

Steps to register online (UP Portal in PeopleSoft) for an In-house IT Course

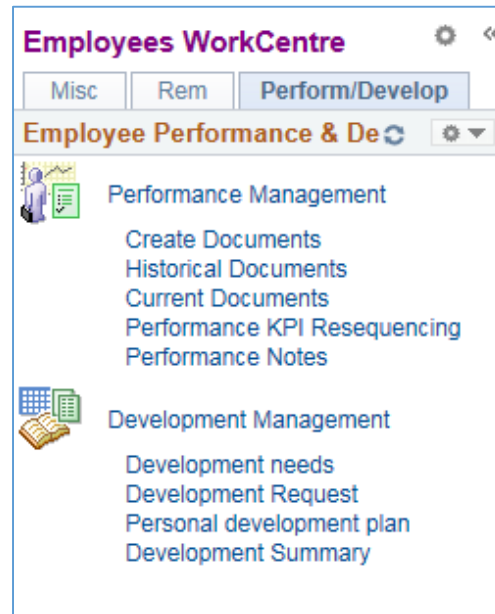
Please register (in-house programmes) through the **UP Portal** in PeopleSoft as follows:

- Log in to the UP portal (www.up.ac.za). (If you experience problems with the login, please contact the IT Help desk at Tel: 012 420-3051 Email: help@it.up.ac.za).
- The UP Staff Intranet News page will appear. Click on the **Staff Systems Portlet** button.
- Scroll to the **Human Capital Management (HCM) System** Portlet and click on **Human Resources Self Service**.
- The new login screen will appear. Enter your portal password and click on **Sign In**.
- The following screen will appear:



- Click on the **Employees WorkCentre** link.
- Click on the **Perform/Develop** tab on the panel on the left hand side of the screen.

- The following screen will appear:



- **Note:** It is not necessary to enter a development need for any In House – free) courses. You can continue to the Development Request option.

Development Request

- On the left-hand side of the screen click on **Development Request**.
- The **Development Request** screen will appear:

Development and training


Development request

Development request

Learning Strategy ▼

Register for a course Free of Charge – approved by your Line Manager and listed in the IDP and the 2014 ITS Training program

- You do not have to enter a Development Need to register for any In-House (free of charge courses)
- Click on the drop down arrow of **Learning Strategy** and click on **In-house (free of charge)** or **In-house IT (free of charge)** to register for courses where no money is charged.
- The **Request Training Enrolment** screen will appear:

New Window | Help | Personalize Page | 

Request Training Enrollment

Mrs EC Nagel

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](#)

Go To

- [Self Service](#)
- [Learning and Development](#)
- [Training Summary](#)
- [Professional Training](#)

- Click on **Search by Course Name**, type a name of course i.e. **clickUP** (or leave it blank) and click on the **Search** button.
- A list of all the selected (or all) courses will be displayed.
- Click on **View Available Sessions** next to the course that you would like to attend.
- Select the session that you would like to attend by clicking on the **Session number**.
- On the **Request Training Enrolment – Session Detail** screen, read the applicable information and click on the **Continue** button.
- Complete the comments field if necessary and click on **Submit** – all your personal details will be captured automatically.
- Your line manager will receive an email: ***Application for development need awaiting approval.***