Bookings Filter		4 May 2015 h				
		Mo Tu We Th Fr Sa Su		Top Ten Co	ourses	Prebookings
Filters Reset		18 27 28 29 30 1 2 3 19 4 5 6 7 8 9 10		-		
		20 11 12 13 14 15 16 17		Favorit	<u>es</u>	settings
Language 💿		21 18 19 20 21 22 23 24				
☑ All Languages		23 1 2 3 4 5 6 7			Follow-Up Actions (2)	
					Beelenskinse Bredsfor Beeleiner	

6) Click Travis County Course Catalog.



7) Click HRMD.

Browse Catalog			
存 Back \mid 😚 Training Home			<u>₽</u> 5 4 😮 4
View: Top-Level List			
Course Catalog > Travis County Course	e Catalog		
Travis County Course Cata	alog		
Subject Area Details			
Subject Areas			
FMD Security Training		ITS Training	SAP Training
FMD Security Training	AA Training HRMD	ITS Training	SAP Training

8) Click **CARE Program**.

Browse Catalog		
Sack Training Home	<u>8</u> 5. a	2
View: Top-Level List		
Course Catalog > Travis County Course Catalog > HRMD		
HRMD		
Subject Area Details		
Subject Areas		
CARE Program II LEAD Program II LEAD Program II LEAD Program III		
Professional Development Risk and Safety		

9) Select which class you would like to attend:

CARE Program				
Subject Area Details				
Classroom Training				
Back to Basics: Spinal Health	1x1 Creative Escapes	1x1 Effective Budgeting	Fitness Center Orientation	Heathy Choices for Snacking and Breakfas
HOLIDAZE: How to Minimize Holiday Stress	Maintaining Pers&Financial Resiliency	1x1 Make Your Money Work for You: Debt Plan	1x1 Menu Planning for a Day and a Week	Nutritious Ways for the Holidays
Powerful Food For Prevention	Rebuilding Credit: A Debt Mgt. Plan	1×1 Smart and Successful Socializing	1×1 What diet is best for me? Vegan, Paleo	1x1 Yoga

- 10) Verify:
 - a) The description of the class
 - b) The date of the class
 - c) The location of the class
 - d) The time of the class

D	escription	I					
	General De	escription					
	This ser	minar will help you:					
a	Identify	the sources of holiday stress					
_	Utilize p	practical tips for managing the h	olidays				
	Learn w	ays to make this "your" holiday	1				
	-						
S	elect a Co	urse Date					
	From:	То:	ED Location:		 Language 	ge: 💽 💌 G	Go Reset
	Sele	Schedule	Location	Language	Available Seats	Fee	Details
	0	11/09/2017 - 11/09/2017 C	700 Lavaca - Multi-Function Room C	English	20/20	Free of Charg	Details
	0	11/15/2017 - 11/15/2017	Airport Blvd - Training Rm (2) - Rm #217	English	22/22	Free of Charge	Details
Ift	here is no c	ourse scheduled or the dates a	are not suitable you can Prebook				
E	Book						

11) Enroll in the class:

a) Click Radio Button.

b) Click Book.

	This set	-					
	I his se Identify	the sources of holiday stress					
	Utilize p	ractical tips for managing the	holidays				
	Learn w	ays to make this "your" holida	y!				
Sele	ect a Co	urse Date					
	From:	То:	Docation:		▼ Langua	ge: 💽 💌 (30 Reset
	Select	Schedule	Location	Language	Available Seats	Fee	Details
a	•	11/09/2017 - 11/09/2017	700 Lavaca - Multi-Function Room C	English	20/20	Free of Charge	Details
	0	11/15/2017 - 11/15/2017	Airport Blvd - Training Rm (2) - Rm #217	English	22/22	Free of Charge	Details
If the	ere is no o	ourse scheduled or the dates	are not suitable you can Prebook				

12) Select **OK** to enroll in the selected class.



13) In the upper left hand corner, you should see a confirmation that your participation was successfully booked.

Course: HOLIDAZE: How t	o Minimize Holiday Stress, Classroom Training
存 Back \mid 슑 Training Home	
Participation was successfully booked.	

Note: You will also receive a confirmation email.

14) Close the *Training Home* window by clicking on the **X** in the upper right hand corner.

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15) Log off.

Help Log off

16) Close your web browser window.