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OnePurdue

Training Registration System

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.

[HOME](#) » [TRAINING](#) » Student Systems

Student Systems Course Information

» **How to Sign Up for Courses**

Varies by staff/area

» [Log on to OnePurdue's training registration system](#)



[HOME](#) » [TRAINING](#) » 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.

[Instructions for OnePurdue registration](#)

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Log in using your Purdue Career Account

Login:

Password:

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

<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.

[Sign Out](#) | [View Cart](#) |

OnePurdue Training Catalog

Training is offered in these main categories.

[Business Systems](#)
[Student Systems](#)

Current Enrollments

- [HRPA 150 - HR System Inquiry](#)
- [BANNAV 100 - Banner Navigation](#)
- [NAV 050 - SAP Overview and Navigation](#)
- [FISRMAP 100 - Purchase to Pay Process Overview](#)
- [HRPA 100 - HR Personnel Actions Overview](#)
- [SRM 200 - Create Shopping Carts](#)
- [SRM 230 - Confirm Shopping Carts](#)
- [RPT 100 - OnePurdue Report Navigation](#)

[Purdue Calendar](#) | [Purdue Homepage](#) | [Purdue Search](#) | [Campus Map](#) | [Purdue Directories](#) | [OnePurdue Training](#)

For questions or comments: oneptrain@purdue.edu
Call 49-46000

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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.

[Sign Out](#) | [View Cart](#) |

Business Systems

Catalog >> Business Systems

- [BEx](#)
- [Budget](#)
- [Finance](#)
- [Human Resources](#)
- [Navigation](#)
- [Physical Facilities](#)
- [Supplier Relationship Management](#)
- [Travel](#)

A list of all your current enrollments will be listed in this display box.

Current Enrollments

- [Recognition Luncheon](#)
- [HRPA 150 - HR System Inquiry](#)
- [BANNAV 100 - Banner Navigation](#)
- [NAV 050 - SAP Overview and Navigation](#)
- [FISRMAP 100 - Purchase to Pay Process Overview](#)
- [HRPA 100 - HR Personnel Actions Overview](#)
- [SRM 200 - Create Shopping Carts](#)
- [SRM 230 - Confirm Shopping Carts](#)
- [RPT 100 - OnePurdue Report Navigation](#)

Finance

Catalog >> Business Systems / Business Systems

[FICOFM 200 - Business Management Staff 1](#)

[FICOFM 210 - Business Management Staff 2](#)

[FIFMCO 101 - Introduction to Accounting and Financial Systems](#)

[FIGM 100 - Grants Management Process Overview](#)

[PSCD 211 - Public Sector Collection and Disbursement Accounts Receivable](#)

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:

[Sign Out](#) | [View Cart](#) |

Student


Catalog >> Student Systems / Student Systems

- [ENRLSV 200 - Enrollment Services View](#)
- [ENRLSV 210 - Enrollment Services View \(On-line\)](#)
- [SADMS 200 - Admissions View](#)
- [SADMS 210 - Admissions - Create General Person](#)
- [SADMS 220 - Admissions - User 2](#)
- [SADVSR 200 - Advisors - Role 1 - INB & SSB](#)
- [SADVSR 210 - Advisors - Role 2 SSB Only](#)
- [SADVSR 230 - PNC Advisor - INB & SSB](#)
- [SADVSR 240 - PNC Faculty Advisors INB/SSB](#)
- [SADVSR 250 - INB Advisor](#)
- [SBURS 200 - Bursar Staff Core Training](#)
- [SBURS 210 - Cashiers](#)
- [SBURS 220 - Title IV & Third Party](#)
- [SBURS 240 - Core Training for UCO Staff](#)
- [SGRADC 200 - Graduate School Registration Advisors \(Acad. Depts.\)](#)

Current Enrollments

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[Sign In](#) | [Catalog](#) | [View Cart](#) | [General](#) | [Human Resources](#) | [Financial](#)

General Course Information

FIGL 200 - GL Accounting

This course is a total 12 contact hours scheduled over 2 days.


