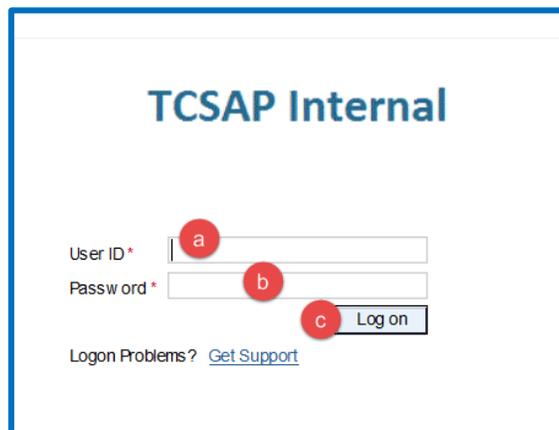


How to Sign Up for CARE Training Classes

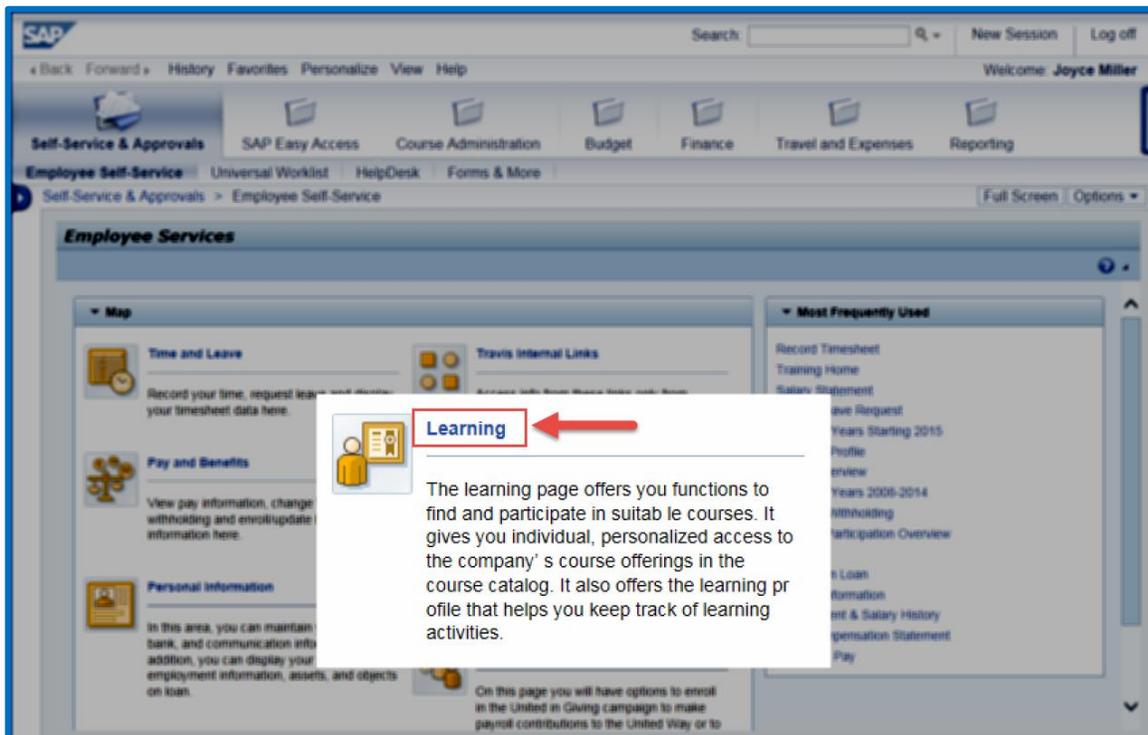
- 1) On Travis Central, on the right hand side, in *Employee Links*, click **SAP System (ESS, MSS)**.



