

All HISD Employees:

All employees are required to take these two online courses so they are familiar with OneSource's employee self service and learning management features.

Course Name	Number	Delivery Format	Length	Location	Course Completed By:
Employee Self Service	OS2101	*Web-Based	1 HR	Online	Before July 5 (12 month employees) Before August 19 (all other employees)
OneSourceMe	OS2601	*Web-Based	1 HR	Online	Before August 19

Principals and Managers:

Other training may be needed based on job role. Example: ProCard, Travel, etc.

Basic Navigation	OS0101	*Web-Based	1 HR	Online	Optional
MSS: Approving Documents and Employee Requests	OS2102	*Web-Based	1 HR	Online	Before July 5
Supplemental Account Code Course (for schools)	OS0302	Instructor Led & *Web Based	3 HRS	Online and Budget Dept.	Before July 31
Supplemental Account Code Course (for departments)	OS0303				
Performance Management for Non-Teachers	OS2462	*Web-Based	1 HR	Online	Before August 31

Time Entry and Shopping Cart Requisitioners:

Other training may be needed based on job role. Example: ProCard, Travel, etc.

Basic Navigation	OS0101	*Web-Based	1 HR	Online	Optional
Enter Time & Process Purchases	OS0201	Instructor Led	7 HRS	Several locations	Before July 5

Travel and ProCard

ProCard	OS2345	*Web-Based	1 HR	Online	Before July 5
Travel Expense Processing for Requisitioners	OS2343	*Web-Based	1 HR	Online	Before July 5
Travel Expense Processing for Approver	OS2344	*Web-Based	1 HR	Online	Before July 5

***All online courses DO NOT require registration and are accessible 24/7. To access training, go to myHISD and click on the OneSource logo. If you have trouble accessing online training, please email ServiceDesk@HoustonISD.org. If accessing the courses from outside the HISD network, be sure to follow the step-by-step instructions available on the OneSource website. In-person, instructor-led courses require registration. Call the HISD IT Service Desk at 713-892-7378 to register.**