Enrolling in a training course on Themis

A number of units that provide training for staff at the University use the Themis Training Administration (TTA) module to manage their courses. The Training and Development function in Staff Self Service enables you to search for and enrol in these training courses. **Note:** a training history of classes that you have enrolled in will display in your Themis employment record.

To enrol in a training course

1. Log on to Themis via UOM Staff Self Service and select Performance and Development > Training and Development.
   
   This will take you to the Themis Learning Management module where your current (confirmed) training information will display.

2. Perform a search to locate your desired course/s.
   
   - You may perform a search using the Search function at the top of the screen, or use the Browse Catalog function (located on the right of the screen). For further details on searching for training refer to the Searching for a training course on Themis reference card.

   The courses matching your search criteria (or the provider/category selected) will display.

3. Click on the Course Name or Course Code link to select the appropriate course.

   The course details screen will display the details (offerings) of the selected course (i.e.: the ways the course is run such as lab-based, on-line training, seminar, etc) as well as general course details (e.g.: course objectives, description, intended audience).

4. Click on the Offering Name link to select the desired session.

   The course offerings screen will display the classes (dates) that are available for the selected course.

   - Click on the Class Name hyperlink to view further class details, including the number of sessions (if more than one), location of the course and trainer if recorded. **Note:** you may also enrol from the Class Details screen.

5. Click on the Enrol icon for the class in which you wish to enrol.

   The course summary screen will display.

6. Complete your enrolment details and click on the Next button to proceed.

   The Review screen for your training application will display. You can use this screen to attach supporting documentation, enter comments to your approver, or use the Back button to return and make changes to your application.

7. Click on the Submit button.

   You will receive a confirmation (via a worklist notification) that your application has been submitted to your supervisor(s) if approval is required, or directly to the Training Unit if no approval is required for this course.

   **Please note:** while you may cancel your course enrolment at any time, you should check the cancellation policy of the training provider prior to cancelling as a fee may apply. If you choose to cancel once your enrolment has been confirmed, please notify the appropriate training administrator.