

Overview of Pace University's Training Registration System

Participant User Guide

1. After clicking the "Register" link on the website, you will access the course list. Select the course you want to register for by checking the corresponding box in the left column.
2. Click the Continue button at the bottom the screen and log into the system.

PACE UNIVERSITY

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Courses

Sponsor: Organizational Learning and Development

<input type="checkbox"/>	Course Name	Date	Time	Location	Room Number
<input checked="" type="checkbox"/>	Conducting Collaborative Performance Reviews	06/14/2011	10am-1pm	New York City	1PP, CIVIC T18S&N
<input type="checkbox"/>	Providing Constructive Feedback	06/29/2011	10am-1pm	Pleasantville	TBD
<input type="checkbox"/>	Addressing Emotions at Work	08/02/2011	10am-1pm	Pleasantville	Goldstein, G200
<input type="checkbox"/>	Delegating for Shared Success	08/04/2011	11am-1:30pm	New York City	1 Pace Plaza, Tower, Boardroom North
<input type="checkbox"/>	Goal Setting	08/24/2011	10am-12pm	Graduate Center	Room 326
<input type="checkbox"/>	Resolving Conflicts With Your Team	07/12/2011	11am-1:30pm	New York City	1 Pace Plaza, CIVIC T18S
<input type="checkbox"/>	Customer Service Training	07/14/2011	10am-1pm	Pleasantville	Goldstein, G200
<input type="checkbox"/>	Resolving Conflicts With Peers	07/19/2011	10am-1pm	Pleasantville	Goldstein, G200
<input type="checkbox"/>	Behavioral Interviewing	07/21/2011	10am-1pm	Pleasantville	Goldstein, G200
<input type="checkbox"/>	Correcting Performance Problems	07/27/2011	11am-1:30pm	New York City	1 Pace Plaza, CIVIC T18S&N
<input type="checkbox"/>	Conducting Collaborative Performance Reviews	06/16/2011	9am-12pm	Pleasantville	Goldstein G100

RESET CONTINUE

pace.edu
Internet access

Done Internet | Protected Mode: On 100%

3. A Workshop Registration Form window opens, confirming your contact information. Review the information (adding and/or editing data where necessary) and click the Continue button at the bottom the screen.

