

1.1 Training Summary:

- Internal Training
 - Shows all of the City of Fresno courses you've either completed or are enrolled in. **Please make note that all records of previous training from Organizational Training and Development will be entered into PeopleSoft in the coming months.
- Other Professional Training
 - If you've already entered training information from outside of the City (**see section 2.1**) it will be listed here.

1.2 Requesting Training Enrollment:

- Search Methods
 - [Search by Course Name](#) Use this search feature to find a course by its name.
 - [Search by Course Number](#) Use this search option if you know the course number you wish to enroll in.
 - [Search by Location](#) Use this search feature to find courses by their location (IE City Hall, Municipal Service Center).
 - [Search by Date](#) Use this search feature if you would like to search for courses held on a specific date(s).
- Selecting a Course for Enrollment
 - [View Available Sessions](#) Allows you to see the dates/times this course is available.
 - [Session](#) Click the four digit session code to bring up the class detail.

Click on the **Continue** button.

Add any additional comments and click **Submit**.

Click **OK** when you receive the Confirmation of your course submission.

1.3 Training Request Status:

Here you can view all City of Fresno trainings you've requested through the online system.

- [Last Process Action](#) Shows the current status of your request.
Click on the course name to view the course information and your comments.

2.1 Professional Training:


Add training you've completed outside of the City of Fresno or training that was completed prior to online enrollment.

- [Professional Training](#) Click on the **Add a Professional Training Course** button and complete all required fields. Course name, course completion date and school/facility.

2.2 Education:

Use this feature to add all of your education.

- [Degree](#) Click on the **Add a Degree** button and add the following information into the required fields.

Click on the spyglass icon  to bring up a list of pre-populated lists.
Degree/Accomplishments, Major, Country, School*, Has Degree Been Acquired, and Date Acquired.


Click on the **Save** button to save this degree.

If you do not see your school listed, click the **Cancel button on the top of the list, and type your school name in the "Other" box.*

2.3 Honors and Awards:

Use this feature to add any honors or awards you've received.

- [Honor/Award](#) Click on the **Add an Honor/Award** button and add the following information into the required fields.

Click on the spyglass icon  to bring up a list of pre-populated lists**. Honor or Award, Presented By, Issue Date.

Click on the **Save** button to save this Honor/Award.

2.4 Languages:

This is where you can enter any languages you read/write/speak.

- [Language](#)

Click on the **Add a Language** button and add the following information into the required fields.

Language, Speaking Proficiency, Reading Proficiency, Writing Proficiency, Native Language, Translate Native Language, Teach Native Language.


Click on the **Save** button to save this record.

2.5 Licenses and Certificates:

This is where you can enter any Licenses or Certifications you have.

- [License/Certificate](#)

Click on the **Add a License/Certificate** button and add the following information into the required fields.

Click on the Spyglass icon  to pull up the list of Licenses of Certifications you can choose from**. Issue Date, License Number, Issued By, Country, State/Province, Renewal in Progress.


Click on the **Save** button to save this record.

2.6 Memberships:

This is where you can enter any Memberships you have.

- [Membership](#)

Click on the **Add a Membership** button and add the following information into the required fields.

Click on the Spyglass icon  to pull up the list of organizations you can choose from**.

Mandate/Activity, Position/Role, Membership Date, Begin Date, and End Date.

Click on the **Save** button to save this record.

***If you do not see your information provided in any of the drop down choices for **Honors and Awards, Licenses and Certificates or Memberships**, please click here to fill out a survey that will allow us to keep the most up to date information needed for those fields.*