

How Do I Add a Professional Training in Faculty Data Self Service?

Some institutions have enabled the functionality to allow faculty members to record their activities through Faculty Data Self Service. This job aid details how to add professional trainings.

Navigation

1. Log into **OneUSG Connect**.
2. Click the drop down next to **Employee Self Service** at the top of the page.
3. Click **Faculty Data Self Service**.

Add Professional Trainings

4. Click the **Activities** tile.
5. Click **Professional Training** in the left menu.
6. Click the **Add a Course** button.
7. On the Training Information page, enter the name of the training in the **Course Title** field.
8. Enter the training provider in the **School Name** field.
9. Enter the training dates in the **Course Start Date** and **Course End Date** fields.
10. Click the **Save** button.
11. Click **OK** on the **Save Confirmation** page.

Edit Existing Trainings

12. To review the details of an existing training, click its link in the **Training Course** column.
13. To edit an existing training, click its **Edit** button. Make the necessary changes and save them.
14. To delete a training, click its **Delete** button.
15. Click the **Faculty Data Self Service** back button in the upper left corner.



Complete the Task/Sign Out of Application

16. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



17. Click **Sign Out**.

