Employee Instructions for Requesting Training On-line

STEP 1:

To request training online, you must access CHRIS Workflow by going directly to the CHRIS logon page at http://chrisweb.netl.doe.gov/servlets/iclientservlet/hr81prod/signon.html or via the ESS homepage.

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STEP 2:

When the CHRIS login screen appears, enter the CHRIS User ID and Password you received via email. If you do not have a CHRIS User ID and Password, log onto ESS to request one.

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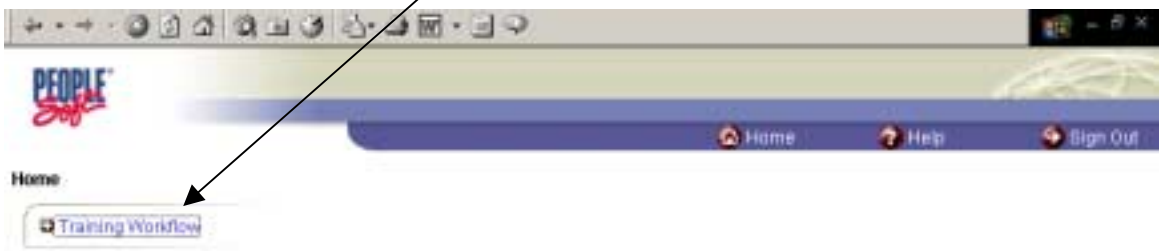
STEP 3:

After logging in, click on Training Workflow.



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STEP 4:

Click on Training Workflow again.

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STEP 5:

To establish an Employee Profile, click on Setup. Setting up an Employee Profile establishes the frequently used approvers so you will not have to select approvers each time you request training. If you do not wish to set up an Employee Profile, click on Use and follow the instructions in Step 10.

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STEP 6:

Click on EMPL Training Workflow Profile.

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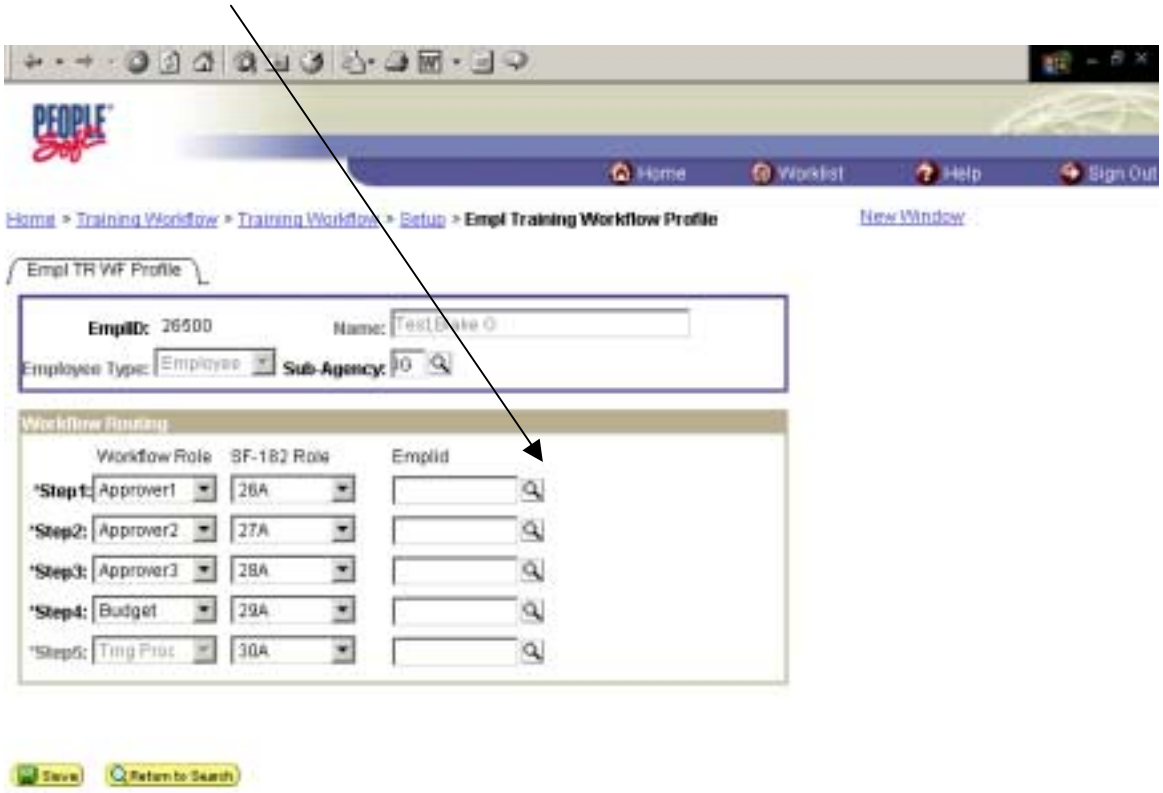
STEP 7:

