


HCM – Training Registration, Summary, Cancellation

Training Registration

The Maricopa Community Colleges offer a variety of training opportunities for all employees.

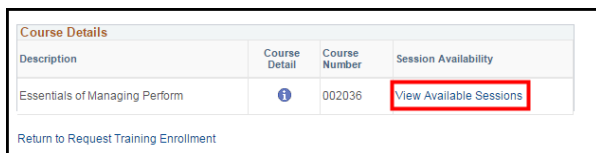
To search for course offerings and to register:


1. Log into HCM using your MEID and password.
2. Click the NavBar icon  in the upper-right corner, then click Navigator.
3. Follow the path: Self Service > Learning and Development > Request Training Enrollment.
4. Click on Search by Course Name or Course Number.
5. Enter the course name or number.

Note: If you are unsure of the entire name of the class or the course number, type in a keyword from the training title into the Course Name field and search.

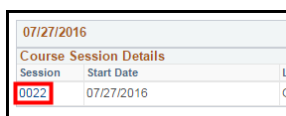
You can also use the % sign as a wildcard to peruse through all available courses. This can take a few minutes to load.

6. Click Search.
7. Click on "View Available Sessions."




Course Details			
Description	Course Detail	Course Number	Session Availability
Essentials of Managing Perform		002036	View Available Sessions

[Return to Request Training Enrollment](#)

8. Click the appropriate Session Number.
- 
- | 07/27/2016 | |
|------------------------|------------|
| Course Session Details | |
| Session | Start Date |
| 0022 | 07/27/2016 |
9. Review course information, click Continue.
 10. To complete the enrollment, click Submit, and click OK on the success screen.
 11. Enroll in another class or click Sign out.


Training Summary

Your Training Summary lists all past completed trainings and your current enrollment.

1. Click the NavBar icon  in the upper-right corner, then click Navigator.
2. Follow the path: Self Service > Learning and Development > Training Summary.
 - The courses are automatically sorted by end date. Click on any column heading to re-sort the summary page.
3. Click the Course Name to view details.
4. Click OK to exit.
5. Scroll to the bottom of your page and select Maricopa Tracking to display your completed Disclosures and Acknowledgements Summary.
6. Click Sign out.

Training Cancellation

Go to your Training Summary to cancel any current class enrollments.

1. Click the NavBar icon  in the upper-right corner, then click Navigator.
2. Follow the path: Self Service > Learning and Development > Training Summary.
3. On the right side of your Training Summary, click the Cancel button for the course you want to cancel.
 - You may need to scroll right to see the Cancel button.
4. When you see the confirmation message, click OK to cancel your enrollment.
5. Click Sign out.