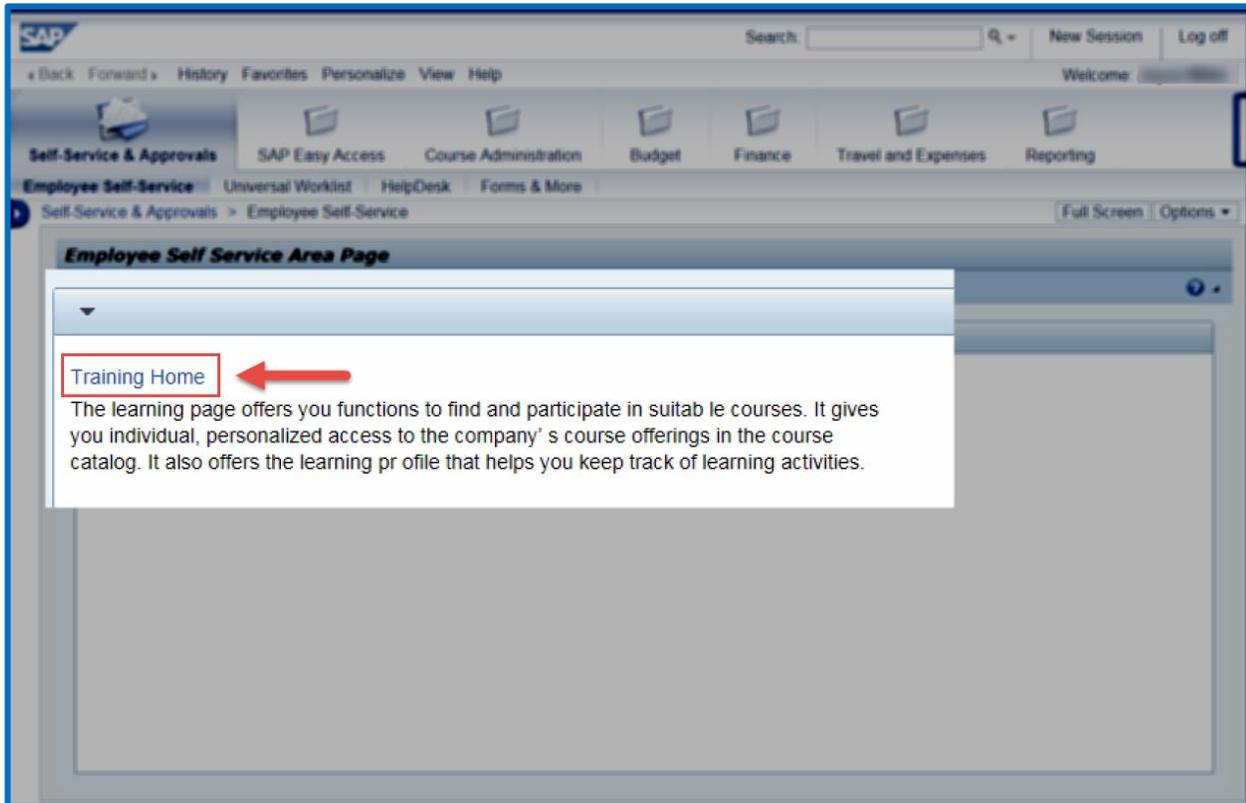
- 2) Do the following:
 - a) Type your network user name
 - b) Type your network password
 - c) Click **Log on**



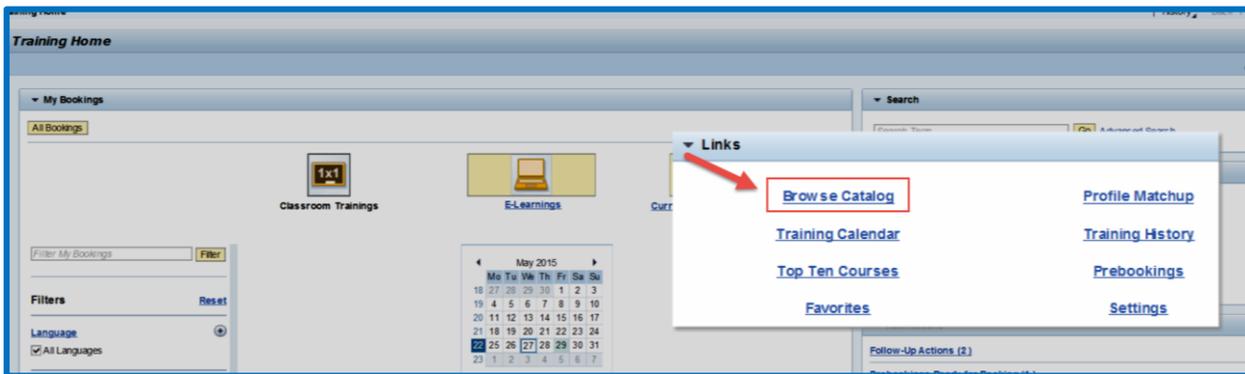
- 3) Click **Learning** on the *Employee Self-Service* screen.



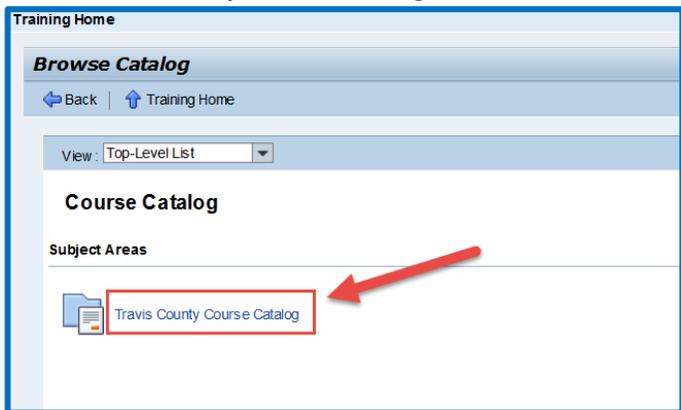
- 4) Click **Training Home** on the *Employee Self-Service Area Page*.