The steps and roles have been established by your Sub-Agency (departmental element). Click on the magnifying glass to get a list of valid approvers assigned to each role.



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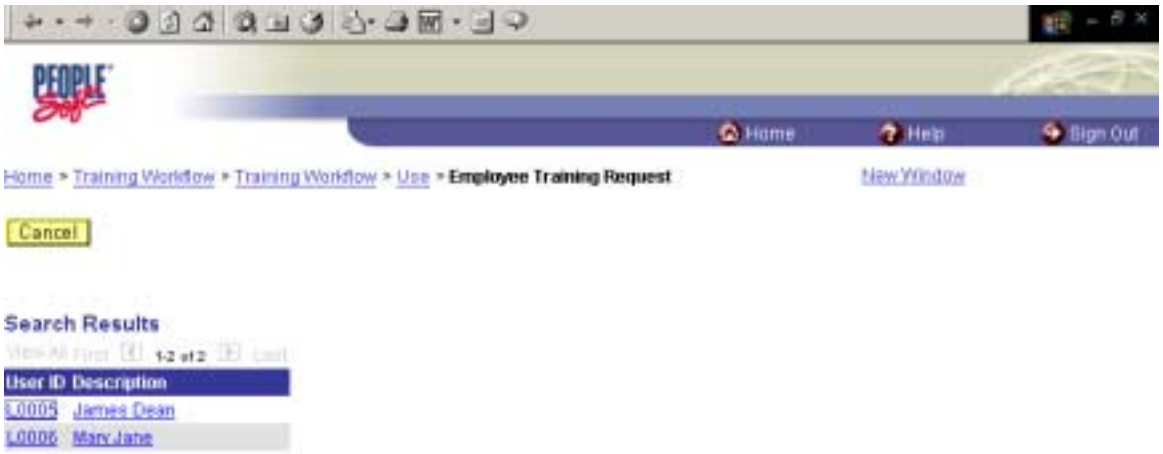
STEP 8:

Click on the appropriate approver.



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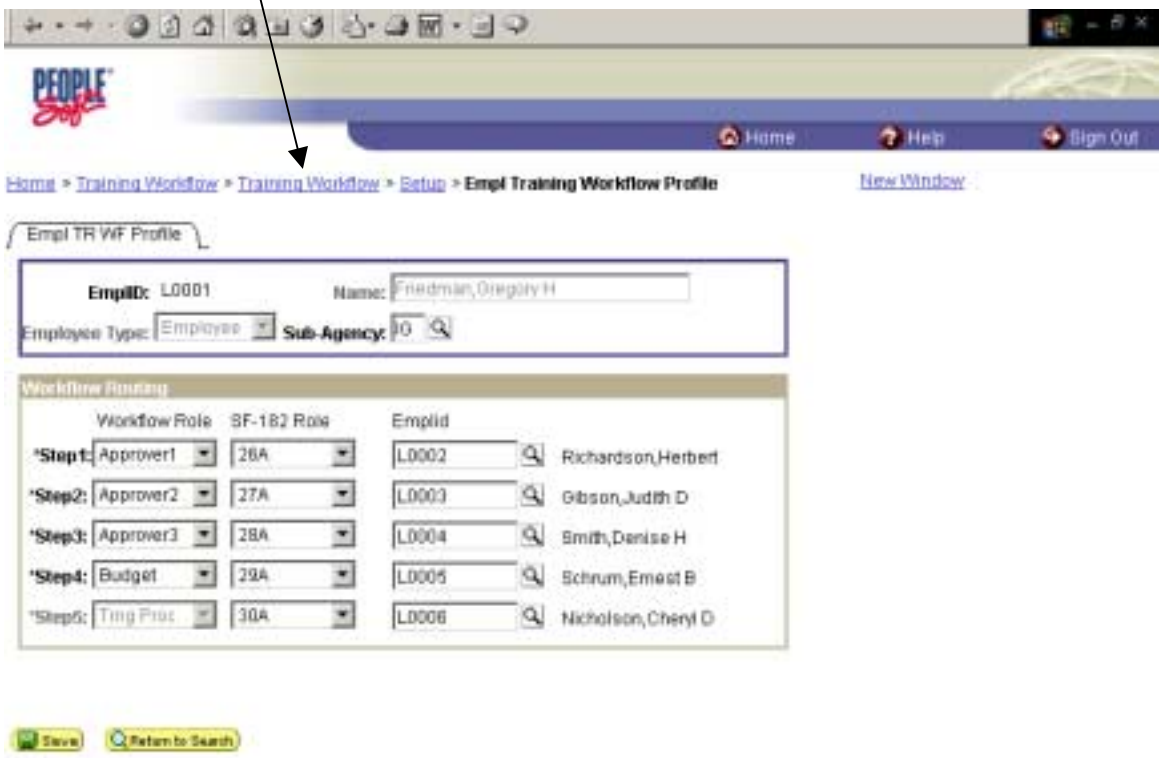
STEP 9:

