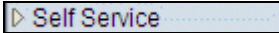
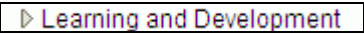

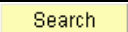

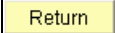


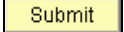




HRMS Training Self – Enrollment

This system is only available from a Maricopa site.

1.	<p>Log into the MCCC Human Resources Management System by going to the following url: http://www.maricopa.edu/portal/new/employees/index.php and clicking on the HRMS login link located at the right side of the page.</p> <p>Your username will be your Enterprise ID and your password is the same as your Maricopa email password. To find your Enterprise ID, please view instructions here: http://www.maricopa.edu/training/pdf/EnterpriseID.pdf</p>
2.	Once logged in, click the Self Service  link.
3.	Click the Learning and Development  link.
4.	Click the Request Training Enrollment  link on the left menu
5.	From the Search Methods page, click the link for your desired Search method, and then enter the information requested. To broaden your search, leave this field blank however your search time may be extended.
6.	Click the Search  button.
7.	From the Search Results select a course by clicking on the View Available Sessions link.
8.	If you wish to view the Course Description, Click the Description  Icon button, then click the Return  button to return to the View Available Sessions page.
9.	To enroll, click on the desired Course Session number link. (Ex:  numbers will vary)
10.	Review course details then click the Continue  button.
11.	Click the Submit  button. Page down if button is not visible.
12.	Click the OK  button
13.	Click the Training Summary  link.
14.	This course will now be listed in your Training Summary .
15.	View the Status Column to be sure you are Enrolled
16.	<p>From the Training Summary window, you can also Cancel your Enrollment in a course. Click the Cancel button next to the course in which you would like to cancel your enrollment. The Cancel button is located to the right of the Status Column. You will be prompted to confirm your cancellation. Click the OK button.</p> <p>Note: Once you have completed the step above the Cancel button will no longer be accessible. You can only cancel enrollment in upcoming courses.</p>
17.	To Enroll in additional courses repeat the steps above beginning with #2. Or Click the Sign out link to exit the system
<p>**NOTE: Notifications of Enrollment and Cancellation are sent to your Business Email Address. View the Personal Information > Email Address area of HRMS Self Service to verify your Business Email Address.</p>	

**For questions or troubleshooting,
please contact Beth Eberhardt at 480.731.8281 or Karen DeLaVina at 480.731.8285.**