Program Section(s)

Monday, August 21st, 8:00AM - 5:00PM Tuesday, August 22nd 8:00AM - 12:00PM ROSS 136	Add to Lessons
This course is 12 contact hours scheduled over 2 days. Schedule Number: 1470	
Thursday, August 24, 8:00AM - 5:00PM Friday, August 25th, 8:00AM - 12:00PM ROSS 136	Add to Lessons
Instructor: Karen Harding This course is 12 contact hours scheduled over 2 days. Schedule Number: 1472	

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.

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[Sign In](#) | [Catalog](#) | [View Cart](#) | [General](#) | [Human Resources](#) | [Financial](#)

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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”.

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Currently enrolling: Constance Bilyeu

[Current Enrollments](#) | [Enrollment History](#) |
[Course Catalog](#) | [Exit Registration](#) |
[View Cart](#) |

General Course Information

SAPNAV 115 - SAP GUI Navigation

This course is designed as a high level tutorial of the SAP GUI Navigation interface. All users who launch the SAP GUI are required to take this course. Participants are introduced to OnePurdue terms, SAP icons and menus, setting personal preferences, running transactions and getting results using the SAP GUI interface. The participants will also learn how to create favorites and become familiar with SAP screens and screen elements. This course is an updated version of NAV 050.

NOTE: *This is a web-based training course that does not require classroom attendance. Registration for this course, however, is required. All sections run concurrently in WebCT Vista. Links to the courses are provided in the confirmation email and on the Training tab on the OnePurdue page, <http://www.purdue.edu/onepurdue/>.*

Program Section(s)

Self Study/Web Based Training
Blackboard Vista

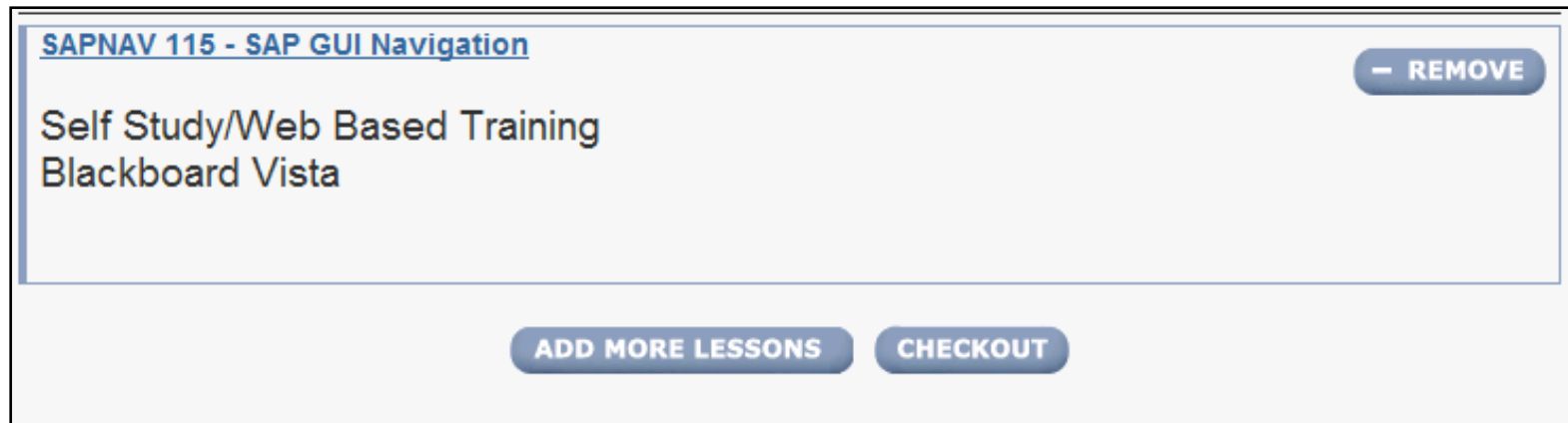
Schedule Number: 5129

[Add to Lessons](#)

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.

Account Profile

Registrant
Suzanne Ahlersmeyer

Please provide/verify the information below.
Your preferred address and e-mail are required.

Preferred Address	Preferred E-Mail
<input type="radio"/> Home	<input type="radio"/> Home
<input checked="" type="radio"/> Work	<input checked="" type="radio"/> Work

Home Address

Street Line 1:

Street Line 2:

Street Line 3:

City:

State Abbreviation: Postal (Zip) Code:

Country:

Phone: Area () Ext:

Fax: Area ()

E-Mail:

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>

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Let's Learn!!