

Professional Development

Registering for a Course – SunGard BusinessPLUS

The following is an outline of the steps necessary for the Course Registration process. All registration and course completion processes are accessed through the Employee Online web-based system.

From the **Employee Online** login screen:

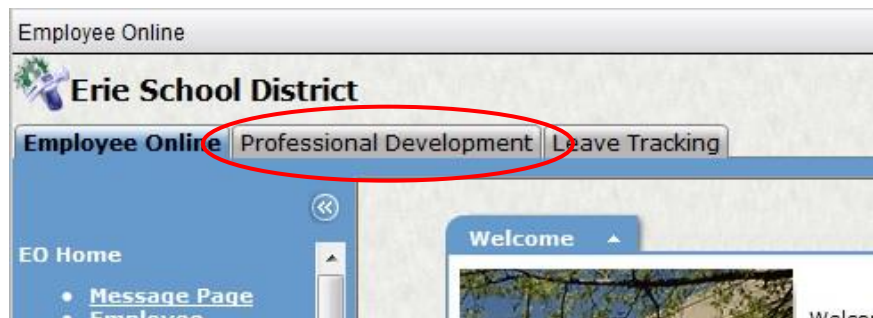
1. Enter your 7 character Employee ID for your Username (example E002323).
2. Enter your SSN for your Password (**DO NOT** use hyphens when entering your SSN - example 123456789).

If you have logged into Employee Online previously, use the password you created.

Note: You will be prompted to change your password (first time users only).

Message Page

From the Message Page, click on the **Professional Development** tab from the Dashboard.



Browse Courses

Click on the **Browse Courses** link from the toolbar on the left-hand side of the screen.



Browse Available Courses

1. From the Browse Available Courses screen, click on **Search** to view all available courses

Browse Available Courses Help

Course Title:

Instructor/Facilitator:

Course Type:

Topic Area: IT - Information Technology Courses

Proficiency Goal:

Location:

Start Date: End Date:

Search Results

1. Look at the course title name to locate the specific course in which you are supposed to register.
2. Click on the course title link.

Course Title	Start Date	End Date	Location	Instructor/Facilitator	Min	Max	Registered
Getting More Out of Gaggle using MarkItUp!	05/09/2013	05/09/2013	Central High School	BLAIR, MAX W	3	15	0

Course Registration

Click on the **Register** button at the bottom of the page to register for the selected course.

Course Registration

Employee Cost: \$0

Registration Confirmation

After you click the Registration button, a confirmation page will appear letting you know that you have successfully registered for the selected course. You will also automatically receive an email notification confirming your registration and status for the course.