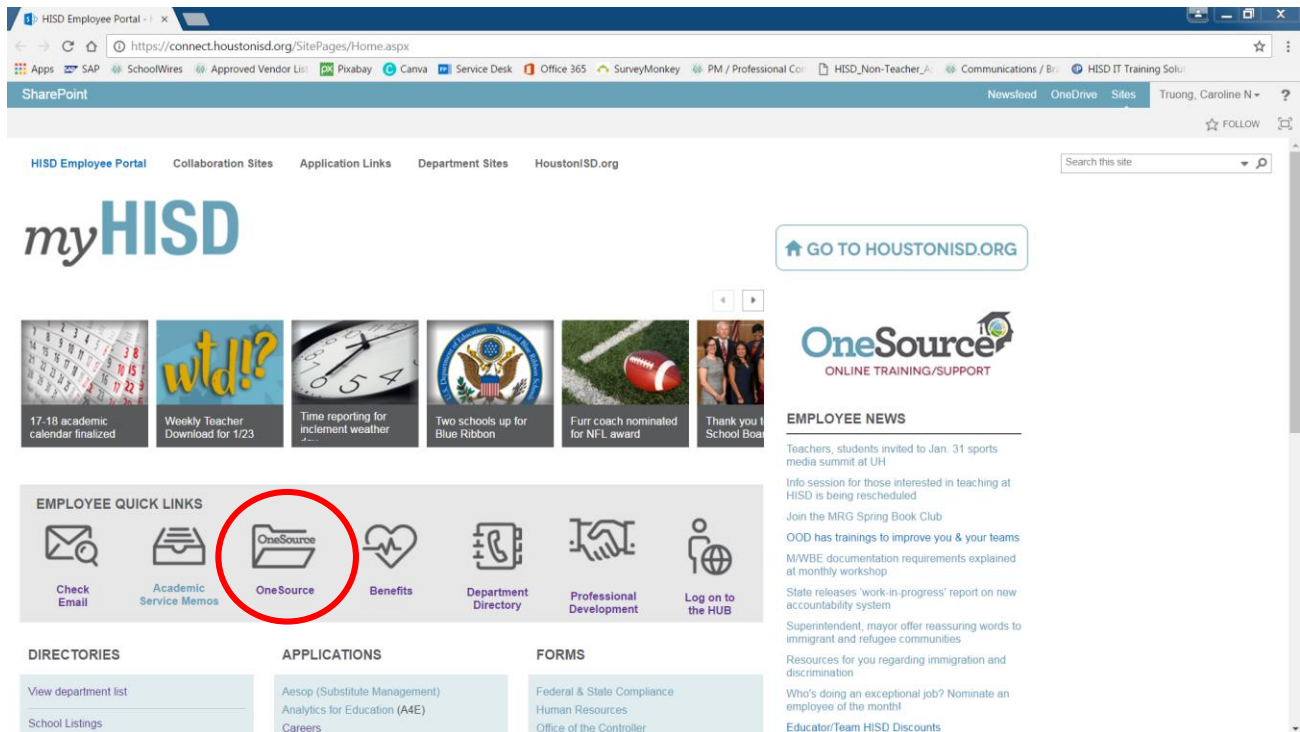
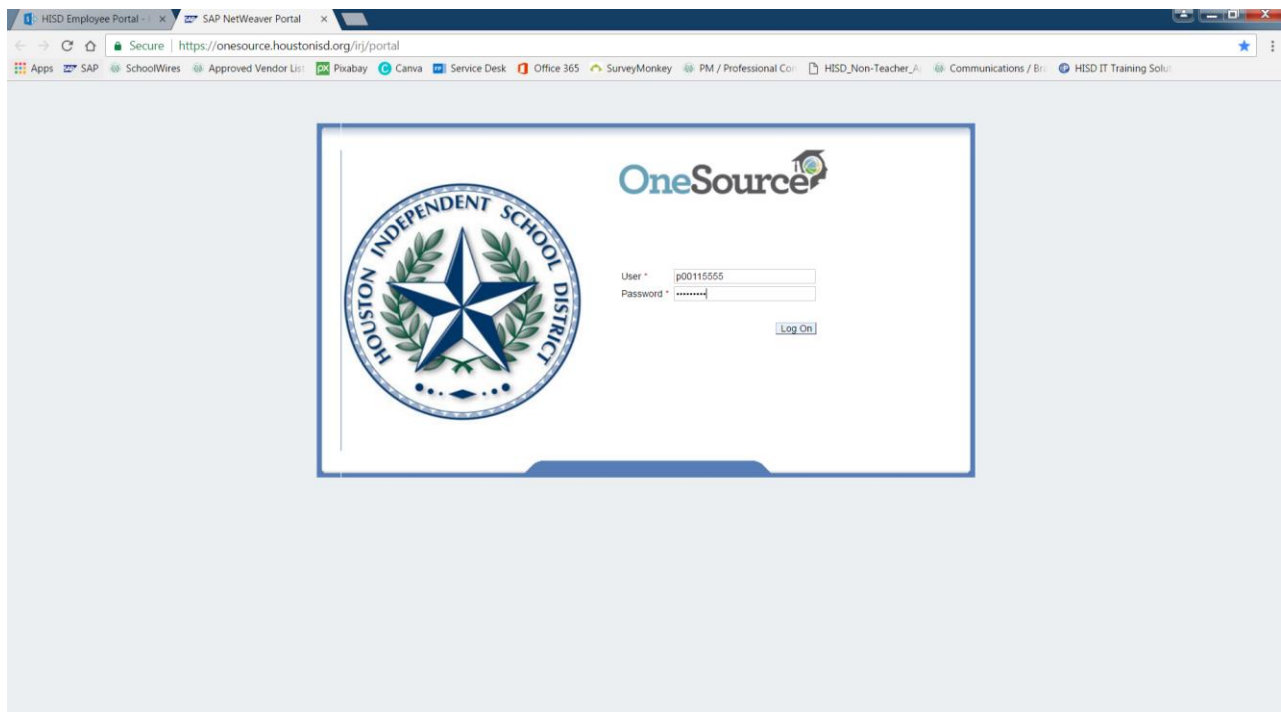


