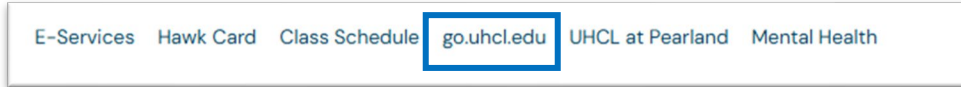
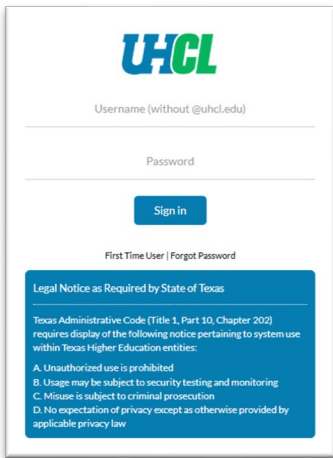


From the uhcl.edu webpage:

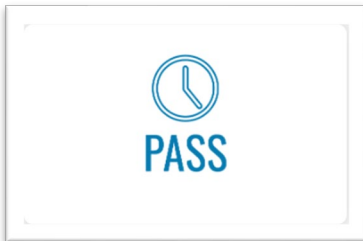
1. Click on **go.uhcl.edu**.



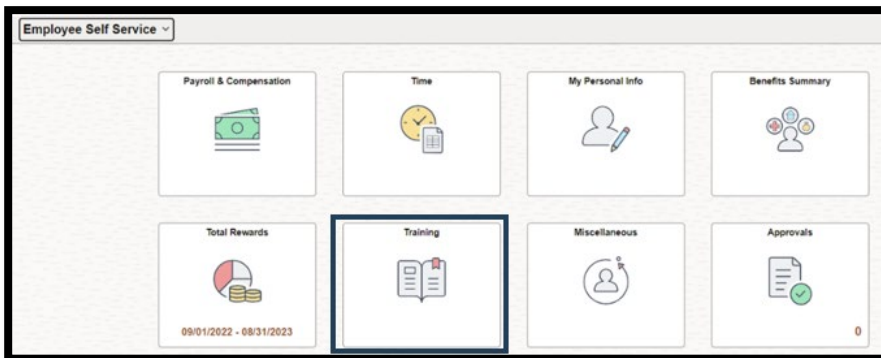
2. **Log in** using your UHCL employee credentials.



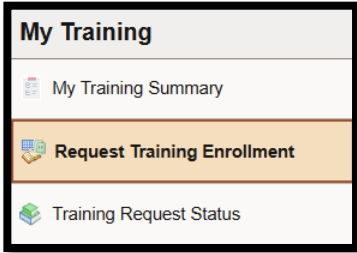
3. From this screen, click on the **PASS icon**



