How to Register for Training Courses

Step 1: Find a Training Course

Use the interactive Course Catalog to find the numbers, names, and descriptions of courses offered.

You can also view the events calendar, as another option, to explore the upcoming and scheduled training course sessions.

Step 2: Request Training Enrollment

Once you have found a course that fits your interests and schedule, it's time to register! Go to my.fsu.edu. Sign-in with your FSUID and password to get started.

On the top left, select HR on MYFSU LINKS to open the Employee Self-Service page, then select Learning and Development and Request Training Enrollment to begin registration.

1 MYFSU LINKS

FSU | @fsu | HR | FI
RAMP | CAMS

2 myFSU | Menu | Search in Menu
Employee Self Service
Benefits | Learning and Development | Company Dire

3 Request Training Enrollment
Talent Profile
My Training Summary
My Job Profiles

Request Training Enrollment

Please choose one of the search methods below to find a course session.

Search by Course Name
Search by Course Number
Search by Location
Search by Date

Watch a brief video tutorial to see these steps in action!

Step 3: Participate in the Training Course

Courses that are in-person or virtual are led by an instructor. You will receive a system generated email reminder 3 days prior to the scheduled session date. For virtually delivered course sessions, the access link will be distributed the day prior to the class.

After you register for a self-paced online course, you will receive a system generated email that will provide instructions for accessing your training in CANVAS.
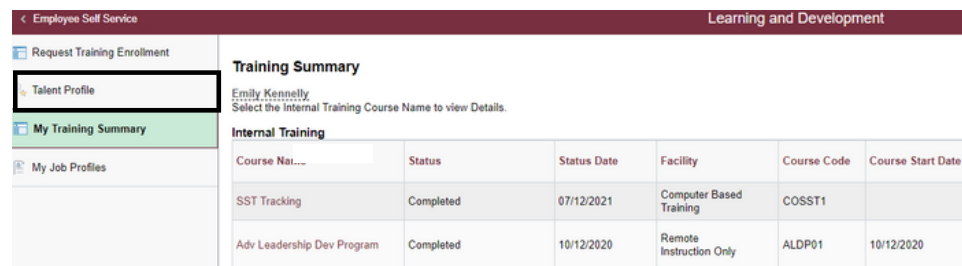
NOTE: online computer based training has a session date of the last day of the current year (i.e., 12/31/20XX) but you can disregard this date! Our online courses are always available for registration and can be completed on any date of your choosing. Canvas course completions are updated in OMNI nightly, so there may be a delay from the time you complete your work in Canvas to when your training summary is updated in OMNI.

Step 4: View your Training Summary

Log into my.fsu.edu and navigate to HR>Employee Self Service>Learning and Development>Training Summary

< Employee Self Service					Learning and Development	

Training Summary

Emily Kennelly
Select the Internal Training Course Name to view Details.

Internal Training

Course Nam...	Status	Status Date	Facility	Course Code	Course Start Date
SST Tracking	Completed	07/12/2021	Computer Based Training	COSST1	
Adv Leadership Dev Program	Completed	10/12/2020	Remote Instruction Only	ALDP01	10/12/2020

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How to Cancel or Reschedule

Let us know if you need to cancel your enrollment in a course session as there may be a waiting list! To cancel, email your name/employee ID, course name, and session date to training@fsu.edu. After you have been dropped from the course session, log into your OMNI Learning and Development portal and enroll in a new session that works better for your schedule.

Contact Us

If you have a question or need more information, please contact Continuous Improvement & Training at training@fsu.edu or call (850) 644-8724. We are here to help with all of your training needs.