Technical Training Job Aid

Enrollment

Overview

This job aid provides step-by-step instructions for enrolling in technical training.

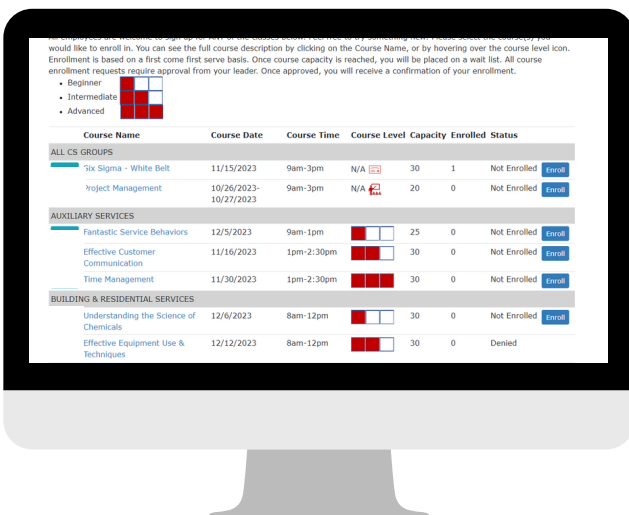**1 Visit the following website.**

🌐 Navigate to https://bit.ly/CSTechTrain

2 Log in with your NetID and password.

EMORY UNIVERSITY | EMORY HEALTHCARE | Login

Network ID
NetID

Password
Password

Login

Forgot Password?

3 Review available courses and Enroll.

All employees are welcome to sign up for any of the classes below. Feel free to try something new? Please select the course(s) you would like to enroll in. You can see the full course description by clicking on the Course Name, or by hovering over the course level icon. Enrollment is based on a first come first serve basis. Once course capacity is reached, you will be placed on a wait list. All course enrollment requests require approval from your leader. Once approved, you will receive a confirmation of your enrollment.

- Beginner
- Intermediate
- Advanced

Course Name	Course Date	Course Time	Course Level	Capacity	Enrolled	Status	
ALL CS GROUPS							
Six Sigma - White Belt	11/15/2023	9am-3pm	N/A	30	1	Not Enrolled	Enroll
Project Management	10/26/2023-10/27/2023	9am-3pm	N/A	20	0	Not Enrolled	Enroll
AUXILIARY SERVICES							
Fantastic Service Behaviors	12/5/2023	9am-1pm		25	0	Not Enrolled	Enroll
Effective Customer Communication	11/16/2023	1pm-2:30pm		30	0	Not Enrolled	Enroll
Time Management	11/30/2023	1pm-2:30pm		30	0	Not Enrolled	Enroll
BUILDING & RESIDENTIAL SERVICES							
Understanding the Science of Chemicals	12/6/2023	8am-12pm		30	0	Not Enrolled	Enroll
Effective Equipment Use & Techniques	12/12/2023	8am-12pm		30	0	Denied	

Classes are listed in the following levels:

- Beginner
- Intermediate
- Advanced

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Technical Training Job Aid
Enrollment

CS Technical Training   Home   My Courses   Hello, STLEWIS! ▾

Campus Services Technical Training - Fall 2023 Course Offerings

All employees are welcome to sign up for ANY of the classes below. Feel free to try something new! Please select the course(s) you ... . You can see the full course description by clicking on the Course Name, or by hovering over the course level icon. ... a first come first serve basis. Once course capacity is reached, you will be placed on a wait list. All course ... require approval from your leader. Once approved, you will receive a confirmation of your enrollment.

> **Click on course names to see the descriptions.**

> **Choose the course that you would like to take and click Enroll.**

Course Name	Course Date	Course Time	Course Level				
ALL CS GROUPS							
Six Sigma - White Belt	11/15/2023	9am-3pm	N/A 🖭				Enroll
Project Management	10/26/2023-10/27/2023	9am-3pm	N/A 🖾	20	0	Not Enrolled	Enroll
AUXILIARY SERVICES							
Fantastic Service Behaviors	12/5/2023	9am-1pm	▮▯▯	25	0	Not Enrolled	Enroll
Effective Customer Communication	11/16/2023	1pm-2:30pm	▮▮▯	30	0	Not Enrolled	Enroll
Time Management	11/30/2023	1pm-2:30pm	▮▮▮	30	0	Not Enrolled	Enroll
BUILDING & RESIDENTIAL SERVICES							
Understanding the Science of Chemicals	12/6/2023	8am-12pm	▮▯▯	30	0	Not Enrolled	Enroll
Effective Equipment Use & Techniques	12/12/2023	8am-12pm	▮▮▯	30	0	Denied	
Understanding Floor Types	12/14/2023	8am-12pm	▮▮▮	30	0	Not Enrolled	Enroll
..DR SERVICES							
Basic Grounds Maintenance	9/28/2023	1pm-4pm	▮▯▯	30	0	Not Enrolled	Enroll

cssso.emory.edu says

Please confirm that you would like to take this course by clicking OK

OK   Cancel

> **Then, click OK to confirm your enrollment.**

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4 — **Check your email.**

After enrolling, you will receive an email confirmation that your enrollment is pending your leader's review.

5 — **Check your enrollment status.**

You will receive a follow up email to indicate if your enrollment has been **Approved**, **Denied**, or if you have been placed on the **Waitlist**.

6 — **Verify your course enrollments.**

Click on **My Courses** to view all your course requests.

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Campus Services Technical Training - Fall 2023 Course Offerings

The following courses are the courses that you are enrolled in.

Course Name	Course Date	Course Time	Course Level	Capacity	Enrolled	Status
BUILDING & RESIDENTIAL SERVICES						
Effective Equipment Use & Techniques	12/12/2023	8am-12pm	■■□	30	0	Denied
MEP (Mechanical, Electrical, and Plumbing)						
Critical Systems - Data Centers	11/2/2023-11/3/2023	8am-4pm	■■■	15	1	Approved

Great work!
See you in class!

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For additional assistance, contact cscommunications@emory.edu