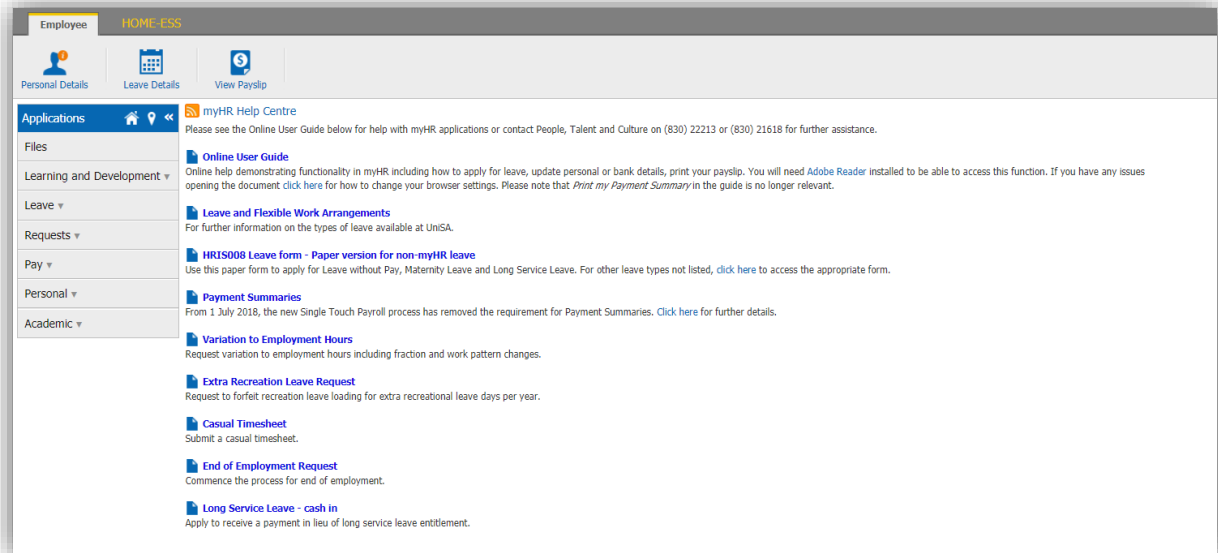


How to register for workshops through myHR

Step 1

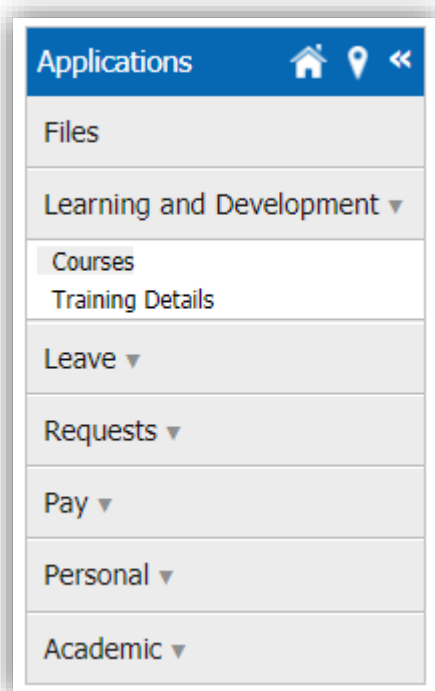
Go to your myHR from the staff portal.

<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'.

Basic Workshop Search | Advanced Workshop Search

Search for Courses

Course Name :

Course Code :

Course Reference :

List Courses By :

Date :

[Workshop registration guide](#)

Step 4

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

Basic Workshop Search | Advanced Workshop Search

Search for Courses

Course Name :

Course Code :

Course Reference :

List Courses By :

Date :

[Workshop registration guide](#)


Recently Used Courses

- Respect Now Always - Designated First Responder Training (z693)
- Working with Aboriginal Peoples (z561)
- Aboriginal Cultural Safety (z560)
- Tutoring@UniSA (t004)
- Reviewee Workshop (Summative Peer Review of Teaching) (t006)
- Managing Your Career and Professional Brand (z668)

More Courses

- Enterprising Essentials
 - Managing Your Career and Professional Brand (z668)
 - 02 Jul 2019, AUJ-02 Training Room, 101 Currie Street, 09:00:00 - 13:00:00 (02)

Step 5

Click on the  icon to start your request.

