

Registering for Training Sessions

1. Sign in to LOUIE at www.peoplesoft.nau.edu.
2. Choose the '*Learning and Development*' link from Self Service, then choose '*Request Training Enrollment*'.
Helpful Hint: When navigating in LOUIE, it may cause problems if you use your browsers back, forward, or refresh buttons.



3. Choose the '*Search by Course Name*' to find upcoming training sessions.

At the Search by Course Name page leave the course name blank and click the '*Search*' button. This will bring up all courses by name.

4. On the Course Search page, training courses will be listed on the left in alphabetical order. Clicking the information dot () will bring up a description of the course. The '*View Available Sessions*' link shows there are current open sessions. **Click this link to continue.**
5. Sessions are listed by date, time, then by session number. Click on a session number to view the session details.
6. From the Session Detail page you will need to click  to continue with your registration.

Clicking '*Continue*' will take you to the Submit Request page. Please Note: The Comments feature is not in use at this time. Please do not enter comments.

Click '*Submit*' to request registration in this session.

OR

Click '*Return to View Available Sessions*' to view other open sessions for this course.

7. If you choose '*Submit*' the Save Confirmation page shows that your request for training enrollment was successfully submitted. Click '*OK*' to view a confirmation of your request.
8. To view your status in the session, choose the '*Training Summary*' link.

Your Training Summary shows the courses you are enrolled in, with your status shown as Enrolled.

OR

If you have registered for a session that is full, your Training Summary will show your status as Session Wait. You will be notified if a spot becomes available.

You have now completed your registration.

Thank you for your interest in Professional Development at Northern Arizona University.
For questions please contact Human Resources at 928-523-2223 or training@nau.edu.