When you have completed the Employee Training Profile, click Save. You are now ready to request training. Click on Training Workflow.



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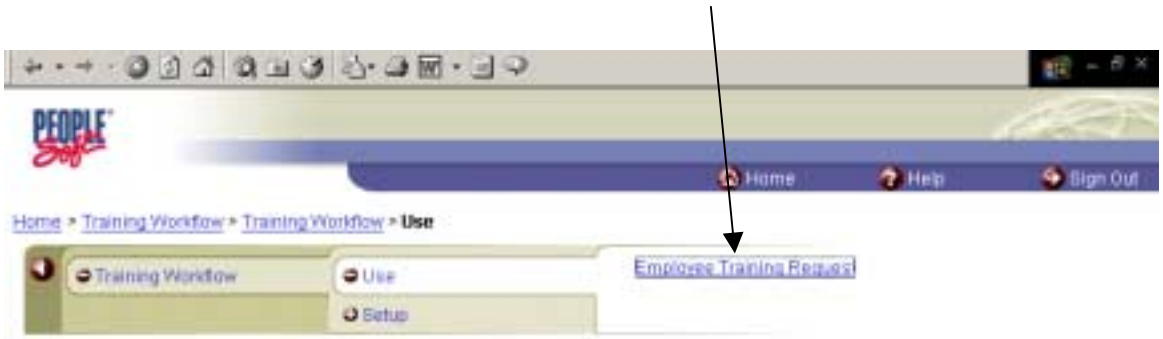
STEP 10:

To request training, click on Use and select Employee Training Request.



