

How to Transfer or Drop a Session on my Human Resources

Step 1

LOG ON TO: My Human Resources www.uwo.ca/hr
 CLICK ON: "Manage Training Registration"

My Human Resources

- Personal Information**
Review and update your personal information.
- Absence Notification**
Notify the University of your absence due to illness, injury, care of family member or other reasons.
- Payroll and Compensation**
Access your online earning statement, direct deposit, voluntary deductions and other pay information. Review your compensation history.
- Benefits**
Review health, insurance, pension plans and dependent and beneficiary information. Allocate Flex Credits to Health Care Spending Account and Professional Expense Reimbursement Allowance.
- Working at Western**
View current postings, apply to a job, or check the status of your application.
- Employment Equity Survey**
Western is committed to equity in employment. Under the terms of the Federal Contractors Program, UWO gathers and maintains data about four designated groups: women, visible minorities, aboriginal people, persons with disabilities.
- Manage Training Registration**
View your training courses; enroll, transfer or drop a course.

Click on "Manage Training Registration"

Step 2

CHOOSE: The session you wish to transfer or drop
 CLICK ON: "Transfer session" or "Drop session"

Manage Training Registration

Name

Listed below are your completed and enrolled courses.

To update a session: select "Transfer Session" or "Drop Session" on the right.

To enroll in a new course: select "Enroll in Internal Training Courses" below.

Note: you cannot transfer or drop a course after the Last Enroll/Drop Date or if there are no available sessions. *

Internal Training										
Course Name	Session Number	Course Start Date	Course End Date	Start Time	End Time	Last Enroll/Drop Date	Status	Transfer Session	Drop Session	
1 In Class YY.....	0024	2012/01/17		12:00 AM		N/A 2012/01/17	Enrolled	Transfer Session	Drop Session	
2 In Class XZ.....	0003	2011/12/12	2011/12/12	10:00 AM	12:00 PM	2011/10/31	Enrolled			
3 In Class GG.....	0003	2011/11/15		2:00 PM	4:00 PM	2011/11/15	Enrolled	Transfer Session	Drop Session	

Enroll in Internal Training Courses

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Click on "Transfer Session" or "Drop Session"

*transfer/drop buttons not visible

Step 3 Session Transfer

SESSION TRANSFER: Select a new session from the list provided

CLICK ON: "Transfer session"

Session Transfer

Name


Current Session								
	Course Name	Session Number	Course Start Date	Course End Date	Start Time	End Time	Last Enroll/Drop Date	Status
1	In Class YY.....	0024	2012/01/17	2012/10/17	1:00 PM	3:00 PM	2012/01/17	Enrolled

The Session you have chosen to transfer out of is shown above.

Below is a list of available sessions you may transfer into. Select a session from the list below to transfer to a new session.

Available Sessions								
Session Number	Course Start Date	Course End Date	Start Time	End Time	Last Date to Enroll	Location	Transfer Session	
1 0023	2011/12/19	2011/12/19	1:00 PM	3:00 PM	2011/12/19		<input type="button" value="Transfer Session"/>	

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Click on
"Transfer Session"

CLICK ON: "Yes" to complete the transfer; or
"Cancel" to return to the prior screen

Session Transfer

Name

Confirmation Required

Current Session							
Course Name	Session Number	Course Start Date	Course End Date	Start Time	End Time	Last Enroll/Drop Date	Status
In Class YY.....	0024	2012/01/17	2012/10/17	1:00 PM	3:00 PM	2012/01/17	Enrolled


The Session you have chosen to transfer out of is shown above.

Below is the session you have chosen to transfer into. Please confirm that you wish to proceed with the Transfer.

New Session							
Session Number	Course Start Date	Course Name	Course End Date	Start Time	End Time	Last Date to Enroll	Location
0023	2011/12/19	In Class YY.....	2011/12/19	1:00 PM	3:00 PM	2011/12/19	Great Hall

Select Yes to proceed with the transfer or Cancel to cancel the transaction.

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Click on
"Yes" or "Cancel"

Step 3

Session Drop

SESSION DROP: Select the course from the list provided

CLICK ON: "Drop session"

Manage Training Registration

Name

Listed below are your completed and enrolled courses.

To update a session: select "Transfer Session" or "Drop Session" on the right.

To enroll in a new course: select "Enroll in Internal Training Courses" below.

Note: you cannot transfer or drop a course after the Last Enroll/Drop Date or if there are no available sessions.

**Click on
"Drop Session"**

Internal Training										
	Course Name	Session Number	Course Start Date	Course End Date	Start Time	End Time	Last Enroll/Drop Date	Status	Transfer Session	Drop Session
1	In Class YY.....	0024	2012/01/17		12:00 AM	N/A	2012/01/17	Enrolled	<input type="button" value="Transfer Session"/>	<input type="button" value="Drop Session"/>
2	In Class XZ.....	0003	2011/12/12	2011/12/12	10:00 AM	12:00 PM	2011/10/31	Enrolled		
3	In Class GG.....	0003	2011/11/15		2:00 PM	4:00 PM	2011/11/15	Enrolled	<input type="button" value="Transfer Session"/>	<input type="button" value="Drop Session"/>

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CLICK ON: "Yes" to confirm dropping the session; or
 "Cancel" to return to Manage Training Registration

Drop Session

Name

Confirmation Required

Please confirm you would like to drop the following session.

Current Session								
	Course Name	Session Number	Course Start Date	Course End Date	Start Time	End Time	Last Enroll/Drop Date	Status
1	In Class YY.....	0023	2011/12/19	2011/12/19	12:00 AM	N/A	2011/12/19	Enrolled

To drop the session: select "Yes"
 Select "Cancel" to remain enrolled.

Yes

Cancel

**Click on
"Yes" or "Cancel"**

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