How to Register for Training

A. Log into my.unt.edu
B. Once logged in:
   1. Select the “Human Resources” tab
   2. Select “Training & Development”
   3. Select “Training Enrollment”
   4. Select “Search by Course Number”
C. From Course Search screen:
   1. Enter the Course Number
   2. Select “Search”
   3. Select “View Available Sessions”

D. From the “View Available Sessions” screen: Select the session number you want to enroll in
E. From the “Session Detail” screen: Select “Continue”

F. From the “Submit Request” screen: Select “Submit”