



Project Titan/Atlas Communication

Steps for Online Course registration:

- 1) Log onto VPN network if off campus
- 2) Close all other PeopleSoft applications
- 3) Open Internet Explorer [Firefox might not work]
- 4) Clear internet files and cache
- 5) Go to: http://webapps.hr.ubc.ca/hrcatalog/catalog_search.action?subcategory=FINANCE
- 6) Select course category as FINANCE from the Program drop down if not already selected
- 7) Click Search

The screenshot shows the UBC HR Catalog Search Results page. The header includes the UBC logo and navigation links: NEWS | EVENTS | DIRECTORIES | SEARCH UBC | myUBC LOGIN. The main content area is titled "PROGRAM REGISTRATION" and contains an "ABOUT" section with text: "UBC Offers a wide range of learning opportunities for its community members. Click on the adjacent subcategories to peruse our catalogue for learning opportunities geared at your personal and professional growth". Below this is a "CATALOGUE" section with two entries: "Managing at UBC" and "CLILP". On the right side, there is a "Catalog Search Results" form with the following fields: Program: FINANCE (dropdown), Scope: Current Workshops (selected), All Workshops, Sort: Alphabetically (dropdown), and a Search button. Below the search results, there is a section titled "FINANCE - Sorted Alphabetically" with a list of training courses: Hyperion Budget System - Key User Training, Hyperion Budget System - Planner Training, Hyperion Budget System - Reviewer Training, Position Management Training - Lab, and Position Management Training - Lecture.



Project Titan/Atlas Communication

8) Select desired course, click link – you should get the following screen

The screenshot shows the UBC website interface. At the top is the UBC logo and navigation links: NEWS | EVENTS | DIRECTORIES | SEARCH UBC | myUBC LOGIN. The main content area is titled "Hyperion Budget System - Key User Training - BUD". It includes a description: "This workshop is for the Key Unit contacts. The following functionality will be covered in this training." followed by a list of topics: View task list, Enter budget data, Export data, Run business rules, Run Reports, Reject budget, and Submit / approve budget. To the right, under "Available Sessions:", there are four dates: 2010-07-22, 2010-07-22, 2010-07-29, and 2010-07-29. Below this, there are links for "Other related workshops": Position Management Training - Lab and Position Management Training - Lecture. At the bottom, it says "Last reviewed: 20-Oct-2008" and provides contact information for The University of British Columbia.

9) Click desired date from the Available Sessions list. It will take you to the following screen

The screenshot shows the UBC website interface for a specific course. The title is "Hyperion Budget System - Key User Training - BUD - 0004". Below the title, it says "COST:". To the right, there is a "CWL Login" button and a note: "To register for this course, please click on the CWL Login button below." Below the note, it says "Note: This site is restricted to UBC employees. You will need your Campus Wide Login (CWL) to complete your registration." Further down, there is a section for "For on-line registration instructions, click here." and another note: "If you require assistance, contact MOST at mostreg@hr.ubc.ca or 604.822.9644." At the bottom, there is a list of details: Date: July 22, 2010 - July 22, 2010; Time: 09:00 AM - 12:00 PM; Building: Buchanan Building Block B; Facility: Room 126; Address: 1866 Main Mall; and Facilitator(s):



Project Titan/Atlas Communication

- 10) Click  and enter CWL login information when prompted and **Continue**



Please enter your Campus Wide Login (CWL) account details to access this application

CWL Login Name:

CWL Password:

[Forgot your CWL password?](#)

What is CWL? [Find out here.](#)

Don't have a CWL account? [Create one now.](#)



Project Titan/Atlas Communication

11) Fill out the registration form [Phone / Email etc] and click **Register**.

Self Service Workshop Registration Find | View All First 1 of 1 Last

Course Code: Budget System Key User

*Session#:

Course Cost: 0.00

Important: Below, please review the dates for the course/session you have selected. Some courses are spread over multiple dates. If you want to enroll in this course, please provide the remaining information in the fields below and click the Register button.

Start Date	End Date	Start Time	End Time	Location
1 07/22/2010	07/22/2010	9:00AM	12:00PM	Buchanan Building Block B

Employee Phone:

Employee Email:

Supervisor Name:

To register, click the Register button. You will receive a confirmation e-mail.

If you did not receive a confirmation email,
please contact mostreg@hr.ubc.ca or call 604-822-9644 for HR courses or
please contact Alvin Lee at alvin.lee@ubc.ca for Finance courses.