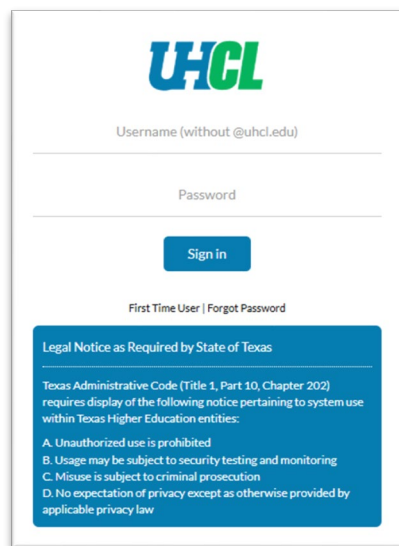


From the uhcl.edu webpage:

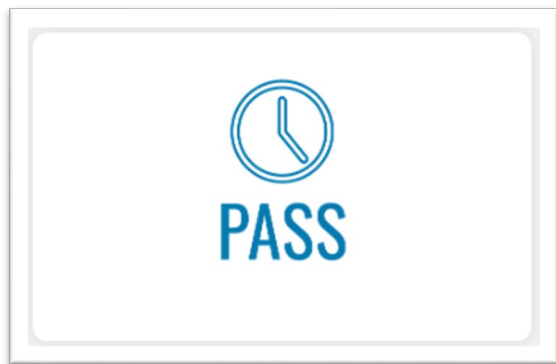
1. Click on **go.uhcl.edu**.



2. **Log in** using your UHCL employee credentials.

A screenshot of the UHCL login page. At the top is the UHCL logo. Below it are two input fields: 'Username (without @uhcl.edu)' and 'Password'. A blue 'Sign in' button is positioned below the password field. Underneath the button are links for 'First Time User' and 'Forgot Password'. At the bottom, there is a blue box containing a 'Legal Notice as Required by State of Texas' with text about Texas Administrative Code and a list of four points (A, B, C, D) regarding system use and privacy.

3. From this screen, click on the **PASS icon**

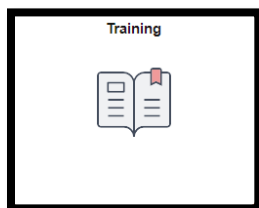


*Alternate path:

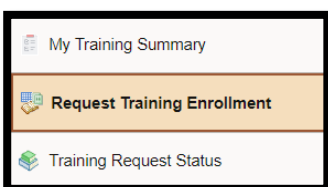
- From our main UHCL website, click e-Services
- Scroll down and select **the Faculty and Staff Access** drop-down menu.
- Click the **go.uhcl.edu** button
- **Sign-in** to the Single Sign-on (SSO) using your **username and password**
- Scroll and click the **PASS** tile

Once in PASS, continue with the following steps:

