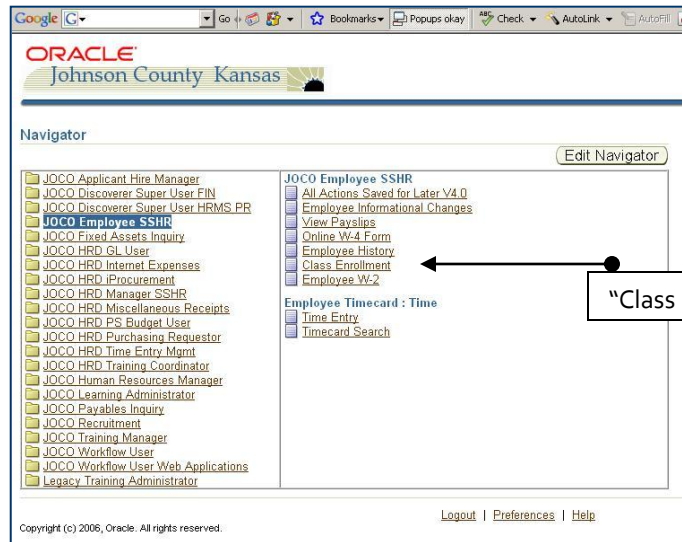


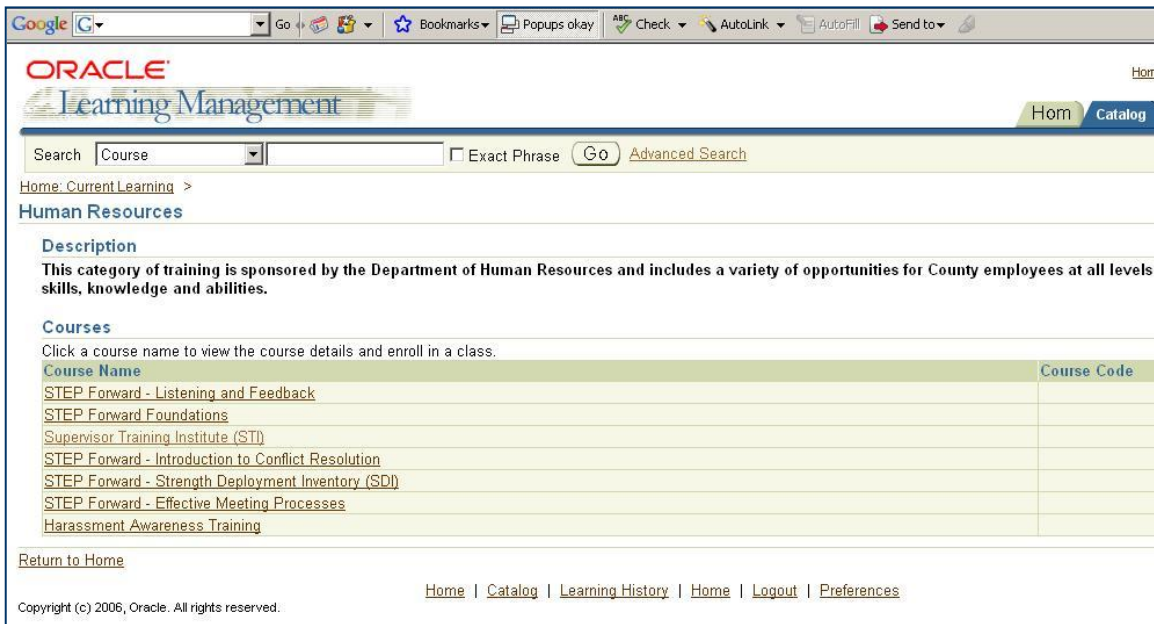
ORACLE CLASS REGISTRATION INSTRUCTIONS

Instructions:

1. Log in to Oracle.
2. Click on **JOCO Employee SSHR**.
3. Click on **Class Enrollment**.
4. In the **Browse Catalog** box on the right side of the screen, click on the name of the department that sponsors the class. (For example, Human Resources sponsor Supervisor Training Institute, STEP Forward classes, and the Office of Financial Management sponsors Driver's Training.)



5. Under Courses, click on the **Course Name** for which you want to enroll. This will take you to the **Offerings** screen.



6. While at the **Offerings** screen, click on the **Offering Name** (usually it is the same as the course name). This will take you to the **Classes** screen, which lists the dates, location, and start time for each class.

7. While at the **Classes** screen, click on the **"Enroll"** blue briefcase to the right of the class in which you want to enroll. Selecting the briefcase enrolls you in the class.

ORACLE Learning Management

Home Logout Preferences

Home Catalog Learning His

Search Course Exact Phrase [Advanced Search](#)

Home: Current Learning > Human Resources > Course: Supervisor Training Institute (STI) >

Offering: Supervisor Training Institute 2007

Use this page to view and enroll in a class. To cancel your enrollment, click the class name, then click Unenroll.

[Show Key Notation](#)

Classes

Filter by Name

Class Name	Location	Training Center	Start Date	Start Time	Duration	Class Status	Enrollment Status	Enroll
STI Class 1 Series Enrollment August 14 - September 25, 2007	ADM-250		14-Aug-2007	08:30	8 Hour(s)	Normal	Not Enrolled	

Description

STI provides information on and opportunities to apply effective leadership strategies and related County policies. The program is conducted over a seven-week period, which includes a mid-series break.

Course Prerequisites

Course Name	Prerequisite Type	Completed Status
No results found.		

Competency Prerequisites

Competency	Level	Prerequisite Type	Completed Status
No results found.			

Other Details

Delivery Mode Classroom (physical)

Language **American English**

8. **Verify your enrollment** information on the next screen, the **Review** page. If you have successfully enrolled in the class you want to attend, click on **Submit**. If you want to attend a different class, click on the **Back** button on your browser to return to the **Classes** page, and then enroll in the new class.

You will be notified by e-mail that your enrollment status is **"Requested"**. "Requested" does not mean you are confirmed to attend. Your status will be changed to **Placed** or **Waitlisted** once it has been approved through your department/agency training approval hierarchy. Your direct supervisor first approves the training request, then, his or her supervisor gives the final approval of the training request. They are notified automatically via e-mail from Oracle.

If your schedule changes and you need to cancel or attend a different class than the one in which you are enrolled, please cancel your original registration through the same steps you originally enrolled. You will see an option to "Cancel".

If you have questions about Human Resources-sponsored training, please email [HRD-Organizational Learning & Development](#). If you have questions regarding the Oracle enrollment process, please email [OSC-HRMS Team](#).