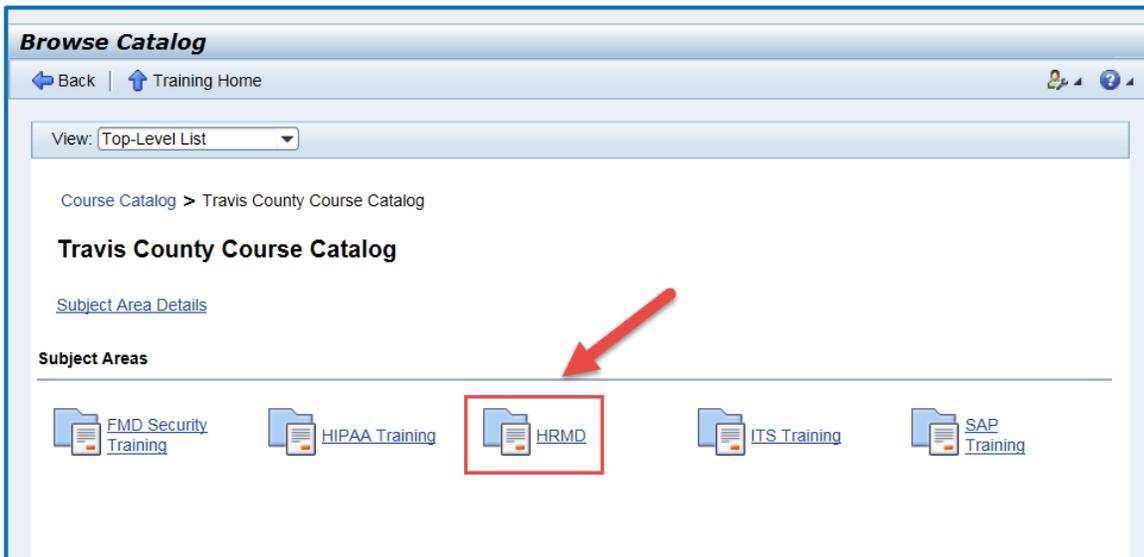
- 5) The *Training Home* will open in a new window. Click on **Browse Catalog**.



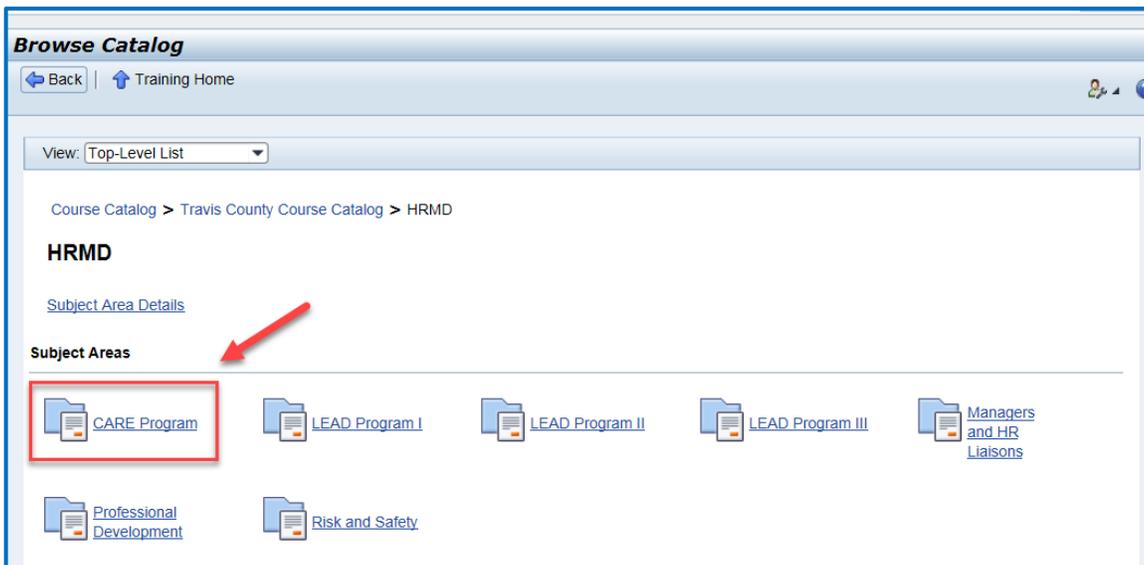
- 6) Click **Travis County Course Catalog**.



