How to Register for Classes

- Log in to HRMS and select Employee Direct Access > Learning, Learner Home > Browse Catalog:
  - **Human Resources**
    - Leadership/Professional Development
    - Management *(Supervisors Only)*
    - Technology
  - **Outreach & Engagement**

NOTE: The course description screen is the only place you will see all the dates and times listed. Please make a note of these important details in your calendar.

- Your request will be sent to the training coordinator and your status will change to "Waiting for Selections." You will receive an email notification.

- Selections are made approximately one month prior to the start date of the class. After selections are made, you will receive an email notification that you are either "Confirmed" or "Waitlisted" for the class.

How to Cancel a Class Enrollment

- Log in to the HRMS and go to Employee Direct Access > Learning, Learner Home > Current Learning

- Find the class you wish to cancel > click Unenroll > click on New Status drop down arrow > choose Cancelled > click on the Reason drop down arrow > choose the Reason for cancelling > click Finish.

NOTE: If you cancel out of a class and then decide that you can now take it, you must go through the registration process again from the beginning.