

Professional Education Portal (PEP) Frequently Asked Questions

How do I log in to PEP?

Click the "Register for a Course" button at the top of the T&D homepage or go directly to pep.uga.edu.

Click the red "Log In" button and sign in to CAS using your UGA credentials (MyID and password).

I can't access or log in to PEP. What do I do?

Access to PEP is determined by a data feed that will be updated with current OneUSG Connect data in January. If you can't log in, it could be that we are not receiving the correct HR information from the OneUSG Connect data feed yet.

If you would like to register for a T&D course but can't access PEP, please send an email to training@uga.edu with your name and the course(s) you want to register for. If there is space available, we will manually register you for the course and email you back with confirmation. If there is not space available, we will manually add to you the wait list and email you back.

If you can't access PEP after January, please contact the PEP administrator to resolve the technical issue at pep@uga.edu.

How do I find a course?

You can search for a course by title, subject, or course date. To find a list of current T&D course offerings and dates, visit the [Current Courses list](#) available from the T&D homepage.

To search in PEP by the course title or subject, use the search box at the top right of the PEP homepage. Type in the course title (e.g. "Supervisory Fundamentals") or course subject (e.g. "supervisor") and hit Enter. This will take you to the Global Search page. Scroll through the course matches and select the course you are looking for.

To search by course date, use the "Browse Training" magnifying glass icon under the Welcome message on the PEP homepage. On the next page, on the left side under the Date Range section, click the "View Full Calendar" link. Go to the date of the course on the calendar and select the course you want to register for.

I can't find the course I am looking for. What do I do?

If you are having trouble finding a research or environmental safety course, please contact the PEP administrator in the Office of Research, Edu Okpok, at 706.542.0715 or PEP@uga.edu.

If you are having trouble finding a T&D course, please contact us at 706.542.7062 or training@uga.edu.

How do I register for a course?

Once you find the name of the course you want to register for, click the name of the course to go to the Training Details page.

Next to the session/date of the course, click the green "Request" button. Depending on whether there is space available, you will either be enrolled or waitlisted for the course.

I requested to register for a course. How do I know if I am enrolled?

You can check your registration status for each course you've requested on the PEP homepage under the Training Due section.

If you are enrolled, you should also receive an automated email from PEP. The sender is noreply@email.com, so check your junk mail if you do not see it in your inbox.

How do I cancel my course registration?

On the PEP homepage, under the Training Due section, you can see each course you're enrolled or waitlisted in. Click the Withdraw link next to the course registration you want to cancel.

How can I see courses I've already taken through T&D?

Soon, the My Transcript feature (accessible from the PEP homepage) will list the courses you've taken through T&D for the last 5 years. In the meantime, please email T&D at training@uga.edu to request a transcript.

Why isn't there information listed under the My Transcript feature?

This functionality is coming soon! We are currently in the process of converting historical training transcript data from IMS into PEP. When this is completed, you will see the courses you've taken through T&D for the last 5 years under My Transcript.

I am a supervisor. How can I assign training to my direct reports?

Find the course you want to assign and go to the Training Details page for that course. Next to the session/date of the course, click the down arrow next to the red Request button. From that drop down menu, select Assign.

On the Assign Training page, click the check box next to the employee you would like to assign the training to. Click the red Submit button at the bottom of the page.

The employee is now registered for the course. The employee will receive an email notification and will see the course on their PEP homepage under the Training Due section.

I am a supervisor. How can I see the training courses my direct reports have enrolled in or completed?

On the PEP Homepage, click the My Team icon in the center of the page. You will see an organizational chart with your direct reports listed. Click the name of a direct report to go to their profile page. At the top of the page, you will see a menu of options next to the direct report's name. Choose the Transcript option to view their transcript page and a list of courses they have completed and/or are enrolled in.

The information under the My Team feature is wrong. What do I do?

Currently the My Team feature is populated with HR data that is several months old and in some cases incorrect. Sometime in January, My Team data will be populated with up-to-date OneUSG Connect data.

If your data is incorrect after January, please contact your Human Resources representative to ensure your reporting structure is correct in the OneUSG Connect system. If it is correct in OneUSG Connect and still incorrect in PEP, please contact the PEP administrator at pep@uga.edu.

Why do I need to complete the online profile questionnaire?

The online profile questionnaire asks about your specific job responsibilities and preferred ways of learning. By answering these questions, you will gain access to any required trainings based on your job role. Also, you may see suggested trainings appear on your PEP homepage in the future based on your learning preferences.

You will not need to complete the online profile questionnaire every time you log in. Complete it the first time you log in, then click the "My Profile is Current" button to skip this step. If your role or responsibilities change, update your PEP profile to reflect these changes.

**I am interested in using PEP to administer my unit's training courses.
Who do I need to contact?**

Please contact Lisa Kelly in the Office of Research at lmkelly@uga.edu.

Don't see an answer to your question?

Contact T&D at 706.542.7062 or training@uga.edu

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