HOW TO REGISTER FOR A COURSE IN ONESOURCEME LEARNING

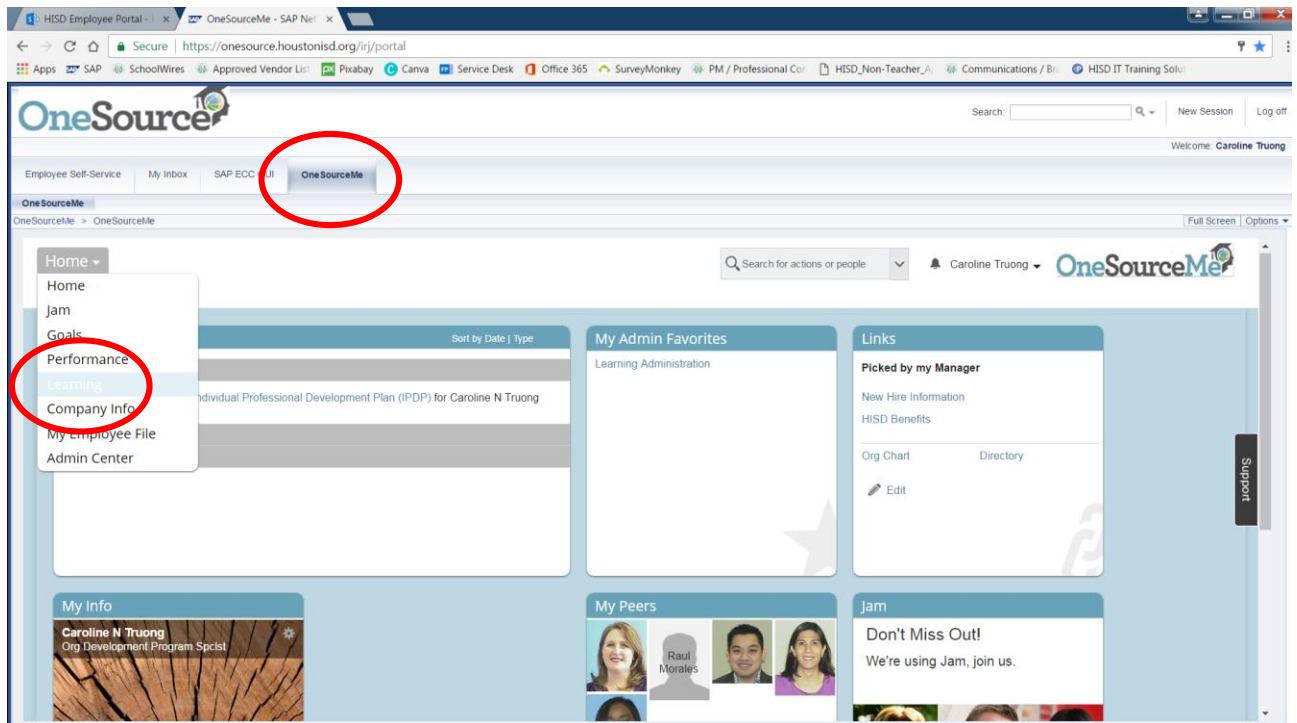
1. Go to [myHISD](https://connect.houstonisd.org) (log in with your employee ID number p00##### and network password if needed)
2. Click on the OneSource icon in the Employee Quick Links



