

## How to Search / Register for Courses

How to register:

1. Follow the navigation within myFSU-HR: **Self Service > Learning and Development > Request Training Enrollment**
2. Select either search method  
Search by Course Name: **Online Promo & Tenure Training**  
Search by Course Number: **BTOPTO** (Session number **0001**)

OMNI uploads registrations into Blackboard about every 4 hours so it will not show up in Blackboard immediately. Depending on the time of day you register, it may appear in a few minutes, or in a few hours.

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Once you have completed the online promotion and tenure training, please follow the instructions to request your eORR role that will give you the required security.

1. Follow the navigation within myFSU-HR: **Main Menu > FACET > Assignment of Responsibilities > Mass Approval AOR > Submit Request-Add/Remove Role**
2. Search for yourself by last name and click on your name.
3. Click on Human Resources and continue.
4. Click on Add and continue.
5. Click on Department roles and continue.
6. Select the first eORR role at the top **FSU\_EB\_DELEGATE** and continue.
7. Select "other" in the reason for request. In the justification box, please indicate your department or college.
8. Click submit.

The request will go to your immediate supervisor for approval and then on to Melissa Crawford in the Office of Faculty Development and Advancement for final approval.