

eDevelopment: Request Training Enrollment

Note: If a training event has a fee, or required approval is indicated, you are not enrolled until your Training Approver approves your enrollment request.

Getting Started

1. Point your browser to <https://nuhr.northwestern.edu>.

Result: The Self Service sign-in page appears.

2. Log on using your NetID and Password.
3. When signed in, click on the following links in the Menu box on the left:

Self Service > Learning and Development > Request Training Enrollment

Note: This page may take a few moments to load.


Searching for a Training Event

1. Click either <Search by Course Name> or <Search by Category>:

Search by Course Name

- To retrieve all courses available, leave the *Course Name* field blank and click <Search>, or
- Enter all or part of the course name and click <Search> (your results will be limited to the course names containing the exact information entered).

Result: A listing of courses that match the search criteria entered is displayed.

- Sort the list by clicking either <Description> or <Course Number>.
- To see the Course Detail, click on .

For additional information on course numbers, refer to the “Course Naming Conventions” document at: <http://www.northwestern.edu/hr/hris/edevelopment/coursecode.pdf>.

Search by Category

- The most efficient way is to leave the *Category* field blank and click <Search>
2. To view the available sessions for a course or category, click on <View Available Sessions> next to the *Course Name* or *Category*.
 3. To view the details for a particular session, click <Register Now>.
 4. Review the session details and to enroll in the training event, click <Continue>.

5. Review the *Submit Request* page.

Indicating Payment Method

If the course has a Registration Fee or a Cancellation Fee, a *Payment Method* box is available on the screen:

- Choose either **Pay by University Chart String** or **Pay by Personal Check** before you submit the request.
- To pay by a chart string, you must enter the Fund, FN Dept and Account.
- If you know you will be paying by a chart string, but don't know the number, select **Pay by University Chart String** and leave the fields empty (your designated Training Approver will need to enter the appropriate chart string before he/she can approve your request).

Making Your Enrollment Private

If the course has no Registration Fee/Cancellation Fee or you are paying by personal check, a *Personal Course* box is available on the screen:

- If you do not want your Training Approver to see that you are enrolling in the course on your Training Summary, check the box.
NOTE: This check box is not available if the course is being paid with a chart string since it is required that your Training Approver be informed when a course/cancellation fee is being charged to the department.

6. To submit the request, click <**Submit**>.

Receiving Enrollment Confirmation

7. If the enrollment request is successful, you will receive an e-mail confirming your request.
 - If you indicated that you will be paying for the course with a chart string, the request will be submitted for approval to your Training Approver.
 - Once your Training Approver has approved the Training Request, you will receive another e-mail confirming your enrollment.
 - If the course had no Registration Fee/Cancellation Fee or this course will be paid by personal check, then the request will be confirmed and processed by the HRIS administration group by the end of the business day.
8. If you received an error with your submission, please contact the HRIS HelpDesk at 847-467-4800 or hrishelp@northwestern.edu