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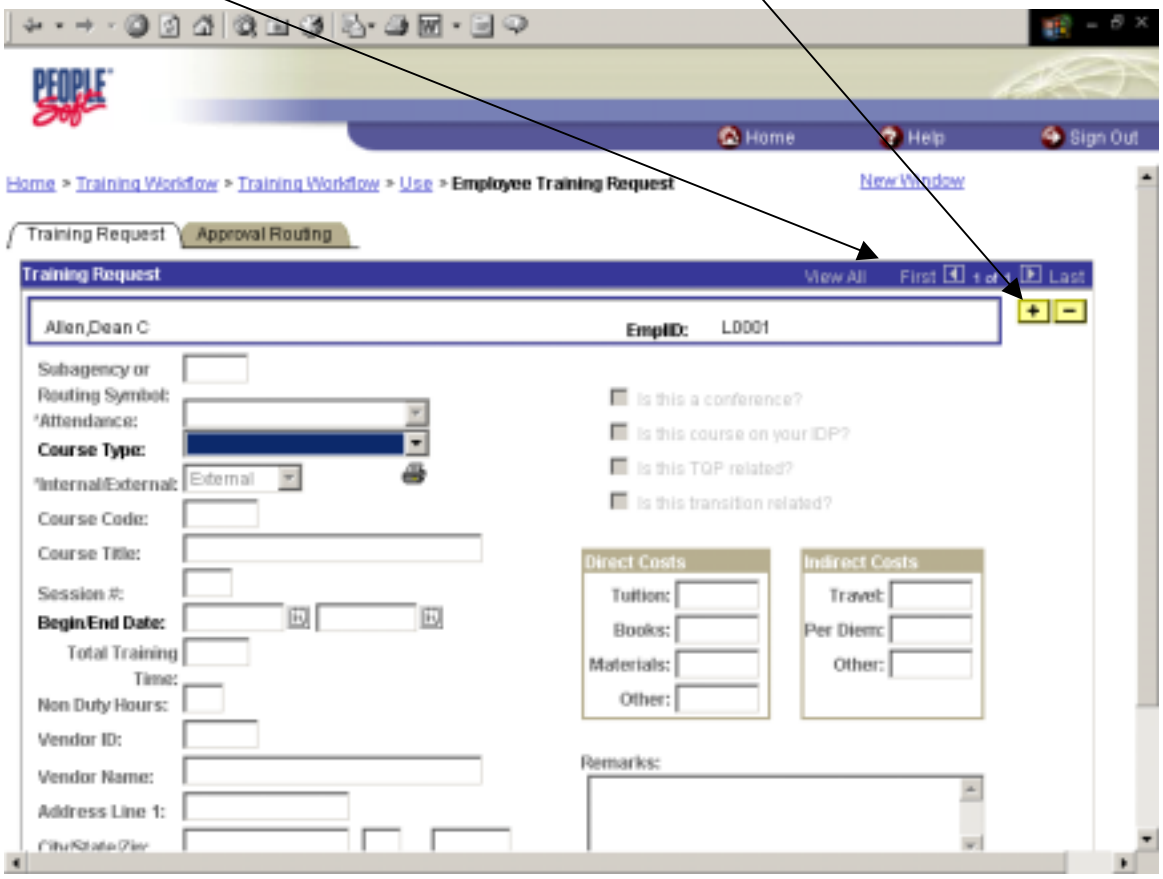
STEP 11:

In addition to requesting training, you will also be able to view your own training history by clicking View All or using the arrows. To request new training, select the "+" button.



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STEP 12:

You will now complete the Training Request Form online by filling out all necessary fields on this page.

Attendance field will default to Request Training.

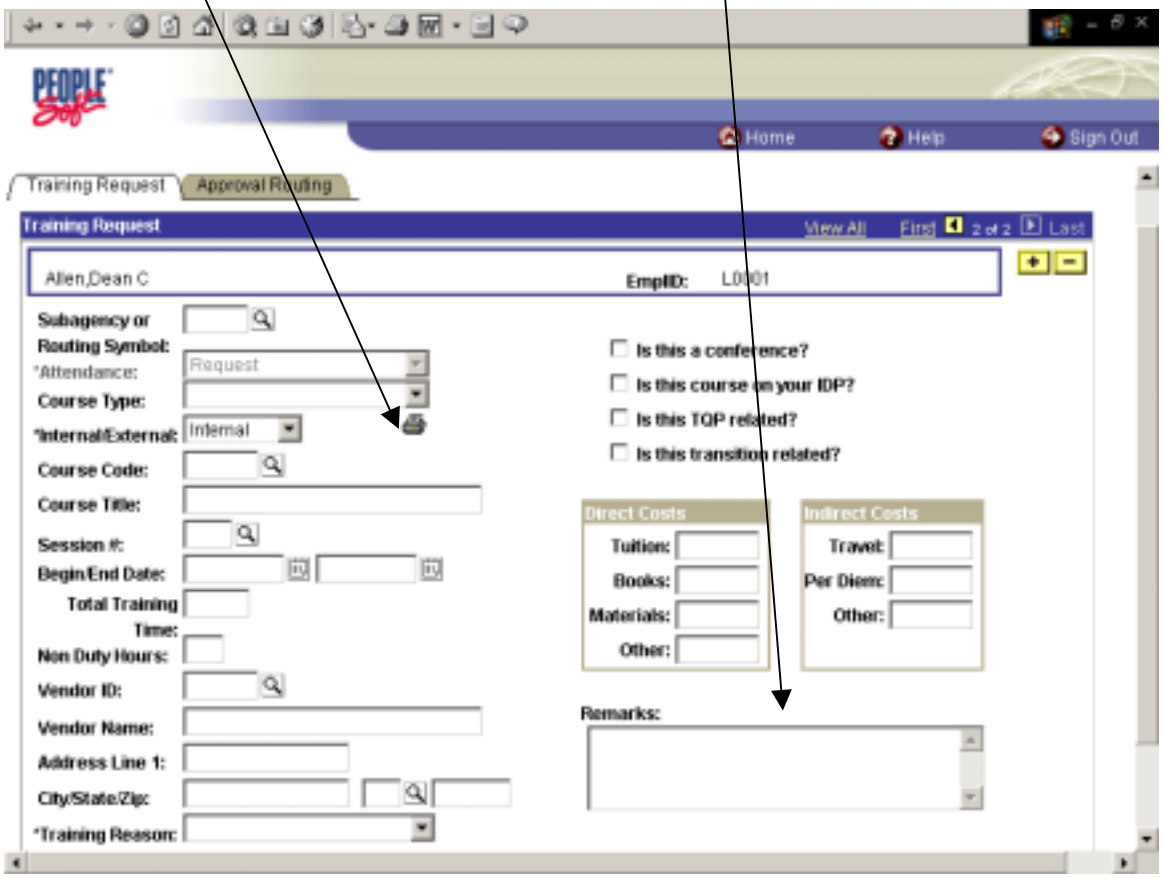
If the course is an Internal course, you can click on the magnifying glass next to Course Code to search for all available courses in CHRIS.

