Self-Service Enrollment Instructions

1. Through the County Intranet, click on the PeopleSoft link at the middle top right of the webpage.

![PeopleSoft link](image)

2. In the center of this page, click on the Login to PeopleSoft link below the Oracle logo.

![Login to PeopleSoft](image)

Key in User ID and Password. If you need your password reset, please call ITC (SBT) Help Desk at 525-HELP.

3. Click on the NavBar.

![NavBar](image)

1. Select Navigator>Self Service>Learning and Development>Request Training Enrollment>

2. Select Search by Course Name or Search by Course Number (Alpha Code).

3. Type in the Course Name or the Course Number. Click Search.

4. Click on the i logo to view the Course Description.
5. Select OK to go back to prior screen.

6. Click on the link View Available Sessions.

7. Click on an open session #. (If course shows 0 Open Seats, the class is full; please choose a different session.)

8. Review the Session Details and click on Continue.

9. Click on Submit.

10. Click OK. This will take you to the Confirmation Page which you can print for a confirmation of your enrollment in the Course.

11. Employees are responsible for adhering to their department training requirements and must obtain the necessary permission to attend classes prior to enrollment.

12. If you need to change or cancel a Course Session, please contact Peggy Dominguez at domingp@stancounty.com or call 525-5781.