

# Office of Training & Organizational Development

## Training Center at Stadium Place

493 Stadium Drive, Tallahassee, FL 32306

# Frequently Asked Questions

## FAQ's

**How do I register for courses?** To register: <https://my.fsu.edu> > HR > Main Menu > Self Service > Learning and Development > Request Training Enrollment > Follow the prompts to search and submit your request. To cancel registration, contact the Office of Training and Organizational Development at [training@fsu.edu](mailto:training@fsu.edu).

### **Where can I find course dates and times?**

- 1) By searching for courses through OMNI's self-service portal. <https://my.fsu.edu> > HR > Main Menu > Self Service > Learning and Development > Request Training Enrollment > Search for Courses.
- 2) By viewing the Upcoming Training Events on our website [hr.fsu.edu/train](http://hr.fsu.edu/train)

**I signed up for a computer-based course and the start date says 12/31/2015; does that mean I can't complete it until then?** Computer based training (CBT) courses can be completed at any time. The 12/31/20XX date is used as a session date for all CBT classes so that employees may register at any time. After the course is completed in Blackboard, the employee's transcript will be updated with the completion date

**How long does it take to receive information for an onsite course post-test?** You should expect post-test instructions within 24 hours of completing the course.

**What does being on the course "session waitlist" mean?** The course waitlist is available during the course registration process. Once a course session reaches enrollment capacity, you can request to be placed on the session's waitlist. When a seat becomes available, your enrollment status will be changed from session waitlist to enrolled, and you will be notified. TOD monitors waitlists daily.

**How can I cancel my enrollment?** Please email the Office of Training & Organizational Development at [training@fsu.edu](mailto:training@fsu.edu) or call 850-644-8724.

**How can I view my transcript in OMNI?** <https://my.fsu.edu> > HR > Main Menu > Self Service > Learning and Development > Training Summary.

**How can I view training transcripts for employees that directly and indirectly report to me?** <https://my.fsu.edu> > HR > Main Menu > Manager Self Service > Learning and Development > Training Summary

**When I have completed one of the Certificate Series Programs offered through the FSU Training Center?** Visit our website [hr.fsu.edu/train](http://hr.fsu.edu/train) > select Certificate Series Information on the homepage > select the Completion Form link > complete form and send it to [training@fsu.edu](mailto:training@fsu.edu). You may also send it through campus mail to mail code: 2733 or FAX to 850-644-9312.