

Manager's Registration of Employees

1. Log on the Self-Evident Application (SEA) of the Lawson Human Resource Information System (HRIS) – located on the Home page of the City's Intranet
2. On the left side of the screen under **Manager Self-Service** - select **Career Management**
Make sure the box is full screen by using the maximize button on the upper right hand corner of the screen
3. Select the **down arrow** in the "**Instructions**" box
4. Select an **employee**
5. Select **Training Options** – Scroll to the bottom
6. Select the **Department the course is being offered by from the drop-down menu**
The department information should be on related announcement(s) for the training course
7. Select **Create Course List** -
If you cannot see this box, hit your Tab key one time to see it – the click on Create Course List
8. Select the class of your choice
9. Select the employee you wish to register.
10. Select **Submit Registration**
11. Repeat # 7 thru # 9 as required.