1. On the Employee Self Service page, click the **Training** tile. The **My Training** screen will appear

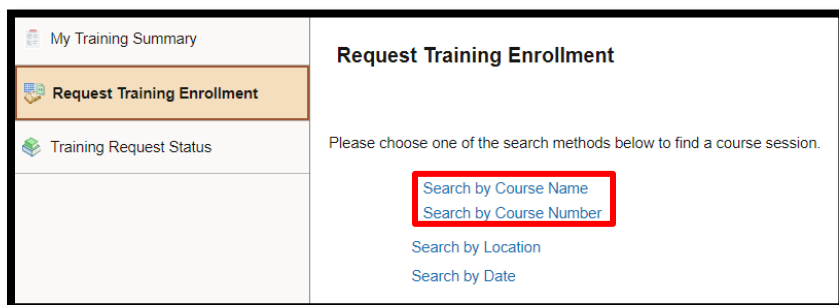


2. Click **Request Training Enrollment** from the menu

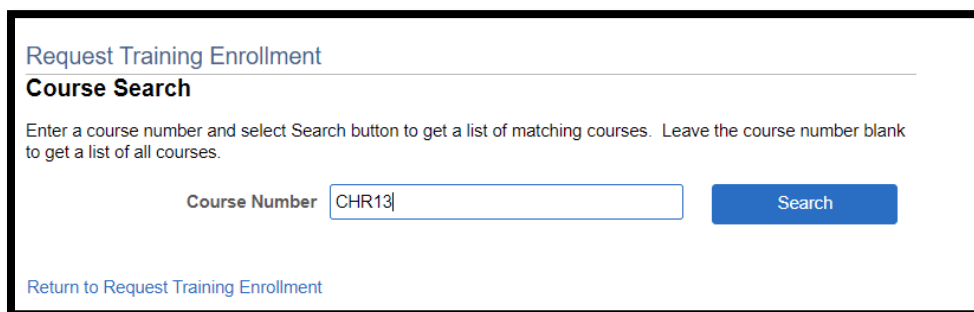


Request Training Enrollment screen will appear

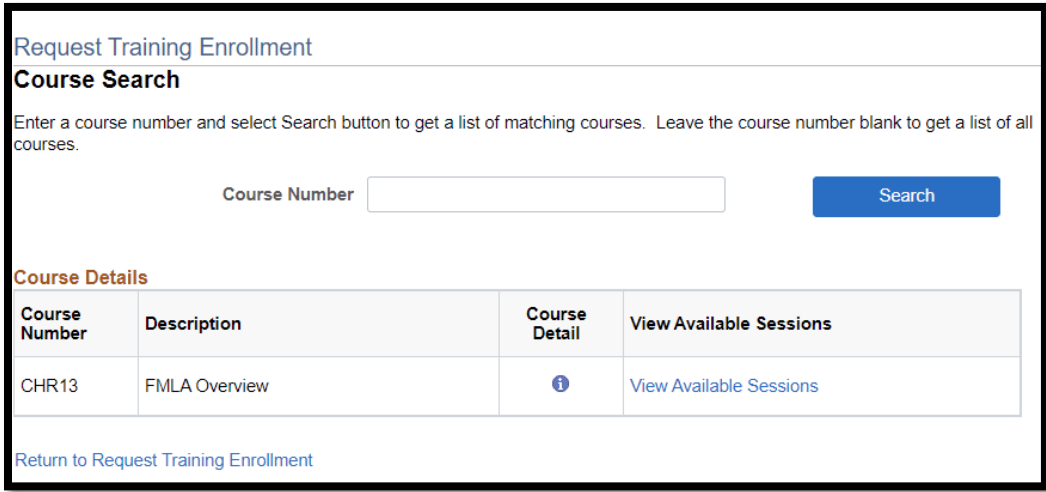
3. Click **Search by Course Number** (shown in this guide) or **Click Search by Course Name**



4. Enter the **Course Number** (or name, if searching by name)
5. Click **Search**



6. Click **View Available Sessions**



[Request Training Enrollment](#)

Course Search

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number [Search](#)

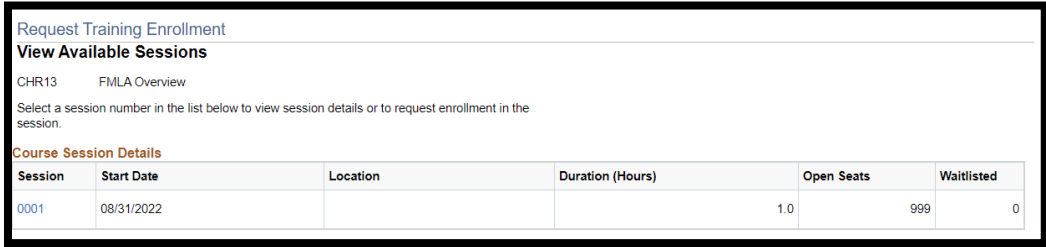
Course Details

Course Number	Description	Course Detail	View Available Sessions
CHR13	FMLA Overview	i	View Available Sessions

[Return to Request Training Enrollment](#)

Screen will display all sessions and open seats available

7. Click on a **Session number** (0001 in this example)



[Request Training Enrollment](#)

View Available Sessions

CHR13 FMLA Overview

Select a session number in the list below to view session details or to request enrollment in the session.

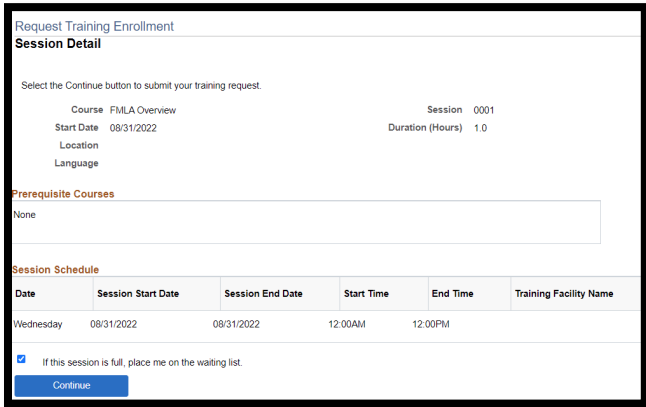
Course Session Details

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0001	08/31/2022		1.0	999	0

***Note:** only available sessions will appear as a blue hyperlink*

Session Detail screen

8. Verify the session name, date, and time. If correct, click **Continue**



[Request Training Enrollment](#)

Session Detail

Select the Continue button to submit your training request.

Course FMLA Overview Session 0001
Start Date 08/31/2022 Duration (Hours) 1.0
Location
Language

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Wednesday	08/31/2022	08/31/2022	12:00AM	12:00PM	

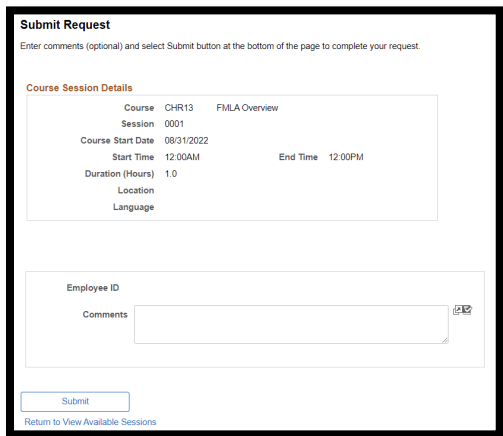
☒ If this session is full, place me on the waiting list.

