

Emory University

Learning Services

Employee Self Service – Training and Personal Development


How to register for a Class

Sign into Employee Self Service at leo.cc.emory.edu. Do not enter WWW before this web address.

(If you have menu options, follow this path: [Home](#) > [Self Service](#) >

[Employee](#) > [Home](#) > Employee Self Service)

1. Click on link to [Training and Personal Development](#)
2. Under Training Request, click on [Request Training Enrollment](#)
3. Select Search Option
 - ❖ [Search by Course Name](#) – Name is case sensitive and must be typed exactly as it is listed
 - ❖ [Search by Course Number](#) – Enter the six digit Course Number
 - ❖ [Search by Location](#) – You may view classes being offered at a specific location
 - ❖ [Search by Date](#) – Enter a date range to see classes available for a particular date, week, or month
 - ❖ [Search by Category](#) – Enter a general Category such as Communication

Except for the search by date, you may enter full or partial information to see results. For example, if you know the first three digits of the class number, enter that and all classes beginning with those numbers will display. Or if you know the first word in the name of a class you may enter just that word. You may also leave the search box blank to return the first 300 values.
4. The search will return a list of classes - click the  icon to view course details
5. The search list will also contain a link to [View Available Sessions](#) - click this link to see available times and seats for classes that interest you. After viewing, click your browser's Back button to return to the previous page.
6. To register for the session displayed, complete the FAS Account Number field with your departments account number for training and hit [Submit](#) – this will prompt an email to your supervisor requesting they review and approve or deny your training request.
7. You may view the status of the approval process under the [Training Enrollment Status](#) link on Training and Personal Development home page under Training Information.

How to view your Training Summary

1. Open the [Training and Personal Development](#) home page in Employee Self Service
2. Under Training Information, click on the [Training Summary](#) link