How to Enroll in Training Courses
All links and training information will be on the OnePurdue Web site under Training and Student Systems or Finance and HR Training.

**Student Systems Course Information**

- **How to Sign Up for Courses**
  - Varies by staff/area
  - Log on to OnePurdue’s training registration system

**Finance and HR Training**

- **How to sign up for courses**
  - Training Coordinators listed on these rosters can assist with area and departmental training enrollment
  - By department or organization (PDF) — updated 4/1/08
  - By name (PDF) — updated 4/1/08
  - Log on to OnePurdue’s training registration system
  - Training registration process (PDF)
The registration link from the OnePurdue Training pages will take you to this page on the registration site. You will log in using your Purdue career account and password.

https://www.cec.purdue.edu/onepurdue/default.asp
You will then see the catalog and course offerings. Catalog listings will be grouped by major areas.
Each major area may be divided by topic, as shown for Business Systems courses below. To choose the Finance courses you will click on the Finance link.

A list of all your current enrollments will be listed in this display box.
Though the list of courses in each topic change from time to time, the Finance catalog page will look similar to this.

Courses are listed alphabetically by course number.
Another example, Student Systems courses:
Once you select a course, the section offering screen will appear. If the course is instructor-led, select the offering that best fits your schedule, based on date and time.

Note that online courses will only have one offering listed.
There will often be more than one section from which to select for classroom sessions.

Select your preferred session and click **Add to Lessons** to place it in your “Shopping Cart”.
Above the section offerings, you will also see course descriptions and other information regarding the course content or availability.

Online basic system navigation courses are often the first required course.
After selecting a section offering, you will see your courses listed in the Shopping Cart. Click ‘Checkout’ to complete this process. If you need to enroll into additional courses, click ‘Add More Lessons’.

When you are done, selecting ‘Checkout’ will process your request and generate a confirmation email.
Before the processing is completed, you will be given a chance to update your preferred email and address information, updating the OnePurdue training system.

The first time you register for classes, you will be prompted to select your preferred Address and E-Mail, and complete the remaining information. When you register for courses in the future, just click **Submit** to proceed, unless you need to update your information.
Additional Notes

• You will receive a confirming e-mail for each course in which you have enrolled, sent to your preferred email address. It will include:
  
  – Link to online courses, located in Blackboard.
  – Classroom location for instructor-led courses.
  – Special instructions —for example, actions you need to take before attending an instructor-led course.
  – Instructions to request special accommodation.

• Course changes or special instructions will also be sent in email. (For example, room or time change.)
How to Get Help

• If you have a question about the registration process, please contact us at oneptrain@purdue.edu

• If you need to inquire about special accommodations, please contact us at onep-trng-notice-request@lists.purdue.edu

• If you have technical issues with the online courses, please follow your normal IT support request process.

• Help links are available on the OnePurdue Training webpage:
  http://www.purdue.edu/onepurdue/help/index.shtml
Let’s Learn!!