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## Mini -Manual

### REGISTERING FOR PROFESSIONAL DEVELOPMENT

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail [ProfessionalDevelopment@uvm.edu](mailto:ProfessionalDevelopment@uvm.edu)



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All registration for Professional Development and Training classes takes place using the PeopleSoft system. It is necessary to log into PeopleSoft Self Service to sign up for classes. It is also possible to review the trainings you have taken. You can review your training schedule, including session times and room locations from the Training Summary page..28 Tm 0 g 0 G [( ) TJ ET



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### Cancel Enrollment in a Class

To cancel enrollment in a class, contact Professional Development and Training by e-mailing us at: [ProfessionalDevelopment@uvm.edu](mailto:ProfessionalDevelopment@uvm.edu) or via telephone 802-656-5800.

#### Professional Development and Training Cancellation Policy

Professional Development and Training is committed to providing relevant and high-quality learning solutions to employees across the University. Designing, developing and planning for these classes requires significant time and effort. Since the seat we hold for you often UHSUHVHQWV DQRWKHU LQGLYLGXDORQ FDP SXV ZKR ZDQWV mindful of both our investment and the needs of others.

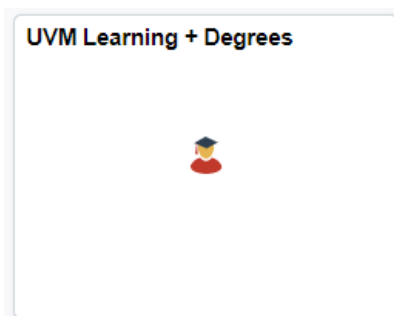
When you register for a Professional Development and Training class, you make a commitment to attend and actively participate. If circumstances prevent you from attending, it is your responsibility to contact Professional Development and Training at least 24 hours in advance to inform us of your absence. Please call 802-656-5800 or e-mail [ProfessionalDevelopment@uvm.edu](mailto:ProfessionalDevelopment@uvm.edu) if you find that you will not be able to attend your class. Thank you for your consideration.

### Review Training Summary

It is possible to view the status of current and historical classes. It is also possible to review the session dates, times and locations. These screens will also show your training enrollment status.

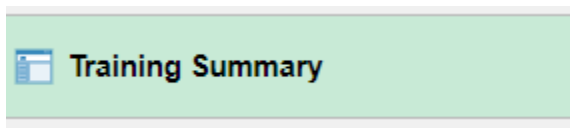
#### Step-by-Step Instructions: Review Training Summary

1. Log in to PeopleSoft through the Human Resources Login ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation:
  - UVM Employee > UVM Learning + Degrees



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- UVM Employee > UVM Learning + Degrees > Training Summary



3. Click on the Training Summary icon and your trainings will be listed.

**Internal Training**

Course Name	Start Time	End Time	Location	Room	Status	Start Date	End Date
UVM Culture and Community	9:00AM	12:00PM	Davis Center	417	Completed	09/09/2019	09/09/2019
Enrollment	09/12/2019	09/12/2019			Enrolled	09/09/2019	11/09/2019

4. Click the Course Name for details regarding this course

**Course Detail**

Select OK to return to the summary page.

<b>Course Name</b>	PeopleAdmin Training
<b>Course Code</b>	PPA001
<b>Description</b>	This session will provide an overview of the revamped PeopleAdmin mini-manual and how to use
<b>Training Facility</b>	Billings Library
<b>Prerequisites</b>	None

5. The status column lists the status of training including waitlist status.

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### Other Benefits of this System

A number of other features are available through this system to help track your professional development record.

#### Record Professional Conferences

Enter professional conferences and seminars attended. Do not enter classes presented by Professional Development and Training, these classes are already recorded in the internal training record and do not need to be added here.

1. Navigation:

- UVM Employee > UVM Learning + Degrees

- UVM Employee > UVM Learning + Degrees > Professional Training

2. Click the Professional Training icon and any professional training you have already

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Courses with sessions in the current Fiscal year with all session dates occurring in the past will be listed as no available sessions.

### How do I find the session time, date or room?

This information can be viewed on the [Review Training Summary](#)

### How do I look up whether I am waitlisted in a class?

This information can be viewed on the [Review Training Summary](#).

### What if my training history is incorrect?

Professional Development and Training staff made every attempt to accurately transfer data from the old system to the new system, beginning with courses attended July 1, 2010 and later. If you believe your training history is incorrect, please contact us via e-mail to research the situation. [ProfessionalDevelopment@uvm.edu](mailto:ProfessionalDevelopment@uvm.edu)

### How do I access my training record prior to July 1, 2010?

Please contact us via e-mail for access to your historical training record.  
[ProfessionalDevelopment@uvm.edu](mailto:ProfessionalDevelopment@uvm.edu)

Suggestions? Updates? Please send an e-mail to [HRInfo@uvm.com](mailto:HRInfo@uvm.com)

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