4. Click the **Training** Tile

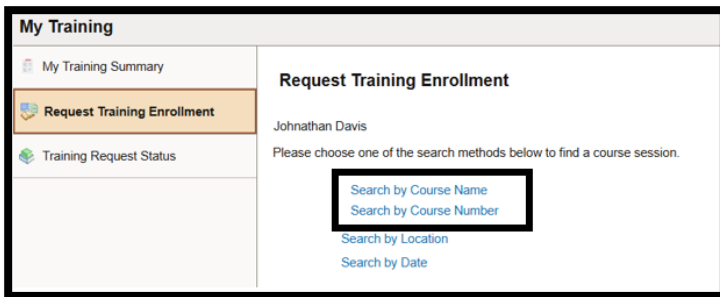


5. Select **Request Training Enrollment** from the menu

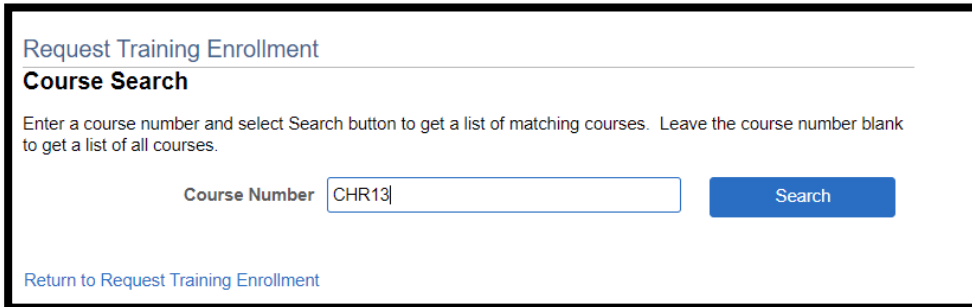


Request Training Enrollment screen will appear

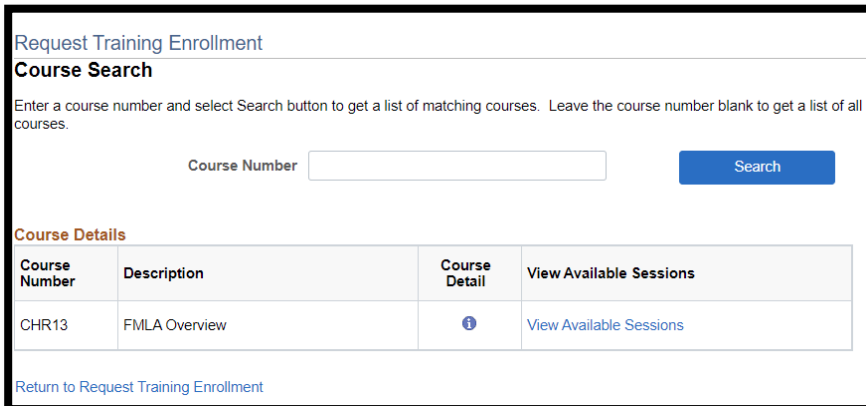
6. Click **Search by Course Number** (shown in this guide) or Click **Search by Course Name**



7. Enter the **Course Number** (or name, if searching by name) and click **Search**

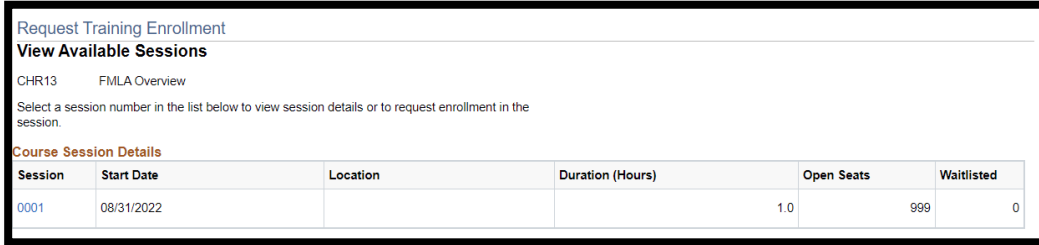


8. Click **View Available Sessions**



Screen will display all sessions and open seats available

9. Click on a **Session number** (0001 in this example)



Request Training Enrollment
View Available Sessions

CHR13 FMLA Overview

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

Course Session Details

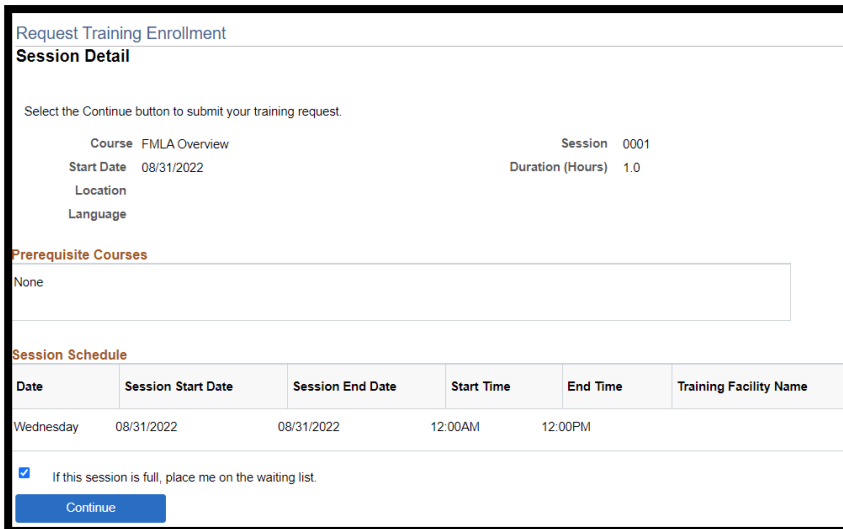
| Session | Start Date | Location | Duration (Hours) | Open Seats | Waitlisted | |
|----------------------|------------|----------|------------------|------------|------------|---|
| 0001 | 08/31/2022 | | | 1.0 | 999 | 0 |

