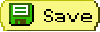



Emory University

Learning Services

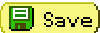
Manager's Home – Training and Development

How to request a class for your employee

1. Sign into the Self Service Manager's Home page at leo.cc.emory.edu. Do not enter WWW before this web address. (If you have menu options, follow this path: [Home](#) > [Self Service](#) > [Manager](#) > [Home](#) > [Manager's Home](#))
2. From the Manager's Home page, click [Request Training Enrollment](#) under Training.
3. Enter the employee's department – partial numbers may be entered. Hit .
4. Employees will display in alpha order by last name and you may select from the list or if you know the employee's Empl ID, you may click on [Search for an Employee](#) to enter the ID and move directly to that person.
5. Select Search Option
 - ❖ [Search by Course Name](#) – Name is case sensitive and must be typed exactly as it is listed
 - ❖ [Search by Course Number](#) – Enter the six digit Course Number
 - ❖ [Search by Location](#) – You may view classes being offered at a specific location
 - ❖ [Search by Date](#) – Enter a date range to see classes available for a particular date, week, or month

Except for the search by date, you may enter full or partial information to see results. For example, if you know the first three digits of the class number, enter that and all classes beginning with those numbers will display. Or if you know the first word in the name of a class you may enter just that word. You may also leave the search box blank to return all values.
6. The search will return a list of classes - click the  icon to view course details. After reviewing, hit Back button.
7. The search list also contains a link to [View Available Sessions](#) - click this link to see available times and seats for classes of interest.
8. To register for the session displayed, complete the FAS Account Number field with your departments account number for training and hit [Submit](#).

How to view your employee's Training Summary

1. From the Manager's Home page, click [Training Summary](#) under Training.
2. Enter the employee's department – partial numbers may be entered. Hit .
3. Employees will display in alpha order by last name and you may select from the list or if you know the employee's Empl ID, you may click on [Search for an Employee](#) to enter the ID and move directly to that person.