

Office of Training & Organizational Development

Training Center at Stadium Place

1300 Jackson Bluff Road, 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.

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 [Training Calendar](#) on the [Training and Organizational Development website](#).

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 you register for a CBT course, you will receive a system generated email with instruction on how to complete the online course. After the CBT training is completed, 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 the set 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.

How can I cancel my enrollment in a training session? Please email the Office of Training & Organizational Development at training@fsu.edu or call 850-644-8724 to cancel or change your enrollment. This is greatly appreciated as there may be a waitlist for the session. Additionally, if you do not notify the Office of Training & Organizational Development to drop you from a

scheduled course, your attendance status will reflect a “No Show”.

How can I view my transcript in OMNI? <https://my.fsu.edu> > HR > Main Menu > Self Service > Learning and Development > Training Summary. See [Understanding Your Training Records](#).

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. See [Understanding Your Training Records](#).

I have completed one of the Certificate Series Programs offered through the Office of Training & Organizational Development. What shall I do next? Visit our website hr.fsu.edu/train > select [Certificate Series Information](#) on the homepage > select the Completion Form link for the applicable series > complete the form and send it to training@fsu.edu. The Office of Training & Organizational Development will verify course completions and test scores (if applicable). If all requirements are met, your Certificate of Completion will be mailed to your campus mail address.