

Self-Service Enrollment Instructions

1. Through the [County Intranet](#), click on the [PeopleSoft link](#) at the *middle top right* of the webpage.



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



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

3. Click on the NavBar.



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.**