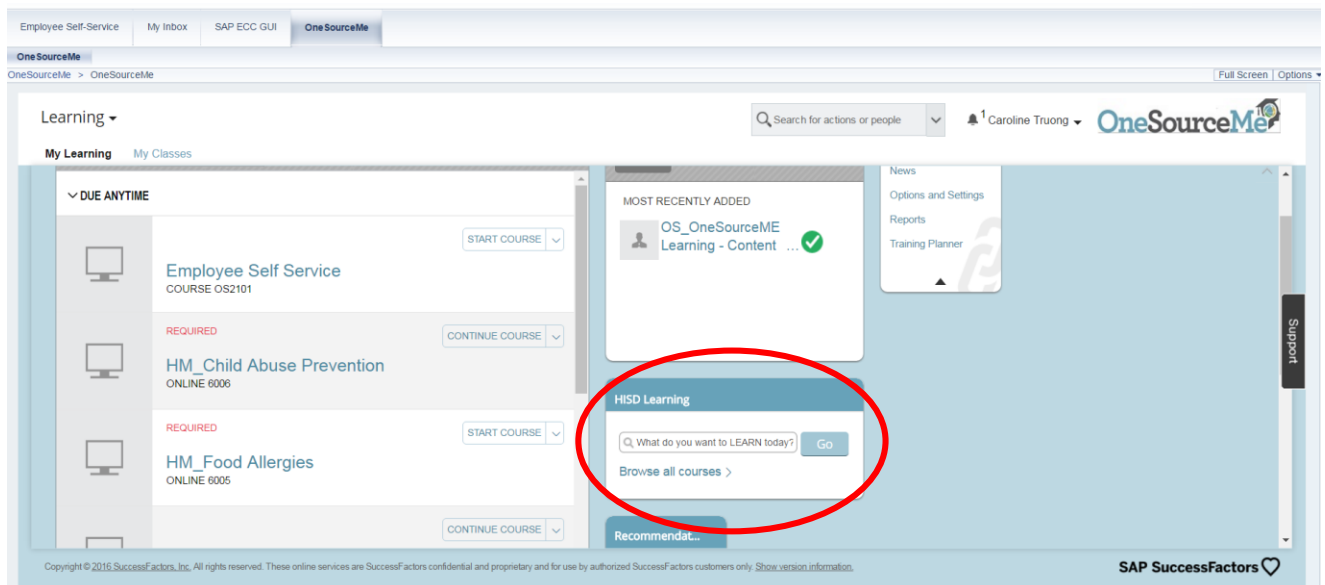
3. Log in with your employee ID number p00##### and network password.



4. Click the OneSourceMe tab.
5. Choose Learning from the drop down.



6. In the HISD Learning box, search for a course using the course title or course #. Click Go after you have entered the information.



7. The search results will appear. For the course you want to register in, click the View Course Dates link.

The screenshot shows the 'Catalog Search' interface. At the top, there's a search bar with 'OB_Paraprofessional Forum' entered and a 'Go' button. Below the search bar, it says 'You searched for "OB_Paraprofessional Forum"'. There are two tabs: 'Courses (2)' and 'Social Learning (1)'. The 'Courses (2)' tab is active. On the left, there's a 'Narrow Courses:' section with filters for 'Category' (Instructor-Led, Online, Other, Curricula, Program) and 'Subject Area' (Competency_Perform..., Employee Type_Instruct..., HISD Goals >). The main content area shows two course results. The first result is 'OB_Paraprofessional Forum (COURSE 237002)', an 'Instructor-led Course'. It has a description: 'Participants will have the opportunity to choose from several topics that range from classroom manag more'. Below the description is a red circle around the 'View Course Dates' link. The second result is 'PD_CIC Forum TOTs (COURSE 57010)', also an 'Instructor-led Course', with a description: 'Participants will receive the training and documents to lead campus forums for both campus-based men more'.

8. The Register Now link will appear when you hover your mouse over the course date box. Click Register Now for the Course Date you want to attend.

This screenshot shows the same 'Catalog Search' interface as the previous one, but with the 'OB_Paraprofessional Forum (COURSE 237002)' course selected. The 'View Course Dates' link from the previous screenshot is now a box containing the date and time: '2/22/2017 01:00 PM - 1 day', the location 'Wheatley HS', and '171 seats available'. A red circle highlights the 'Register Now' link in the bottom right corner of this box. Above the date box, there are links for 'Assign to Me' and 'Recommend'. Below the date box, there is a 'Hide Course Dates' link. The second course result, 'PD_CIC Forum TOTs (COURSE 57010)', is still visible below. At the bottom of the page, there is a footer with a disclaimer: 'served. These online services are SuccessFactors confidential and proprietary and for use by authorized SuccessFactors customers only. Show version information.' and a URL: 'search/catalogSearchDispatchAction.do?searchType=filteredSearch&keywords=OB_Paraprofessional Forum #'.

9. Click the Confirm button to complete registration. Enter comments if needed.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous **Confirm**

Offering
[OB_Paraprofessional Forum](#) 🌐

COURSE 237002

Start Date: 2/22/2017 01:00 PM America/Chicago

End Date: 2/22/2017 03:00 PM America/Chicago

Capacity: 229 of 400 enrolled, 0 waitlisted

Registration
Comments

User Name: Truong, Caroline N

Registration Status: Enrolled (Enrolled)

Comments: