Instructions to Enroll in Leadership Development Training

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Talent@VCU Help Resources

- Talent@VCU Instructional Materials

- **Online Help** – When you click on the Help option information will display in a new window for the screen that you are currently on in Talent@VCU. This will allow you to move between the screens for easier access to the help information.

- Your Human Resources Professional/Consultant

- VCU IT Service Desk
  
  https://servicedesk.vcu.edu/
  select Talent@VCU
HOW TO ENROLL IN TRAINING

1) Login to Talent@VCU (go.vcu.edu/talentatvcu)

You will be directed to the Talent@VCU Welcome Page

2) Hover your cursor over the Performance tab and select “Browse for Training.”

3) To select the training you would like to attend click on the training title.
Current Page: Training Details

4) Select the session you would like to attend by clicking the blue “Request” button next to the selected session.

**Note:** If you click the “Request” button at the top of the page, you will have to take an additional step to select the session you would like to attend. It is simpler to scroll down and request the specific session.

Current Page: ADA Request Form

5) If you require an accommodation to access and/or complete the training, please fill out the ADA request form, then click “Submit.” If you do not, leave the form blank and click “Submit.”
Current Page: User Transcript

**Note:** When you have completed registering for the course, you will be redirected to your transcript and will see the course listed as active.
HOW TO WITHDRAW FROM TRAINING

Current Page: User Transcript

1) If you need to withdraw from the course, click ▼ next to “View Training…” and select “Withdraw.”

Current Page: Withdrawal Page

2) Select a reason for withdrawal from the drop down list and fill in the comment box with your reason. Once you have finished filling out the form, click “Submit.”

NOTE: When you withdraw from a course, it will remain active on your transcript until you archive it. We recommend that if you withdraw from a course, to immediately move it to your archive transcript.

Current Page: User Transcript

3) To archive the training, from the user transcript, click on the training title.
4) From the **Training Details** page, click on “Move to Archived Transcript.”

5) **Click** “Archive.”

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**Current Page: User Transcript**

**NOTE:** You will be redirected back to your active transcript. To review any archived training, select “Archive” from the Transcript Status tab: