How to register for workshops through myHR

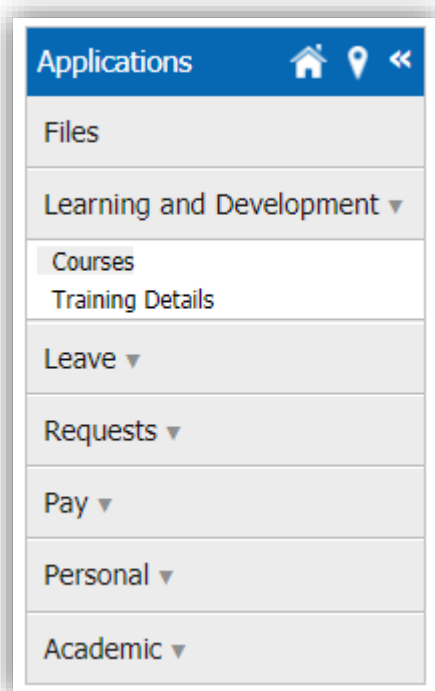## Step 1

Go to your myHR from the staff portal.

https://my.unisa.edu.au/staff/myHR/home.do
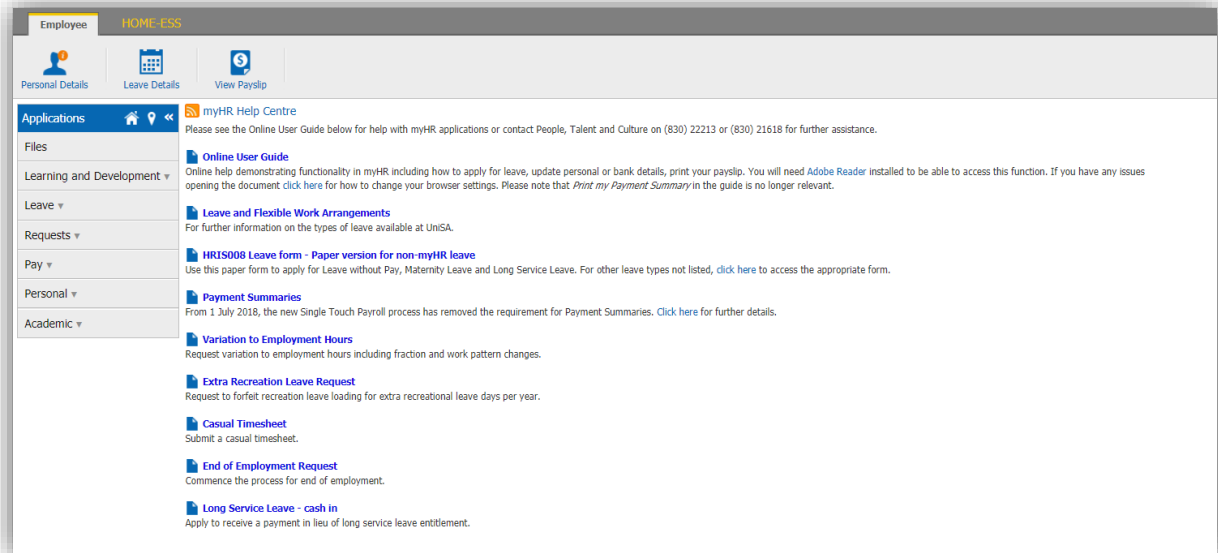
Step 2

Under 'Learning and Development' select 'courses'

Step 3

Type in a key word from the workshop you wish to attend. E.g. if you are hoping to attend 'Managing Your Career and Professional Brand' try 'managing'.

Step 4

Your search will yield results under 'More Courses'. Click the drop down boxes to show your desired course.

Step 5

Click on the ⬚ icon to start your request.

Step 6

In the pop up window, enter any dietary requirements or comments that you think the administrator processing your registration needs to know. Then select 'save'.

Quick Note

Your workshop request has not been submitted yet.

Step 7

Click submit!

Pro Tip

Along with the ⚠ in steps 4&5 you will also receive a warning here if the course is fully booked. You can still submit your request and our administrator will be in touch to confirm your place on the waitlist or provide other options.

Step 8

In the next window, select your supervisor and then 'send to' and you're done!

Still having issues?

Contact our Talent & Organisational Development team (formerly People, Development and Performance)   https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/pod/   or send us an email at staff.development@unisa.edu.au.