Launch Internet Explorer
Click on the Internet Explorer icon at the bottom left of the computer screen.

Go to the “myUCF” Website
1. In the address bar at the top of the screen, type http://my.ucf.edu.
2. Press the “Enter” key.

Sign On to myUCF
1. Type in your NID and Password where indicated.
2. Click on the “Sign on” button.

[If you do not know your NID or Password, click on the “What is my NID?” or “What is my NID Password?” link and follow the instructions.]

Select “Employee Self-Service”
1. On the Homepage tab, click on “Employee Self Service.” A drop-down menu will appear.
2. Click on the “Learning and Development” link. Another drop-down menu will appear.
Request Training Enrollment

Click on the “Request Training Enrollment” link. From here, you can choose to search for a course by several methods: Course Name, Course Number, Location, or Date.

This guide shows you how to search by Course Name and Course Number.
Search by Course Name

When you click on the “Search by Course Name” link, the following screen will appear.

If you know the name of the course you’re looking for, type it where indicated and click on the “Search” button.

If you don’t know the name of the course, just click on the “Search” button to get a complete course listing. When you do this, a very large list of courses will appear, arranged alphabetically.

[Note: Be patient! It takes some time for each page to load. You will see a small rotating circular symbol in the upper right corner of the screen, which lets you know that the page is loading.]
Search by Course Number

When you click on the “Search by Course Number” link, the following screen will appear.

As with searching for a course by name, if you know the number of the course you’re looking for, type it where indicated and click on the “Search” button.

If you don’t know the number of the course, just click on the “Search” button to get a complete course listing; when you do this, a very large list of courses will appear.

Most courses begin with a 3-letter code followed by 3 numbers. The code for all Facilities & Safety training is “FAS.”

The next page shows an example of a search on the code “LIF.” (Only a partial list is displayed here.)
Search for Course Numbers beginning with “LIF”:

This screen shows which “LIF” courses are currently available. To see when the course you want to take is offered, click on the “View Available Sessions” link for that course.
Select a Course Session

Choose the session you want to attend by clicking on the **Session** number in the far right column.

The **Session Detail** screen will appear. Click on the “**Continue**” button to submit your request.
Submit Training Request

Now you’re ready to submit your request! Click on the “Submit” request to complete your registration.
Facilities and Safety How-To Guide:
Using myUCF to Register for Training

The "Save Confirmation" page will appear. Click on “OK” at the bottom of the page to finish your enrollment.

You will receive an automated email confirming your registration, with details about the date, time, and location. Remember to schedule the class in your Outlook calendar!