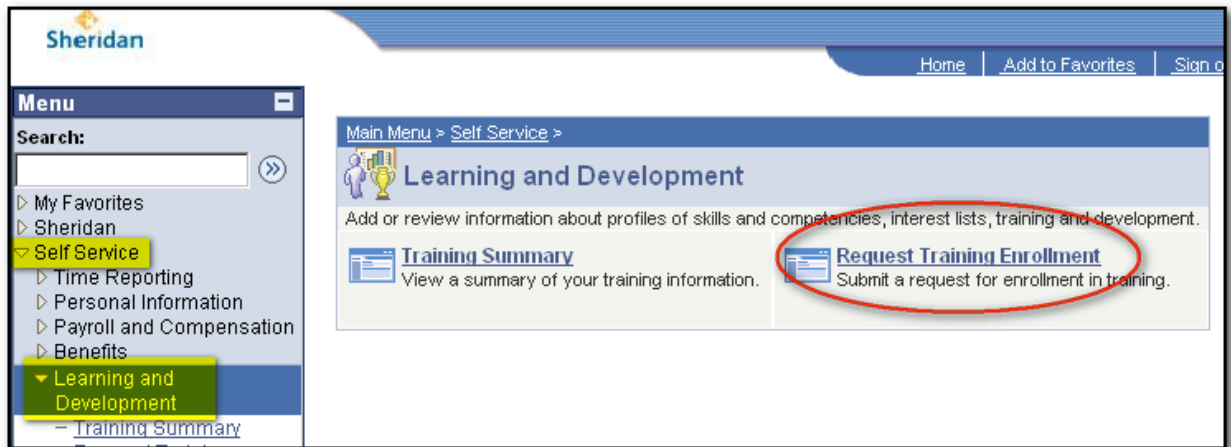


How to register for Technology Training

Login to Access Sheridan and follow this navigation...

Self Service > Learning & Development > Request Training Enrolment



You will see several different search tools:

Request Training Enrollment

Michelle Podd

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](#)

The easiest search is by Course Name:

Request Training Enrollment

Course Search

Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:

[Return to Request Training Enrollment](#)







click to get a full list of all Technology Training

View the Course Details and the next Available Sessions from here:

Request Training Enrollment
Course Search

Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:

Course Details		
Description	Course Number	
ADHD & Subtypes	 ADHD	No Sessions Available
Access 1 2007	 ACCESS	No Sessions Available
Addictive Behaviour	 ADDBEH	View Available Sessions
Autism and Autism Spectrum	 AUSDIS	No Sessions Available
Blended Learning Design	 WC001	No Sessions Available
Build w Vista Org and Design	 PD0014	View Available Sessions

click to view course details (with arrow pointing to the info icon for ADDBEH)

Course descriptions look like this:

Request Training Enrollment
Course Detail

Access 1 2007

Course Code: ACCESS

Description: Design and structure simple databases in Access 2007 including how to input, edit and calculate with data in tables and forms, query to extract the information you need, and create simple reports.

This course is designed to bridge the gap between the 2003 and 2007 versions of Access and is not for the novice user.

Prerequisites: None

Available session information looks like this:

Request Training Enrollment
View Available Sessions

ADDBEH Addictive Behaviour

Click on a session number in the list below to view session details or to request enrollment in the session.

click to see session details and request enrolment

Course Session Details				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0001	Davis Campus	1.0	15	0

Course Session Details				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0002	Trafalgar Road Campus	1.5	15	0

The Enrolment Process:

Request Training Enrollment
Session Detail

Michelle Podd

Click Continue to submit your training request.

Course: ADDBEH Addictive Behaviour
Session: 0001
Location: Davis Campus
Start Date: 11/20/2008
Duration (Hours): 1.0
Language:

Prerequisites:

Prerequisite Courses
None

option to check

Session Schedule			
Date	Session Start Date	Start Time	End Time
Thursday	11/20/2008	5:30PM	6:30PM

If this session is full, place me on the waiting list.

Continue **click to continue**

[Return to Course Search](#)

Submitting your request:

Submit Request

Enter comments (optional) and click the Submit button at the bottom of the page to complete your request.

Course:	ADDBEH	Addictive Behaviour
Session:	0001	
Location:	Davis Campus	
Course Start Date:	11/20/2008	Start Time 5:30PM End Time 6:30PM
Duration (Hours):	1.0	
Language:		

Michelle Podd

EmpID: 020524539

Comment:

← **click to complete the process**

[Return to View Available Sessions](#)

Confirmation of your request:

Request Training Enrollment

Submit Confirmation

✓ The Submit was successful.

← **click to receive confirmation details**

You will receive confirmation of the specifics:

Submit Request - Confirmation

Your request was submitted.

Course: ADDBEH Addictive Behaviour
Session: 0001
Location: Davis Campus
Course Start Date: 11/20/2008 **Start Time** 5:30PM **End Time** 6:30PM
Duration (Hours): 1.0
Language:

Michelle Podd

EmpID: 020524539

Go To: Employee Home
Training and Development Home
[Request Training Enrollment](#)
[Training Summary](#)
Professional Training