[Continue](#)

***Note:** online sessions will display a session start and end date of 08/31 of the current fiscal year. This is for system administration purposes only. Please disregard.*

9. Review request

10. Click **Submit** if ready or click **Return to View Available Sessions** to change session date



Submit Request
Enter comments (optional) and select Submit button at the bottom of the page to complete your request.

Course Session Details

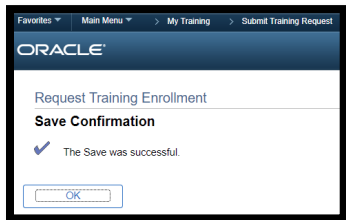
Course	CHR13	FMLA Overview
Session	0001	
Course Start Date	08/31/2022	
Start Time	12:00AM	End Time 12:00PM
Duration (Hours)	1.0	
Location		
Language		

Employee ID

Comments 

[Return to View Available Sessions](#)

11. A confirmation message will appear. Click **OK**



Favorites ▾ Main Menu ▾ > My Training > Submit Training Request

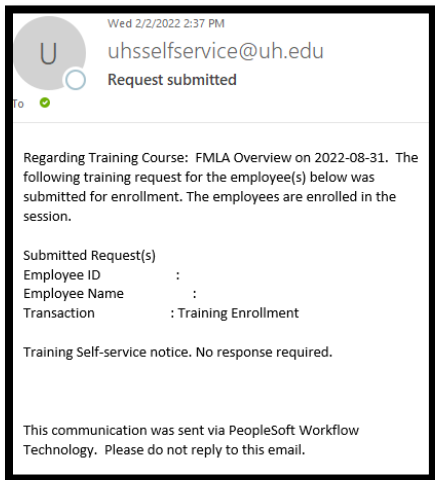
ORACLE

Request Training Enrollment

Save Confirmation

✓ The Save was successful.

You will also receive an automated email from UH Self Service confirming receipt of your request



 Wed 2/2/2022 2:37 PM
uhselfservice@uh.edu
Request submitted

To 

Regarding Training Course: FMLA Overview on 2022-08-31. The following training request for the employee(s) below was submitted for enrollment. The employees are enrolled in the session.

Submitted Request(s)

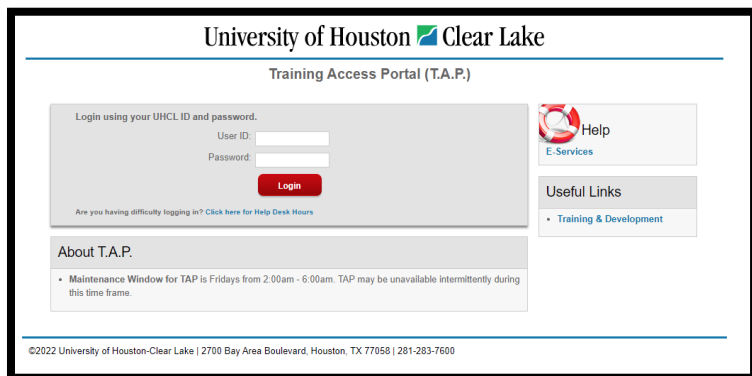
Employee ID :
Employee Name :
Transaction : Training Enrollment

Training Self-service notice. No response required.

This communication was sent via PeopleSoft Workflow Technology. Please do not reply to this email.

For Online Training:

PeopleSoft will update the Training Access Portal (TAP) overnight and your course will be available the following business day. Use your UHCL employee credentials to log in.



The screenshot shows the University of Houston Clear Lake Training Access Portal (T.A.P.) login page. The header includes the university logo and name. Below the header, the title "Training Access Portal (T.A.P.)" is displayed. The main content area is divided into three sections: a login form on the left, a "Help E-Services" link on the right, and a "Useful Links" section below the help link. The login form prompts users to enter their UHCL ID and password, with fields for "User ID:" and "Password:", and a red "Login" button. A link for "Help Desk Hours" is provided below the login fields. The "Useful Links" section includes a link for "Training & Development". The footer contains copyright information for 2022.

University of Houston  Clear Lake

Training Access Portal (T.A.P.)

Login using your UHCL ID and password.

User ID:

Password:

[Login](#)

[Are you having difficulty logging in? Click here for Help Desk Hours](#)

[Help E-Services](#)

[Useful Links](#)

- [Training & Development](#)

About T.A.P.

- Maintenance Window for TAP is Fridays from 2:00am - 6:00am. TAP may be unavailable intermittently during this time frame.

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For Instructor-Led Training:

You will receive a confirmation email and/or invite from the trainer prior to the date of the session.