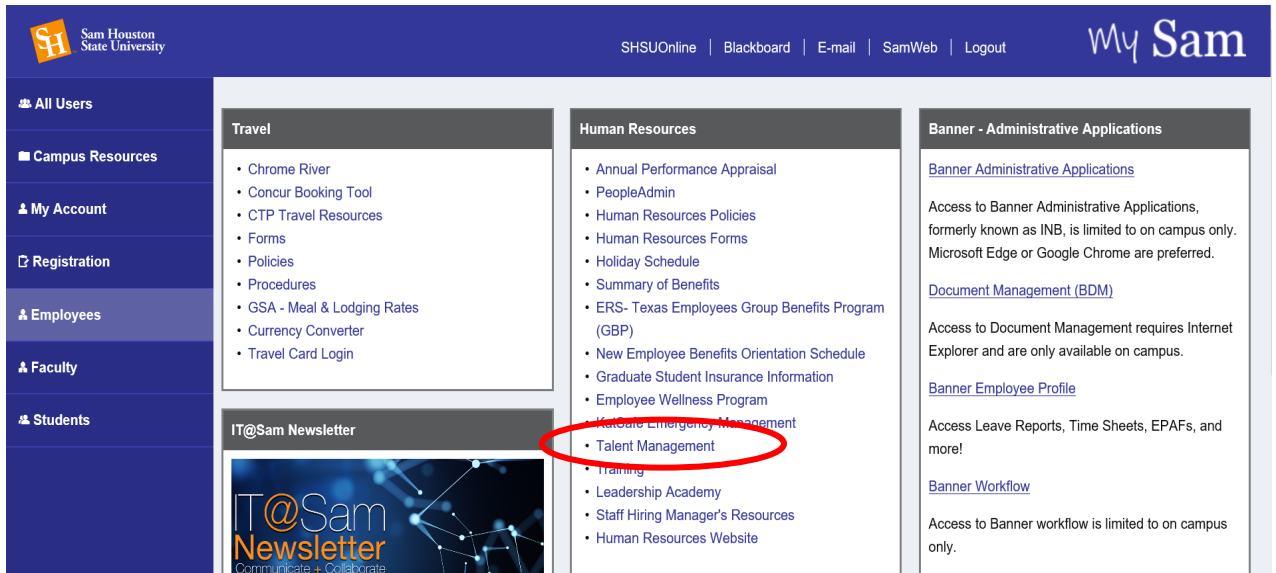


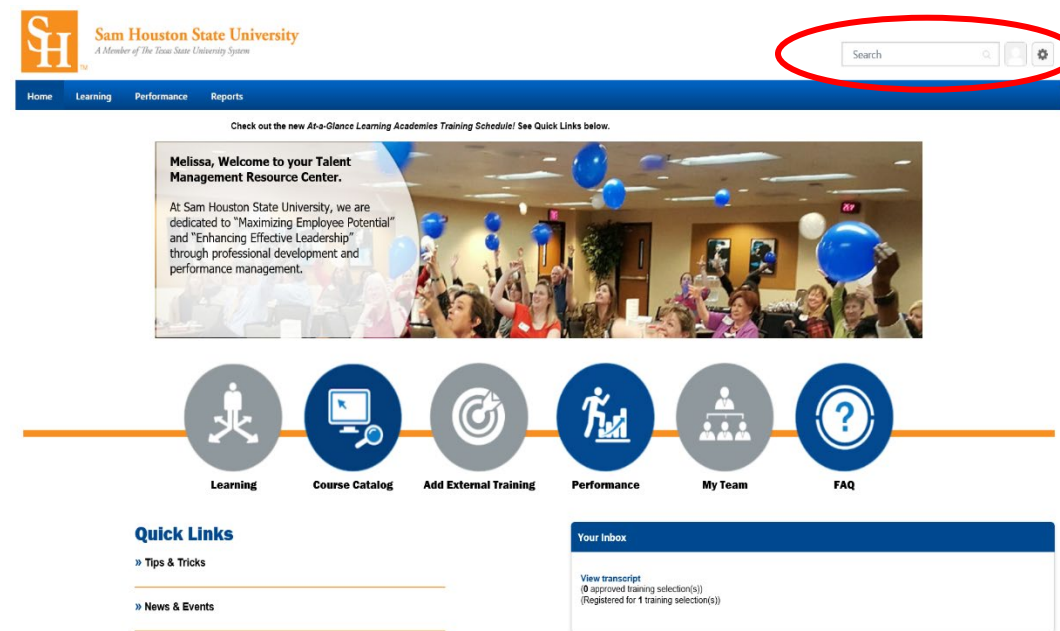


## How to Request Training from Talent Management

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

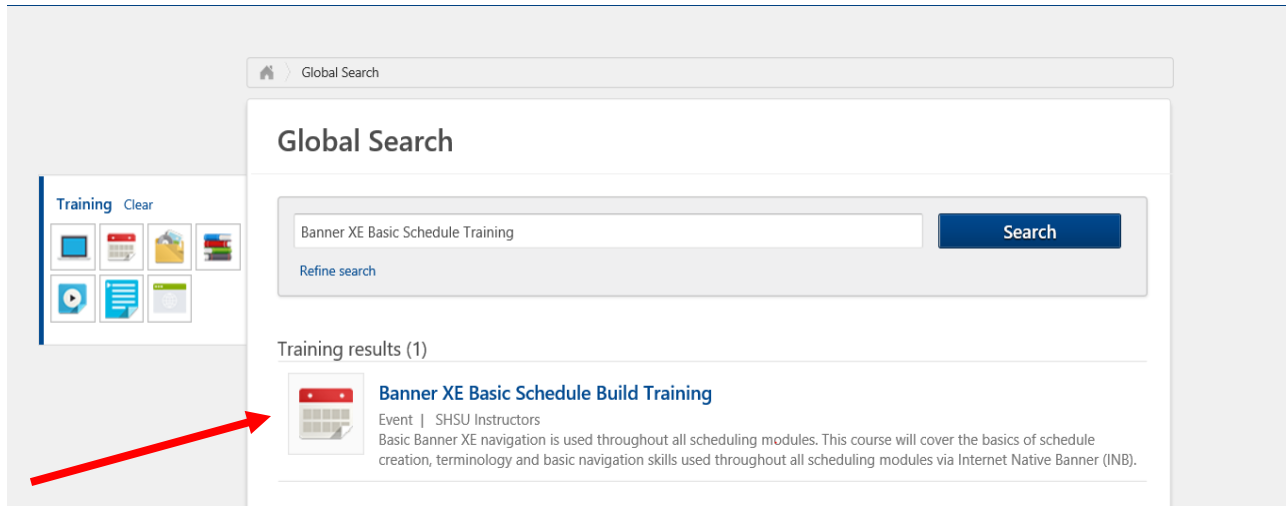


2. A new tab will open, displaying the Talent Management home page. Using the search bar, search for "Banner XE Basic Schedule Build Training."

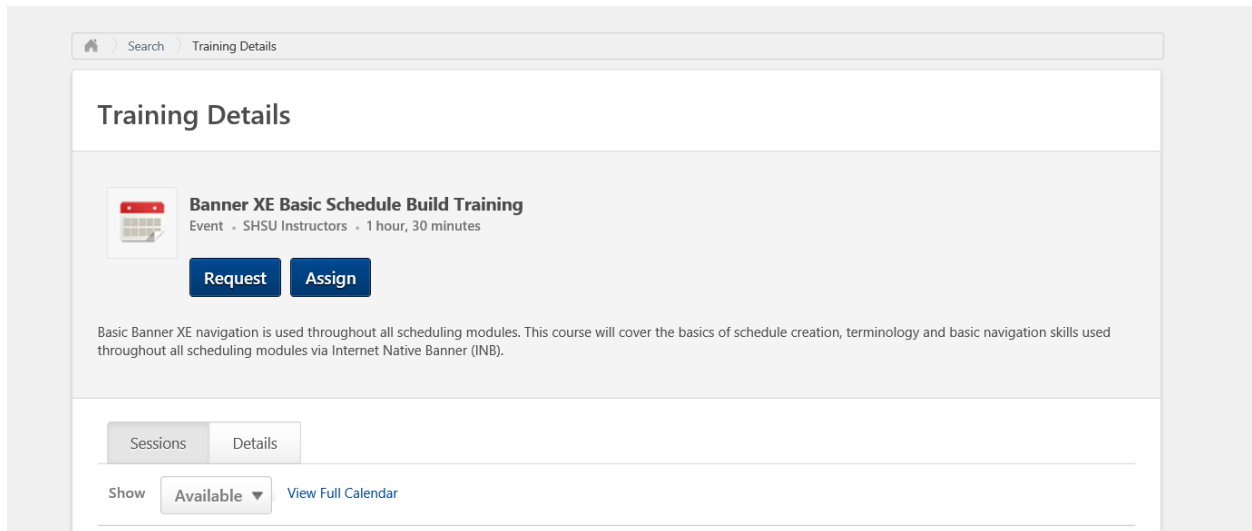




3. This result should display. Select “**Banner XE Basic Schedule Build Training.**”



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.

The screenshot shows a training event page for "Come for Coffee: Intro to Cognos Reporting". At the top, there is a blue "Request" button. A callout box with a sad face icon points to this button, stating: "IF CLICKED, THEN YOU'LL STILL NEED TO 'SELECT SESSION' IN TRANSCRIPT." Below the event description, there is a list of topics and a "Request" button. A second callout box with a happy face icon points to this button, stating: "INSTEAD, CLICK HERE TO REGISTER INSTANTLY!". The page also shows a "Sessions" tab, a "Show Available" dropdown, and a "View Full Calendar" link. A specific session is listed: "TRNU-Coffee-2016-3-1 Session - SHSU Instructors - 1 hour", with location "CHSS 430, Main Campus" and duration "9/27/2016, 10:00 AM CST - 9/27/2016, 11:00 AM CST". A "Request" button is visible next to this session, with a green "Openings Available" indicator above it.

(Snip from <https://samhouston.csod.com/catalog/CustomPage.aspx?id=20000325>)