How to Register for Training 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 <u>Http://www.cod</u> or <u>Http://www.dallascityhall.com</u> and select the **Lawson HRIS** link.

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

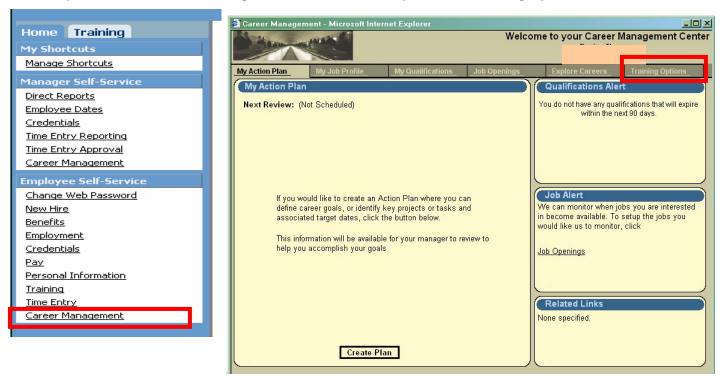
If you have lost your SEA login or password, contact the HRIS Technical Support desk at 1 (866) 804-3884.



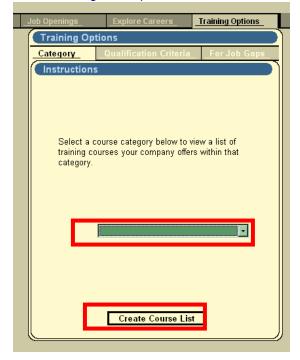


Step 2. Select the Career Management link

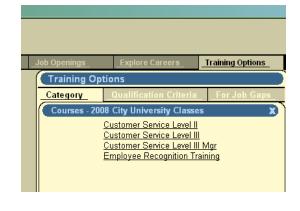
Step 3. Select Training Options link



Step 4. In the **drop down box**, **select the Department who is sponsoring the course you wish to register for**. After selecting the Department, then click on **Create Course List**.



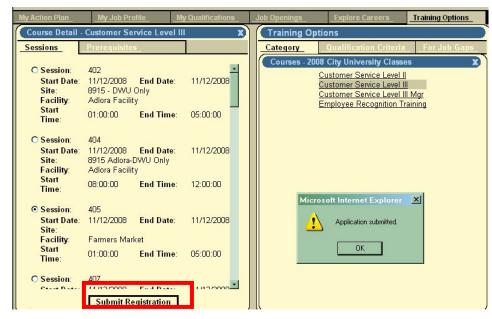
Step 5. Select the course you wish to register for



Step 6. Select the session you wish to attend

ly Action Plan	My Job Prot	<u>ile</u>	My	Qualification	<u>s_</u>
Course Detail -	Customer Ser	vice Leve	el III		X
Sessions	Prerequisites				
O Session	402				•
Start Date:	11/12/2008	End Date	e:	11/12/2008	
Site	8915 - DWU 0				
Facility: Start	Adlora Facility	,			
Time	01:00:00	End Tim	e:	05:00:00	
O Session:	404				
	11/12/2008		9:	11/12/2008	
Site: Facility:	8915 Adlora-D Adlora Facility				
Start					
Time:	08:00:00	End Tim	e:	12:00:00	
O Session	405				
Start Date:	100	End Date		11/12/2008	
Site:	11/12/2000	LING Date	s.	11/12/2000	
Facility:	Farmers Mark	et			
Start	01:00:00	End Tim	e:	05:00:00	
Time:					
O Session:	407				
C44 D-4	11/10/0000	F. J D		44/40/0000-	•
	Submit Re	gistration			

Step 7. Click on Submit Registration



Congratulations! You are now registered for your training session!