**STEP 1: SUBMIT YOUR PRE-REGISTRATION FORM ONLINE**

Submit a pre-registration form to notify OD & Communications of your intent to complete the track.

**STEP 2: REGISTER AND COMPLETE TRACK COURSES**

Unless otherwise noted, to register for courses: log into the SAP Portal, click Training and Development, and search for the course title.

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| **Completed**  **Date** | **Course** |
|  | **PeopleAdmin**   * Required Security Roles: N/A * Training Type & Frequency:Web based, On Demand |
|  | **I-9 and E-Verify Using HireRight**   * Required Security Roles: N/A * Training Type & Frequency:Web based, On Demand |
|  | **Understanding the PCR Process (Academic)**   * Required Security Roles: Department Head Security Role * Training Type & Frequency: One-on-one training; as needed * How to Register: Email Elizabeth Mello (emello@txstate.edu) |
|  | **Understanding the PCR Process (Non-Academic)**   * Required Security Role: Department Head Security Role * Training Type & Frequency: Classroom, Monthly (except during August or September) * How to Register: SAP Portal |
|  | **Understanding Org Management in SAP**   * Required Security Roles: Department Head Security Role * Training Type & Frequency: Classroom, Monthly (except during August or September) * How to Register: SAP Portal |
|  | **Time Administration**   * Required Security Roles: Departmental Time Administrator or Supervisor role * Training Type & Frequency:One-on-one training, as needed * How to Register: Email course contact |
|  | **Salary Budgets (Non-Academic)**   * Required Security Roles:You’ll need to verify your budget-development security access with ITAC or contact the Budget Office for assistance to get it. To participate in this workshop, you must have access to both budget and salary data in SAP. You must have security access to run these reports in SAP before taking the class. * Training Type & Frequency: Classroom, Once a semester * How to Register: SAP Portal |
|  | **Salary Budgets (Academic)**   * Required Security Roles: You’ll need to verify your budget-development security access with ITAC or contact the Budget Office for assistance to get it. To participate in this workshop, you must have access to both budget and salary data in SAP. You must have security access to run these reports in SAP before taking the class. * Training Type & Frequency: Classroom, Once a semester * How to Register: SAP Portal |

**STEP 3: SUBMIT COMPLETION FORM**

Once you’ve completed all courses in the track, please submit the online completion form. This will notify OD & Communications that you’ve completed the track.

**CONGRATULATIONS ON COMPLETING YOUR HUMAN RESOURCES: BUSINESS PROCESSES CERTIFICATION!**

Once your course attendance has been verified, you will be contacted by OD & Communications and receive your Human Resources: Business Processes Certificate.