***Note:** only available sessions will appear as a blue hyperlink*
The **Session Detail** screen will appear as a pop-up

On the Session Detail Screen

10. Verify the session name, date, and time

If correct, click **Continue**



Request Training Enrollment
Session Detail

Select the Continue button to submit your training request.

Course FMLA Overview Session 0001
Start Date 08/31/2022 Duration (Hours) 1.0
Location
Language

Prerequisite Courses
None

Session Schedule

| Date | Session Start Date | Session End Date | Start Time | End Time | Training Facility Name |
|-----------|--------------------|------------------|------------|----------|------------------------|
| Wednesday | 08/31/2022 | 08/31/2022 | 12:00AM | 12:00PM | |

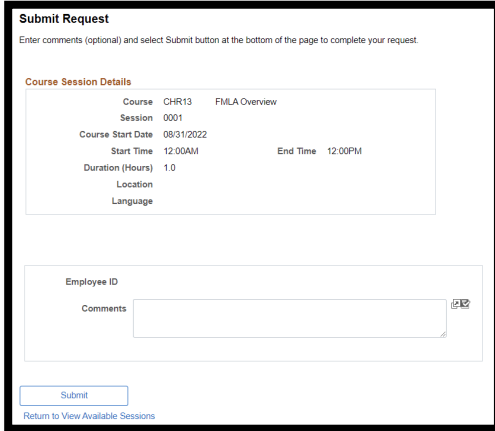
If this session is full, place me on the waiting list.

Continue

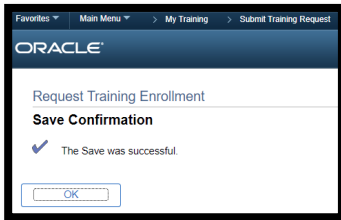
***Note:** online sessions will display a session start and end date of 08/31 of the current fiscal year. This is for system administration purposes only. Please disregard.*

11. Review request

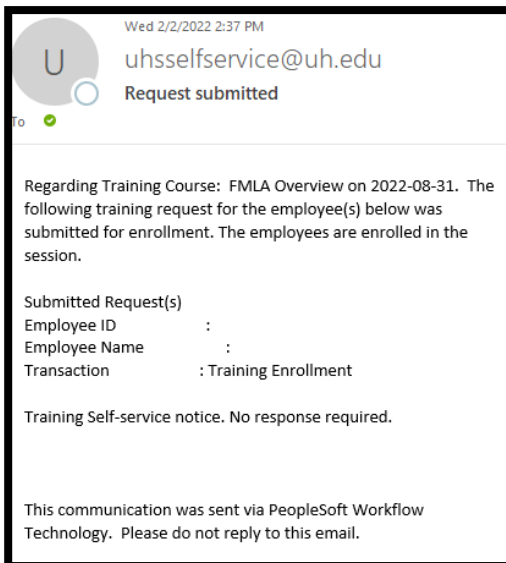
12. Click **Submit** if ready or click **Return** to view available sessions to change session date



13. A confirmation message will appear. Click **OK**



You will also receive an automated email from UH Self Service confirming receipt of your request





For Online Training:

PeopleSoft will update the Training Access Portal (TAP) overnight and your course will be available the following business day. Use your UHCL employee credentials to log in.

University of Houston  Clear Lake


Training Access Portal (T.A.P.)

Login using your UHCL ID and password.

User ID:

Password:

Are you having difficulty logging in? [Click here for Help Desk Hours](#)

 Help

[E-Services](#)

Useful Links

- [Training & Development](#)

About T.A.P.

- Maintenance Window for TAP is Fridays from 2:00am - 6:00am. TAP may be unavailable intermittently during this time frame.