Recently Used Courses

- Respect Now Always - Designated First Responder Training (z693)
- Working with Aboriginal Peoples (z561)
- Aboriginal Cultural Safety (z560)
- Tutoring@UniSA (t004)
- Reviewee Workshop (Summative Peer Review of Teaching) (t006)
- Managing Your Career and Professional Brand (z668)

More Courses

- Enterprising Essentials
 - Managing Your Career and Professional Brand (z668)
 - 02 Jul 2019, AUJ-02 Training Room, 101 Currie Street, 09:00:00 - 13:00:00 (02)

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'.

Window Decorator: Self Service : Training Request - Google Chrome
https://my.unisa.edu.au/staff/myHR/TR-entry-request.do?function=create&code...

CREATE NEW WORKSHOP REQUEST

Save Change Course Required fields are marked in red.

New Training Request

Workshop Managing Your Career and Professional Brand

Date: 02 Jul 2019-02 Jul 2019
Next: Next
Professional Development: Professional Development
4.0 Hrs
0.0
0.0

Comments/Dietary or other requirements:

Quick Note

Your workshop request has not been submitted yet.

Step 7

Click submit!

Window Decorator: Self Service : Add Training Workshop - Google Chrome
https://my.unisa.edu.au/staff/myHR/TR-entry-request.do?hierId=100072&decora...

TRAINING REQUEST : SARAH HARDY


Add Course Submit

(Warning) Workshop: This course is fully booked
To submit your request for this session, please select the Submit icon above to forward to your supervisor.

Training Request

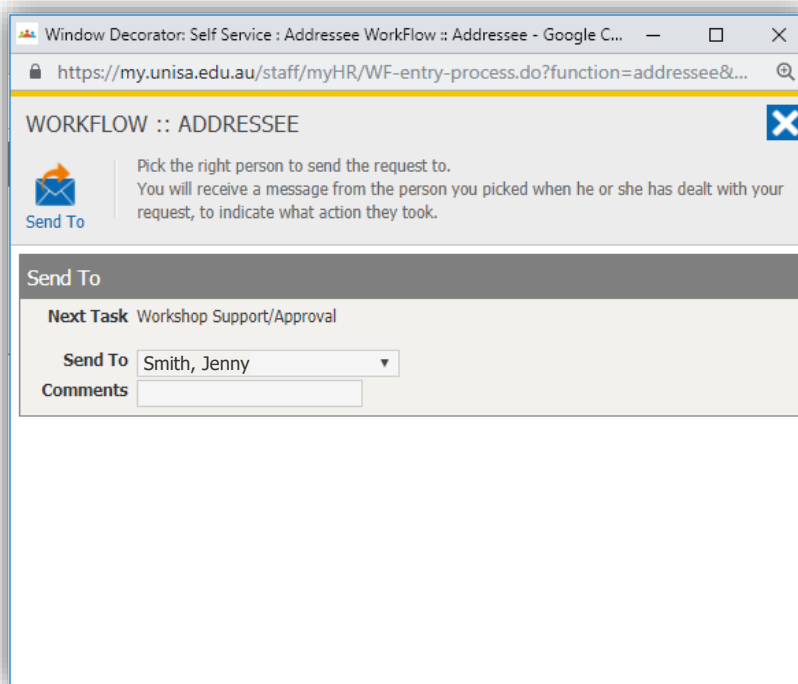
Development Programs	Workshop Date	Duration
Managing Your Career and Professional Brand	02 Jul 2019 - 02 Jul 2019 Next Professional Development	4.0Hrs

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!



The screenshot shows a web browser window with the following content:

- Browser title: Window Decorator: Self Service : Addressee WorkFlow :: Addressee - Google C...
- URL: <https://my.unisa.edu.au/staff/myHR/WF-entry-process.do?function=addressee&...>
- Page title: WORKFLOW :: ADDRESSEE
- Instruction: Pick the right person to send the request to. You will receive a message from the person you picked when he or she has dealt with your request, to indicate what action they took.
- Section: Send To
- Next Task: Workshop Support/Approval
- Send To: Smith, Jenny (dropdown menu)
- Comments: (text input field)

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.