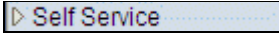
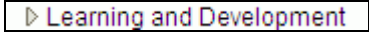



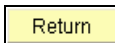


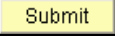




MCCCD Driver Training Program Steps for HRMS Self-Enrollment

These steps are for new and/or existing employees who have not completed the Defensive Driving course.
This system is only available from a Maricopa site.

1.	Log into the MCCCD Human Resources Management System by going to the following URL: http://www.maricopa.edu/portal/new/employees/index.php and clicking on the HRMS login link located at the right side of the page. Your username will be your Enterprise ID and your password is the same as your Maricopa email password. To find your Enterprise ID, please view instructions here: http://www.maricopa.edu/training/pdf/EnterpriseID.pdf
2.	Once logged in, click the Self Service  link.
3.	Click the Learning and Development  link.
4.	Click the Request Training Enrollment  link on the left menu
5.	From the Request Training Enrollment page, click the Search by Course Number link and enter Course Number - 001124
6.	Click the Search  button.
7.	From the Search Results click on the View Available Sessions link.
8.	If you wish to view the Course Description, click the Description  Icon button, then click the Return  button to return to the View Available Sessions page.
9.	To enroll, click on the desired Course Session number link. (Ex:  numbers will vary). It is recommended that you select the session based on the month in which you need to complete the course. (EX: To complete course in August of 2008 select Session 0001 – 08/31/2008).
10.	Review Session Details , and then click the Continue  button.
11.	Click the Submit  button. Page down if button is not visible.
12.	Click the OK  button
13.	Click the Training Summary  link.
14.	This course will now be listed in your Training Summary .
15.	View the Status Column to be sure you are Enrolled
16.	From the Training Summary window, you can also Cancel your Enrollment in a course. Click the Cancel button next to the course in which you would like to cancel your enrollment. The Cancel button is located to the right of the Status Column. You will be prompted to confirm your cancellation. Click the OK button. Note: Once you have completed the step above the Cancel button will no longer be accessible. You can only cancel enrollment in upcoming courses.
17.	To Enroll in additional courses repeat the steps above beginning with #2. Or Click the Sign out link to exit the system
<p>**NOTE: You will be notified by the system administrator within 24 hours with steps on how to log into the online course. Notifications of Enrollment and Cancellation are sent to your Business Email Address. View the Personal Information > Email Address area of HRMS Self Service to verify your Business Email Address.</p>	

**For questions or troubleshooting,
Please contact Beth Eberhardt at 480.731.8281 or Karen De La Viña at 480.731.8285.**

Steps to Access BlackBoard

Congratulations, you have been enrolled in the online version of **MCCCD Driver Training Program**. The class is available now.

1. Be sure that you log into BlackBoard using Internet Explorer or Firefox at:
<https://ecourses.maricopa.edu/webapps/login/>
2. Enter your username and password.
3. Your username will be your Enterprise ID. For directions on how to view, you're Enterprise ID: (<http://www.maricopa.edu/training/pdf/EnterpriseID.pdf>)
4. Your password will be the same as your email password.
5. Click on the course (under My Courses) in which you have registered.
6. Follow the directions on the starting page
7. *In order to receive credit for completing this course, you must pass the final exam with a score of 80% or better. Your test score will be immediately available, and you may attempt the test as many times as necessary.* Please complete an online evaluation within Blackboard to offer your feedback on the course.

If you have questions or problems, feel free to contact **Karen De La Viña at 480.731.8285**.

Thank you and enjoy your class.