



2.7 Register in a Program and enroll in a class

Purpose: Employee self registers in Defensive Driving Certification, and enrolls in the class.



First, sign into PeopleSoft.

There are two steps to registering for DDC. First, you must register for the Certification. After you have done that, you then must pick a class and actually register for the class.

Once you have done both of those steps, your supervisor will receive an email to approve or deny your registration. You will not actually be registered in the class until your supervisor approves your enrollment.

If the class is full, you will be put on a wait list. If you have registered for a class and need to change dates, you need to drop yourself out of the one class and re-register yourself for the new class.

Please call Robin Reidman, State Fleet, at 328-1472 if you have problems or questions.

Step	Action
1.	Click the ELM SS Search Catalog link. You can search and enroll in a course or register for a program here. ELM SS Search Catalog
2.	Click the Programs link. Programs include: Certifications (with dates of expiration), and Curricula (no expiration). Programs
3.	Click the Search Programs button. 
4.	Click the Register link by the “ Defensive Driving Course Certification ” (801DOTP001). Register
5.	Click the Submit Registration button. This is the first step, you also need to enroll in a class for this certification. 
6.	Click the My Learning link view the certification and enroll in a class date and time . My Learning
7.	Click the Defensive Driving Certification link.
8.	Click the View Enrollment Options link. View Enrollment Options
9.	If you have the DDC Schedule sent out by State Fleet, each date lists the ELM Activity Code. Find the activity code for the class you want to attend and click Enroll . Then click Submit Enrollment . You will then get an enrollment confirmation that states you are pending approval. This is where your supervisor needs to approve your enrollment. ENROLLMENT IS COMPLETE.



Step	Action
10.	If you do not have the DDC Schedule that is sent out by State Fleet, follow the steps below to find the class you want to attend and complete the registration. Click the View Details link. View Details
11.	Click the Schedule link. Schedule
12.	Click the Details link to see the facility and room. Details
13.	Click the Return to Previous Page link. Return to Previous Page
14.	Click the Enroll button. <input type="button" value="Enroll"/>
15.	Click the Submit Enrollment button. <input type="button" value="Submit Enrollment"/>
16.	Once your Supervisor approves the class you will receive an email enrollment confirmation, containing an outlook calendar appointment detailing the class information.
17.	Click the Home link. Home
18.	End of Procedure.