Register for HR Certification Program Curriculums and Sessions


2. Select the **Faculty/Staff Login** button.

3. Type in your **Pirate ID** and **Password**. Then, select the **Sign In** button.
4. Once logged in, the homepage will be displayed. Move your mouse cursor over the **Learning** tab and select **Browse for Training**.

5. On the **Browse for Training** page, click on the **Curriculum icon** under the **Type** heading.

6. Select **Admin and Finance** under the **Subject** heading to view the HR Certification Program Curriculums.
7. Select the Curriculum you would like to register for from the options.

8. Select the **Request** button to register for the Curriculum.

9. After you select Request, you will be directed to the Transcript screen. You can confirm that you have been registered for the Curriculum if the **Status** shows as “In Progress”.

10. To register for the learning sessions within the Curriculum, select **Open Curriculum**.
11. To register for a Session, click **Select Session** under **Options**.
12. Choose your preferred session by selecting **Request**.

13. You will be returned to the Transcript screen, and you can verify that you have been registered for the session by checking the **Status** column.