DESK AID - Employee
Request Training Enrollment for SMART Instructor Led Training
Via Employee Self Service

Step 1: Agency determines SMART security roles for employee

Step 2: Training Plan determined for employee based on SMART Security roles selected. Access the User Role to Training Course Mapping Spreadsheet to determine training requirements.
   http://www.da.ks.gov/smart/Documents/Role2CourseMapping-May2011.xls

Step 3: Requests for SMART instructor led training entered into SHARP by Agency Training Administrator or by employee. **Important:** If you are unsure of your agency's policy on how to enroll in SMART instructor led training courses please check with the individual that fills out SMART security request forms in your agency.

Step 4: SMART Training team will approve the training enrollment and notify the employee prior to class.

Accessing Employee Self Service

1. Go to the **State Employee Service Center** home page: www.kansas.gov/employee
2. Click on the **Employee Self Service** hyperlink (located on the right side of the page)
3. Click on **Sign In** to Employee Self Service (located on left side of page)
4. Enter your **Employee ID** (don't forget to capitalize the first letter)
5. Enter your **Password**
   If you forgot your password, click the "Forgot My Password" hyperlink and follow the prompts. If you still have difficulty signing in, contact the Employee Self Service help desk at 296-1900 (Topeka Area) or 1-866-999-3001 (if outside Topeka)
6. Click on **Sign In**

Enrolling in SMART Instructor Led Training:

1. Select "**Request Training Enrollment**" from the Main Menu (left side of the page; middle of the list)

Finding a SMART Training Course:

1. You will have four options to search for available SMART Instructor Led Training Courses on the Request Training Enrollment page. The preferred methods for searching are by Course Name or Course Number as it will help reduce the amount of information returned in your search if you use the Hints that are provided below.

   o **Search by Course Name** – HINT: Enter the word 'SMART' and you will see a list of all of the SMART training courses

   o **Search by Course Number** – HINT: All SMART Instructor-Led Training Courses begin with the letter 'S'

   o **Search by Location** - Use the City or building location to search for your desired course. Hint: Most Topeka classes are facilitated in the Landon State Office Building.

   o **Search by Date** - Enter a date range to view the available courses. Note: You must use a current or future date; you cannot search for past classes using the Request Training Enrollment page.

Request Training Enrollment

Your Name will Appear Here

Please choose one of the search methods below to find a course session.

Search by Course Name

Search by Course Number

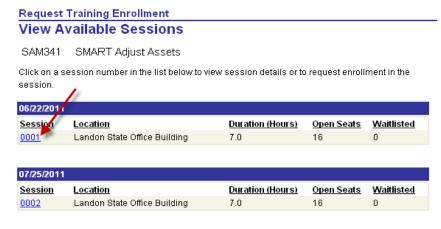Search by Location

Search by Date

Go To:

Training Summary

2. View details about a specific SMART instructor led training class. Once you have located a course, click the blue ℹ️ icon to access detailed information about a course. Clicking the ℹ️ icon opens the course detail page which contains a written description of the course. The written description contains the course curriculum outline, roles that require this training, and any required pre-requisites that need to be completed prior to the course. Hit the OK button to return to the Course Search page.

3. Review available sessions for the SMART Instructor Led Training Course that you are required to attend by clicking on the 'View Available Sessions' hyperlink. NOTE: If there are currently no available sessions you will see 'No Sessions Available' in the Session Availability section of the page next to the Course.

Request Training Enrollment
Course Search

Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Click on the View Available Sessions link to access the list of available sessions

Course Name:

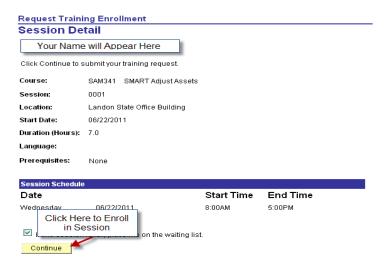| Description		Course Number	Session Availability
SMART Ad Hoc BI Reporting	ℹ️	SRP301	View Available Sessions
SMART Adjust Assets	ℹ️	SAM341	View Available Sessions
SMART Enter/Maint. Assets	ℹ️	SAM340	View Available Sessions
SMART Intro to Asset Mgmt.	ℹ️	SAM140	No Sessions Available
SMART Managing Grants	ℹ️	SPC362	View Available Sessions
Smart Tips for Interviewing Su	ℹ️	SMART	No Sessions Available

4. Enroll in an available course session. To enroll in a SMART instructor led training course session click on the hyperlink of the Session number for the date and location you would like to attend.
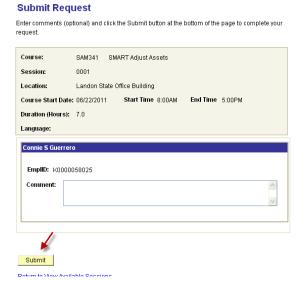
Request Training Enrollment
View Available Sessions

SAM341   SMART Adjust Assets

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

06/22/2011				
Session	**Location**	**Duration (Hours)**	**Open Seats**	**Waitlisted**
0001	Landon State Office Building	7.0	16	0

07/25/2011				
Session	**Location**	**Duration (Hours)**	**Open Seats**	**Waitlisted**
0002	Landon State Office Building	7.0	16	0

Return to Course Search

5. Next, on the Session Detail page you will click on the Continue button to enroll in the session.

Request Training Enrollment
Session Detail

Your Name will Appear Here

Click Continue to submit your training request.

Course: SAM341   SMART Adjust Assets
Session: 0001
Location: Landon State Office Building
Start Date: 06/22/2011
Duration (Hours): 7.0
Language:
Prerequisites: None

Session Schedule		
Date	**Start Time**	**End Time**
Wednesday 06/22/2011	8:00AM	5:00PM

Click Here to Enroll in Session

☑ on the waiting list.

Continue

6. On the Submit Request page click on the Submit button to confirm your enrollment in the course session.

Submit Request

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

Course: SAM341   SMART Adjust Assets
Session: 0001
Location: Landon State Office Building
Course Start Date: 06/22/2011   Start Time 8:00AM   End Time 5:00PM
Duration (Hours): 7.0
Language:

Connie S Guerrero
EmplID: K0000058025
Comment:

Submit

Return to View Available Sessions

7. You will receive a confirmation that your request was submitted. Click the OK button to continue.

Request Training Enrollment
Submit Confirmation

✔ The Submit was successful.

OK

8. View details of your submitted request on the Submit Request- Confirmation page. To enroll in additional SMART instructor led training courses click on the 'Request Training Enrollment' link and repeat this process. If you are finished enrolling in courses you may log out of Employee Self-Service.

Submit Request - Confirmation

Your request was submitted.

Your Employee ID will appear here

Course:	SAM341 SMART Adjust Assets
Session:	0001
Location:	Landon State Office Building
Course Start Date: 06/22/2011	Start Time 8:00AM End Time 5:00PM
Duration (Hours): 7.0	
Language:	

9. View the status of your pending training request. Select '**View Training Request Status**' from the Main Menu (left side of the page; middle of the list)

View Training Summary
View a summary of your training information.

Request Training Enrollment
Submit a request for enrollment in training.

View Training Request Status
View the status of your training requests.

10. The Training Request Status page will show you the current status for each training request you have submitted. The Last Process Action will display 'Submit' when you initially enroll in a class. Once the SMART Training team approves your enrollment in the course the status will display as 'Approve'. You will also receive notification by the SMART training team prior to the start of your course. To view additional information about your request you can click on the 'Training Enrollment' link by each course.