For Internal Courses, Course Code and Session # must be entered.

For External Courses, you must provide the Course Title, Begin/End Date, Training Reason, Objectives, and other pertinent information.

All fields with an asterisk are required. There is a generic Remarks field to add any additional information related to your training request.

At any time after submitting the training request, you can print out your training request form by selecting the printer icon.



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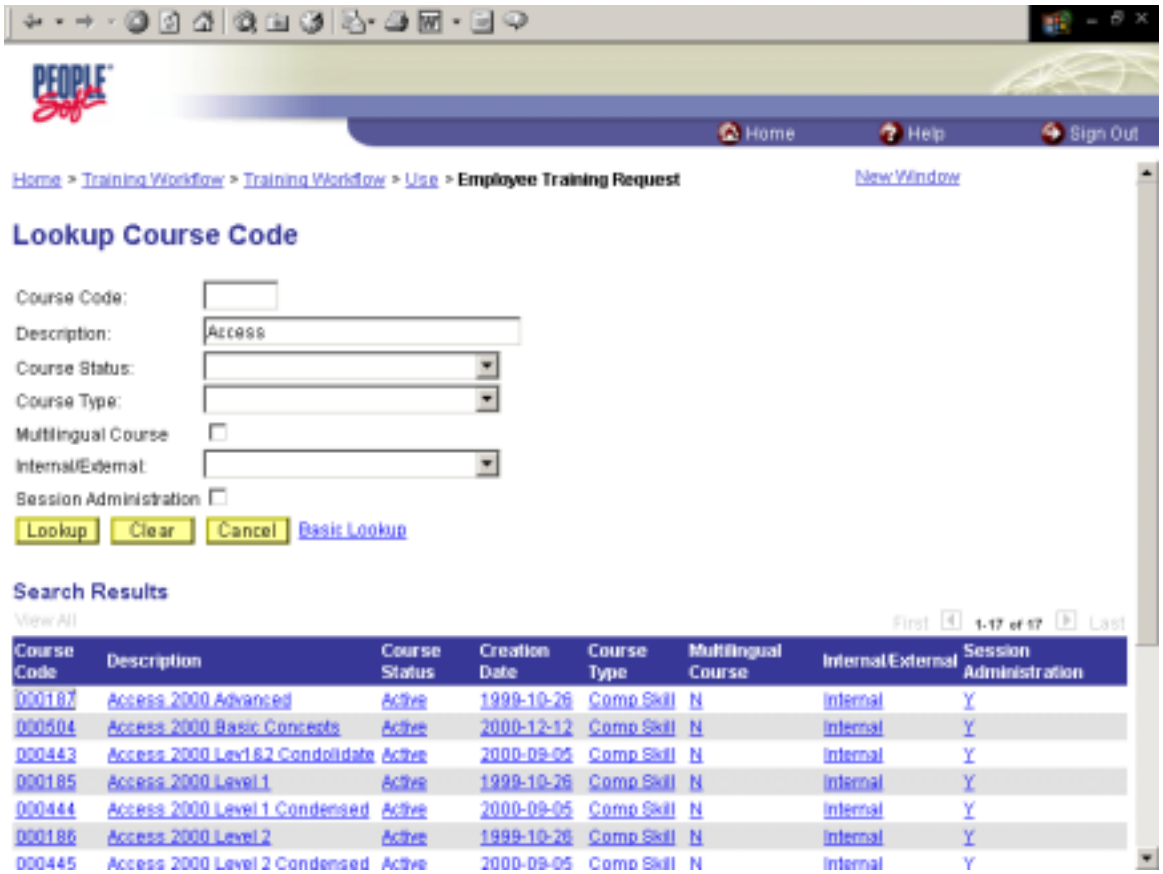
STEP 13:

You can search for internal courses by course code, description, course status, and course type.



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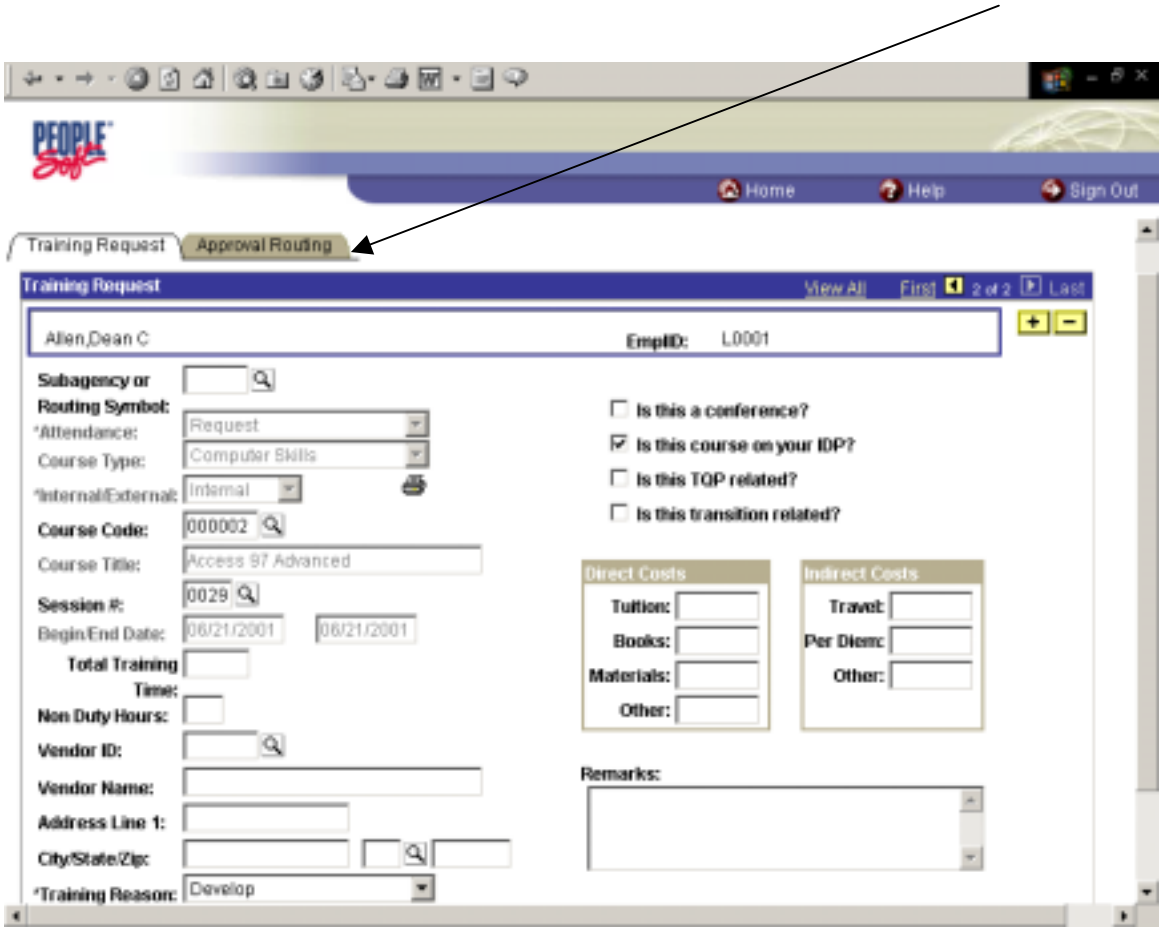
STEP 14:

