How to Request Training from Talent Management

1. Log in to your MySam Account and select the Employees tab. In the box titled “Human Resources,” select Talent Management.

2. A new tab will open, displaying the Talent Management home page. Using the search bar, search for “Banner XE Basic Schedule Build Training.”
3. This result should display. Select “Banner XE Basic Schedule Build Training.”

4. This screen should appear when the training is selected.

See the next page for additional instructions regarding registering for this training.
5. Please follow these instructions to successfully register for this training.

**How To Register for Training**

To Register for Training the quickest way: **Do not** click the blue REQUEST button at the top of the page. Instead, scroll down to the sessions listed under the course description, select the one you want by clicking the Action down arrow, and click Request. You will immediately be registered for the class. Otherwise, if you click the blue button at the top, you’ll have to go to your transcript and click "Select Session" to choose the actual class.