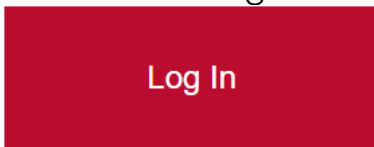


Professional Education Portal (PEP) Quick Guide: How to Register for a T&D Course

1 Log In

Go to pep.uga.edu

Click the red Log In button.

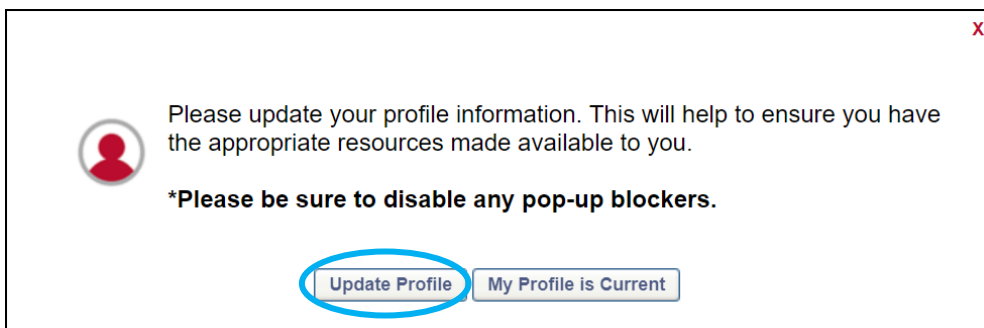


Enter your UGA CAS credentials (MyID and password) to get to the PEP Welcome page.

After logging in, disable any pop-up blockers on your web browser.

2 Complete Profiler

Complete the online profile questionnaire the first time you log in.



After the first time you log in, click the "My Profile is Current" button to skip this step.

Every so often, update your profile to ensure your information stays current and you have access to the correct training courses based on your role and responsibilities. If your role and/or responsibilities change, update your PEP profile to reflect these changes.

3 Search for Courses by Title or Date*

*You can find titles and dates of T&D courses on the [T&D current course list](#).

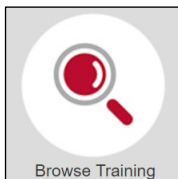
To search by title or subject:



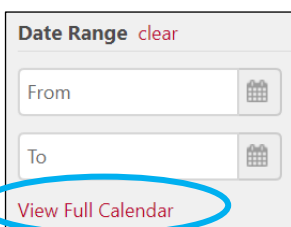
At the top of the page, type in the course title (e.g. "Supervisory Fundamentals") or course subject (e.g. "supervisor") and hit Enter. This will take you to the Global Search page.

To search by date:

Under the welcome message, click the "Browse Training" magnifying glass icon.



On the left side of the page, 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.

4 Select Course

Click the name of the course you want to register for.

If you searched for a specific course by title or subject, on the Global Search page, scroll until you see the name of the course you want to register for. Click the name of that course to go to the Training Details page.

5 Request Course

Choose the session/date you want to attend and click “Request.”

The screenshot shows a web interface for selecting a course session. At the top, there are tabs for 'Sessions' and 'Details'. Below the tabs, there is a 'Show' dropdown menu set to 'Available' and a link for 'View Full Calendar'. Two course sessions are listed:

- 1751 - SES-1100519S01**: Session - Equal Opportunity Office - 2 hours. Location: Train & Dev Ctr, English (US). Duration: 1/29/2019, 9:00 AM UTC - 1/29/2019, 11:00 AM UTC. Status: 24 Openings Available. A red 'Request' button is circled in red.
- 1752 - SES-1100519S02**: Session - Equal Opportunity Office - 2 hours. Location: Train & Dev Ctr, English (US). Duration: 3/26/2019, 9:00 AM UTC - 3/26/2019, 11:00 AM UTC. Status: 24 Openings Available. A red 'Request' button is circled in red.

At the bottom right of the list, it says '2 Results'.

On the Training Details page, you may see multiple sessions of the same course, offered on different dates. Next to the date you want to register for, click the Request button. If the course is full, you have the option to add yourself to the waitlist.

6 Check Enrollment Status

You are now registered or waitlisted.

Training Due				
	Type	Due Date	Status	Action
Best Practices for Accomodating Students with Disabilities	Session	None	Registered	Withdraw

On the Welcome page, you can see your training status under “Training Due.” If you are enrolled, you will receive an automated email confirmation and an Outlook calendar invitation within a few minutes. No further action is required.

If you are waitlisted, you will receive an email notification when a space has become available and you will be automatically enrolled.

You may also withdraw your registration by clicking “Withdraw” from this same menu.

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