



## How to Check Your Training Registrations and Training History in Lawson HRIS Self Evident Application (SEA)

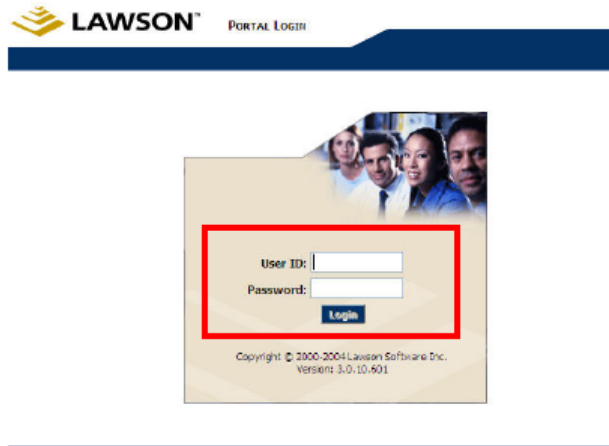
This is a “How To” for the employees of the City of Dallas to check their current Training Registration(s) or to review their Training History in the Lawson HRIS Self-Evident-Application SEA Training module.

### Step-by-Step Instructions

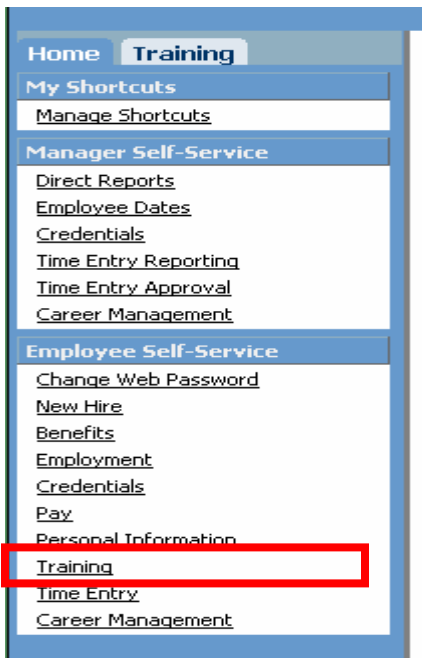
**Step 1.** To log into SEA, go to <http://www.cod> or <http://www.dallascityhall.com> and select the **Lawson HRIS** link.

**Step 1.a.** Using your SEA User ID and Password, log into SEA.

If you have lost your SEA login or password, contact the HRIS Technical Support desk at 1 (866) 804-3884.



### Step 2. Select the Training link



**Step 3.** Select **Scheduled Training** to see all the training sessions you have registered for in Lawson  
**Or**

Select **Training History** to see all the training courses you have received credit for in Lawson.

**PLEASE NOTE:** it may take up to 14 days from the date you attended training to when your training history is updated in Lawson.

