

To register for Administration and Finance Classes:

1. Log into **PASS**  
(<http://www.uhd.edu/about/hr/pass.html>)
2. Input your **User ID** (which is your Employee ID) and **password**
3. Select the **P.A.S.S. site link**
4. Select **Training**
5. Select **Request Training Enrollment**
6. Select **Search by Course Number** or **Course Name**
7. Select **View Category** for Category **AF Finance** (to the right).

Request Training Enrollment - Microsoft Internet Explorer

Address: [https://my.uhd.edu/psp/paprd/UHE\\_SITE/HRMS/c/ROLE\\_EMPLOYEE\\_TRN\\_REQUEST\\_LNK.GBL?NAVSTACK=Clear&FolderPath=PORTAL\\_ROOT\\_OBJECT.UHE\\_PASS\\_TRAINING.HR\\_TRN](https://my.uhd.edu/psp/paprd/UHE_SITE/HRMS/c/ROLE_EMPLOYEE_TRN_REQUEST_LNK.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OBJECT.UHE_PASS_TRAINING.HR_TRN)

Employee Self Service

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Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:  Search

Description	Course Number	
AP Fast Start Training	UHD058	<a href="#">View Available Sessions</a>
Choosing The Right Account	PSF024	<a href="#">View Available Sessions</a>
Cost Center Verification	UHD060	<a href="#">View Available Sessions</a>
Intro to PS 8 Finance	UHD059	<a href="#">View Available Sessions</a>
Travel Document Training	UHD057	<a href="#">View Available Sessions</a>
Travel Training	UHD056	<a href="#">View Available Sessions</a>

[Return to Request Training Enrollment](#)

### View all courses by Category

Campus	Category	View Category
1 UH Downtown	ESO	<a href="#">View Category</a>
2 UH Downtown	Information Technology	<a href="#">View Category</a>
3 UH Downtown	UH Human Resources Training	<a href="#">View Category</a>
4 UH Downtown	AF Finance	<a href="#">View Category</a>

8. Select **View Available Sessions**
9. Select **Session** number
10. Verify **date, time, and location**
11. Click **Continue**
12. Click **Submit**
13. **You should receive a confirmation email.**