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WORKSHOP REGISTRATION FORM

Employee Information

First Name: Edyta Last Name: Zych

Email: ezych@pace.edu UID: U00004988

Department: Organizational Learning & Develop Title: Technology Training Manager

Campus: Briarcliff Ext: 2635

Additional Information

Supervisor Name: _____

Supervisor Email: _____

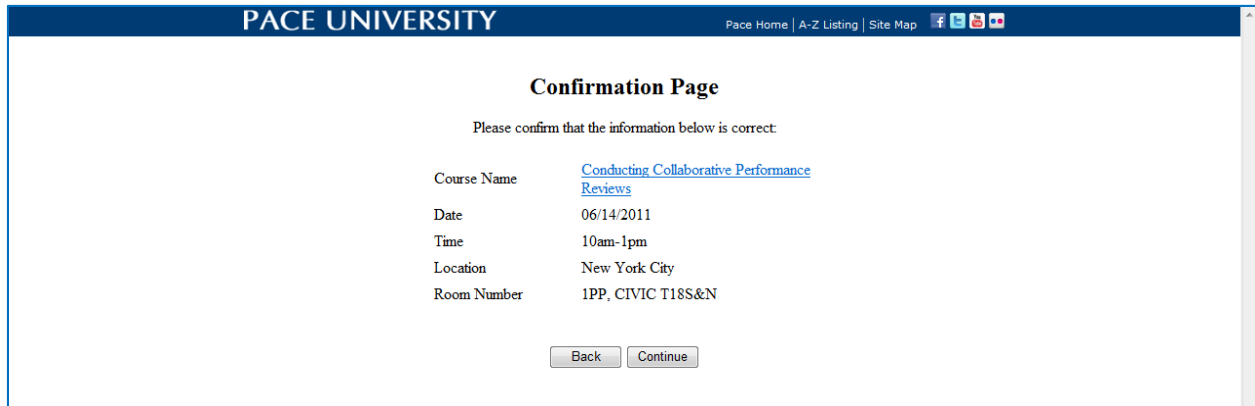
Level of Knowledge: Select an option

Reason for Attending the Workshop: Select an option

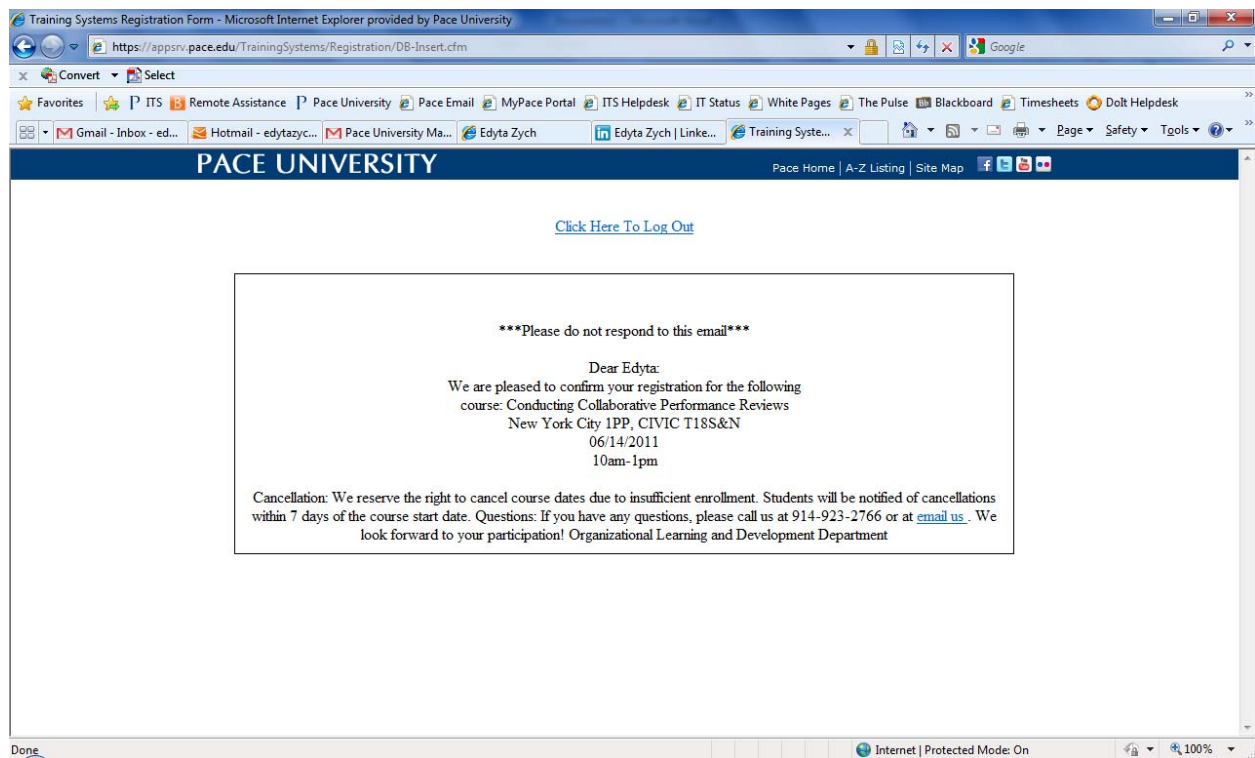
Brief Explanation of need

CONTINUE

4. A Confirmation Page window opens. Review the information and click the Continue button at the bottom the screen.



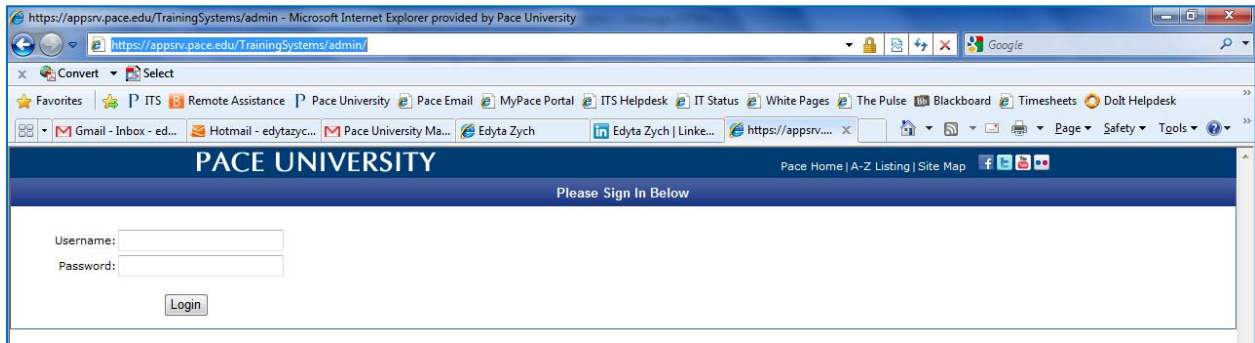
5. Another confirmation window opens reflecting an email confirmation message. This confirmation email is both reflected on the screen and is also sent to the participant's email account.