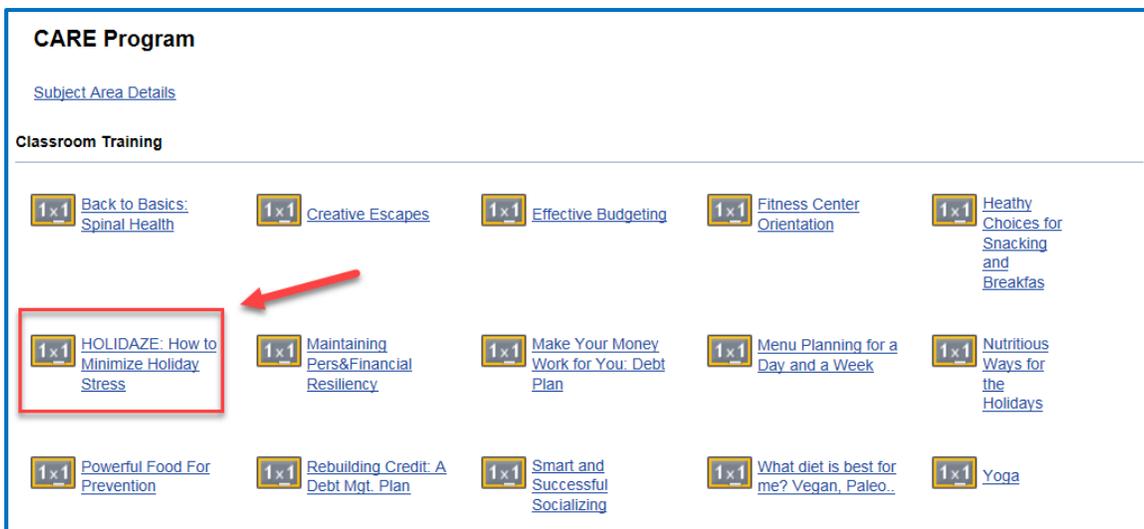
7) Click **HRMD**.



8) Click **CARE Program**.



9) Select which class you would like to attend:



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

Description

General Description

This seminar will help you:
Identify the sources of holiday stress
Utilize practical tips for managing the holidays
Learn ways to make this "your" holiday!

Select a Course Date

From: To: Location: Language: Go Reset

Select	Schedule	Location	Language	Available Seats	Fee	Details
<input type="radio"/>	11/09/2017 - 11/09/2017	700 Lavaca - Multi-Function Room C	English	20/20	Free of Charge	Details
<input type="radio"/>	11/15/2017 - 11/15/2017	Airport Blvd - Training Rm (2) - Rm #217	English	22/22	Free of Charge	Details

If there is no course scheduled or the dates are not suitable you can [Prebook](#)

11) Enroll in the class:

- a) Click **Radio Button**.
- b) Click **Book**.

Description

General Description

This seminar will help you:
Identify the sources of holiday stress
Utilize practical tips for managing the holidays
Learn ways to make this "your" holiday!

Select a Course Date

From: To: Location: Language: Go Reset

Select	Schedule	Location	Language	Available Seats	Fee	Details
<input checked="" type="radio"/>	11/09/2017 - 11/09/2017	700 Lavaca - Multi-Function Room C	English	20/20	Free of Charge	Details
<input type="radio"/>	11/15/2017 - 11/15/2017	Airport Blvd - Training Rm (2) - Rm #217	English	22/22	Free of Charge	Details

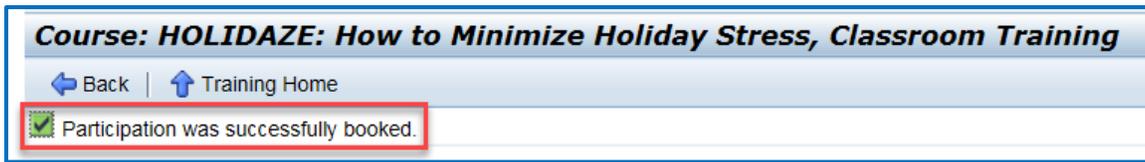
If there is no course scheduled or the dates are not suitable you can [Prebook](#)

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

Confirm Booking

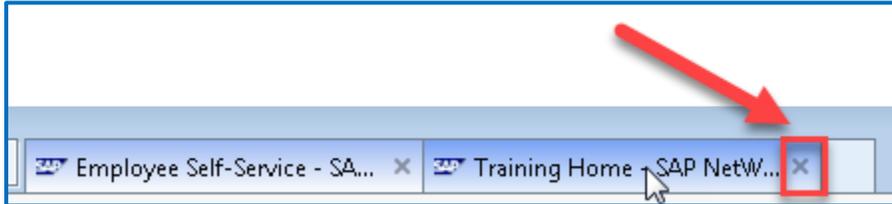
Do you want to book this course?

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



15) **Log off.**



16) Close your web browser window.