Professional Development and Training

User’s Guide

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Overview

This user’s guide shows how to search for CWU professional development and training courses, how to enroll in a training session, and add a professional training course taken outside of CWU (i.e. IT Academy online courses). Also, the guide will show how to view all training sessions enrolled in and completed (internal and external). For Managers/Supervisors, it will show you how to view your employee(s) training(s) as well as how to enroll them into a training session.

Login

1. Open a web browser and navigate to the CWU homepage - www.cwu.edu.

2. Click on MyCWU in the upper right corner.

3. Click Sign In in the upper right corner of the Communications page.
4. Enter your **Username** and **Password** and click the **Login** button.

### Request Training Enrollment

1. **Navigate to:** Employee Tab > Training Folder > Request Training Enrollment
2. Click **Search by Course Number** link (or one of the other search methods).

3. Enter the course number (i.e. HRC003) in the text field and click **Search**, or simply click **Search** to view all available courses.

   ![Course Details](image)

   **Note:** To learn more about the course, click the information 📖 icon, then click the **OK** button to return to the **Course Search** page.
4. Find the course that you want to enroll in and click on the View Available Sessions link.

5. Select the Session that you would like to enroll in.

6. Click the Continue button to continue enrollment in the desired session.
7. Click the **Submit** button to complete the enrollment request.

8. Click the **OK** button.

9. Your enrollment confirmation displays.
10. The enrollment and information for the training will display in the **Scheduled Training** pagelet of the **Employee Tab** (if the training is within 30 days), and will also appear in your **Training Summary**.

To **Cancel/Drop From a Course**

To cancel/drop from a course, please contact Central Learning Academy at (509) 963-2205 or email: **cla@cwu.edu**.

**Add Professional Training Course (Non-CWU)**

1. **Navigate to**: Employee Tab > Training Folder > Professional Training

2. **Click the Add a Professional Training Course button.**
3. Fill in the **Course Name**, **Course Start Date**, **Course Completion Date**, **School/Facility Where Course Was Taken** fields.

4. Click the **Save** button.

5. Click the **OK** button.

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**Note:** Once a course is saved, details about the course can be viewed by clicking on the **Course Name** link, and/or be edited or deleted, by clicking on the Edit or Delete icons.

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**View Training Summary**

A record of all training sessions enrolled in and completed (internal and external) can be viewed in the **Training Summary**.

1. **Navigate to:** Employee Tab > Training Folder > Training Summary
Note 1: To learn more about a course that you are enrolled in or completed, click on the Course Name link.

Note 2: The Enrolled Status of a course training session will be updated as soon as possible, after the course is completed.

Managers/Supervisors

View Training Summary of Direct Report(s) - Those Who Report to You

1. **Navigate to**: Main Menu > Human Resources > Manager Self Service > Learning and Development > Training Summary
2. Select the Employee **Name** to view their training summary.

### Enroll Direct Report(s) for Training

1. **Navigate to**: Main Menu > Human Resources > Manager Self Service > Learning and Development > Request Training Enrollment
2. Click **Search by Course Number** link (or one of the other search methods).

![Request Training Enrollment](Image)

3. Enter the course number (i.e. ENR001) in the text field and click **Search**, or simply click **Search** to view all available courses.

![Course Search](Image)

**Note**: To learn more about the course, click the information 📚 icon next to the course, then click the **OK** button to return to the **Course Search** page.
4. Find the course that you want to enroll in and click on the **View Available Sessions** link.

![Course Search](image)

**Course Details**

- **Course Number**: ENR001
- **Description**: Safe Space Workshop
- **Session Availability**: View Available Sessions

5. Select the **Session** that you would like to enroll in.

![View Available Sessions](image)

**Course Session Details**

- **Session Code**: 0009
- **Start Date**: 05/10/2015
- **Location**: SURC 135
- **Duration (Hours)**: 3.0
- **Open Seats**: 10
- **Waitlisted**: 0

6. Click the **Continue** button to continue enrollment in the desired session.

![Session Detail](image)

**Session Schedule**

- **Date**: 05/10/2015
- **Session Start Time**: 9:00 AM
- **Session End Time**: 12:00 PM
- **Training Facility**: SURC 135

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Return to Course Search
7. Check the checkbox next to the **Name** of the employee(s); you would like to enroll in the course session, and then click the **Continue** button. If you want to enroll all of your employees, you may click the **Select All** button, followed by the **Continue** button.

8. Click the **Submit** button to complete the enrollment request.
9. Click the **OK** button.

10. Your enrollment confirmation displays.

11. The enrollment and information for the training will display in the **Scheduled Training** pagelet in *their* **Employee Tab** (if the training is within 30 days) and will also appear in their training summary. You will also see it in the **Scheduled Training** pagelet of your **Manager Tab** and in your view of their training summary.

**Contact**

For questions, please contact Central Learning Academy at (509) 963-2205 or email: cla@cwu.edu.