Overview of Pace University's Training Registration System

Administrator User Guide

1. Navigate to the administrator site by following this link: <https://appsrv.pace.edu/TrainingSystems/admin/>. Login using your credentials.



2. The View Courses tab opens and a current course list appears.

The screenshot shows the "View Courses" tab selected in the administrator interface. The page displays a table of current courses with the following columns: Course Name, Training Date, Training Time, Campus, Location, Sponsor, and DEL. The table contains eight rows of course data.

Course Name	Training Date	Training Time	Campus	Location	Sponsor	DEL
Business Card Approver	05/23/2011	10:00am - 11:00am		Webinar	Finance and Planning	X
Business Card Approver	05/23/2011	2:00pm - 3:00pm		Webinar	Finance and Planning	X
Conducting Collaborative Performance Reviews	05/16/2011	10am-1pm	New York City	Park Row 1602, Dyson Conference Room	Organizational Learning and Development	X
Business Card Approver	05/16/2011	2:00pm - 3:00pm		Webinar	Finance and Planning	X
E-Procurement Training	05/11/2011	10AM - 12PM	Graduate Center	ITS Student Lab #430	Finance and Planning	X
Contract Management System	05/11/2011	1:00PM - 2:30PM	Graduate Center	Graduate Center #310	Finance and Planning	X
Travel & Purchase Card Training	05/05/2011	10:00 AM - 11:30 AM		Law School - Gerber Glass Room: 300	Finance and Planning	X
Travel & Purchase Card Training	05/05/2011	12:30 PM - 2:00 PM		Law School - Gerber Glass Room: 300	Finance and Planning	X

- Click on a course name/title to view more information about the course including a roster of all registered participants.

The screenshot shows the 'View Courses' page in the PACE UNIVERSITY Training Systems admin interface. The page has a blue header with the university name and navigation links. Below the header, there are tabs for 'View Courses' and 'Add Course'. A link to 'Back To All Courses' is visible. The main content area contains a form for editing course details, including fields for Course Name, Sponsor, Max Students, Min Students, Course Description, Training Date, Training Time, Campus, Room, Current Students, and Show Course. An 'UPDATE COURSE' button is located below the form. Below the form is a table listing registered students with columns for Student Name, Email, Ext, Department, Explanation, and DEL.

Student Name	Email	Ext	Department	Explanation	DEL
Allie Timberlake	atimberlake@pace.edu		UG Admissions NY		X
Michelle Littleton	mlittleton@pace.edu	3550	Graduate Department LSN	Use banner daily, would like to be able to run reports more efficiently	X
Marilena Coletto	mcoletto@pace.edu	3373	BS Nurse Education		X
Barbara Streany	bstreany@pace.edu	3373	BS Nurse Education	I work directly with the students and reports... need this to do my job.	X
Diana Dumitru	ddumitru@pace.edu	1716	BS Nurse Education	Need the training to get student reports.	X
Stacie Cignarale	scignarale@pace.edu	3548	Office of the Dean Lienhard School	Reports for LSN to review enrollment, budget, etc.	X
Donna Hoyt	dhoyt@pace.edu	1794	VP for Enrollment Management	Need iStrategy training.	X

- You can also add a new course to the system by clicking the "Add Course" tab at the top left of the window.

The screenshot shows the 'Add Course' page in the PACE UNIVERSITY Training Systems admin interface. The page has a blue header with the university name and navigation links. Below the header, there are tabs for 'View Courses' and 'Add Course'. The main content area contains a form for adding a new course, including fields for Course Name, Sponsor, Max Students, Min Students, Course Description, Training Date, Training Time, Campus, Room, and Show Course. An 'INSERT COURSE' button is located below the form.