Once all information has been provided on the Training Request page, select the Approval Routing tab.



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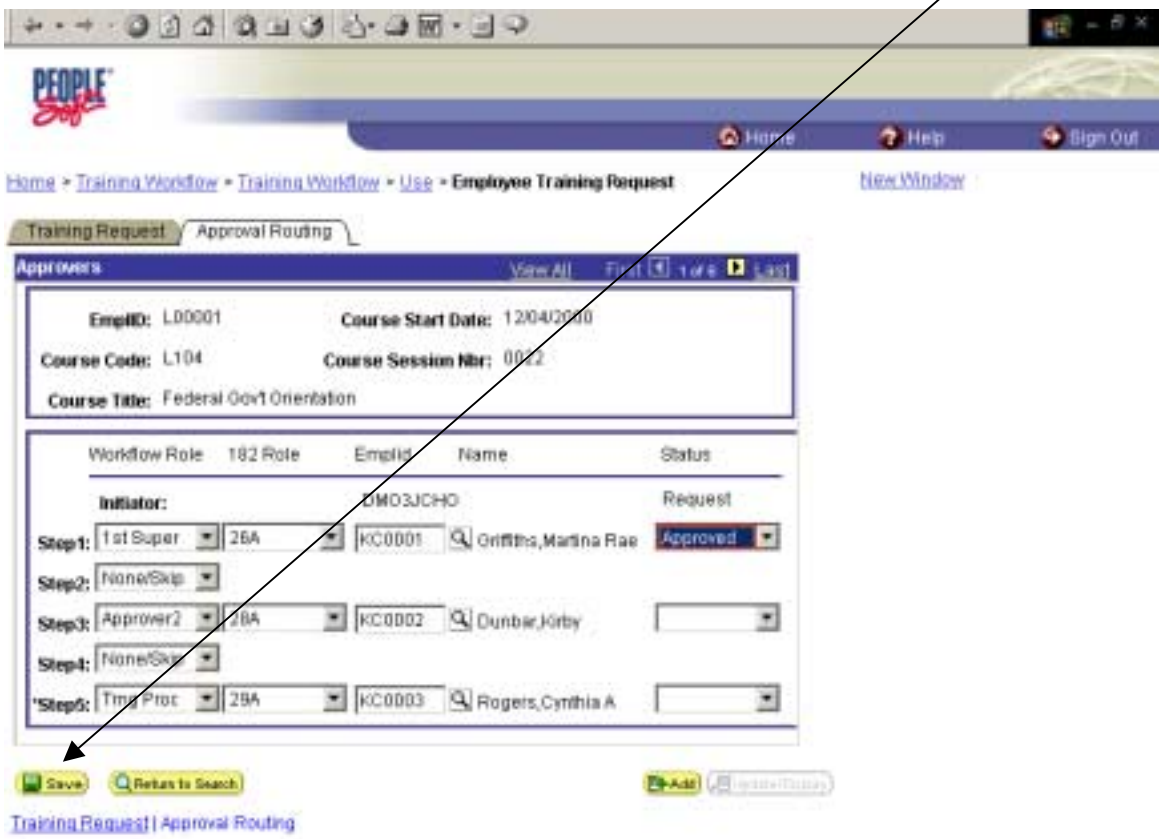
STEP 15:

The approvers shown on this page are automatically populated based on your Employee Profile. Otherwise, you must at least select the first approver. To submit the training request, click on the "Save" button at the bottom of the page. Saving should be the last step. This will notify Approver1 by email that you requested training.