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 Http://www.cod or Http://www.dallascityhall.com and select the **Lawson HRIS** link.
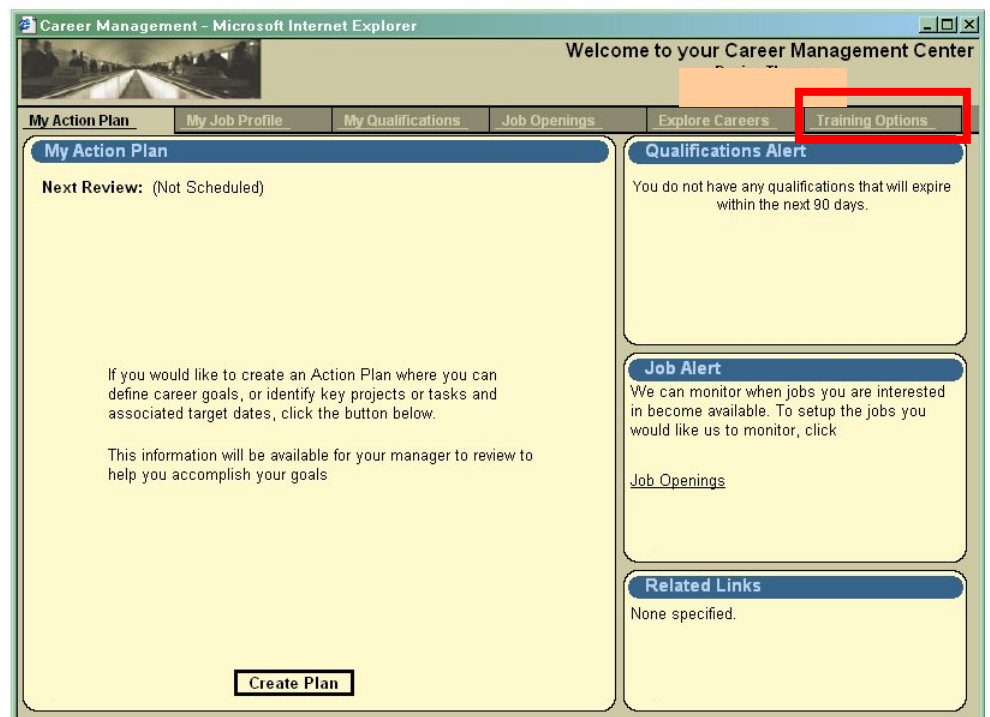**Step 1.a.** Using your SEA User ID and Password, log into SEA.
If you have lost your SEA login or password, contact the HRIS Technical Support desk at 1 (866) 804-3884.
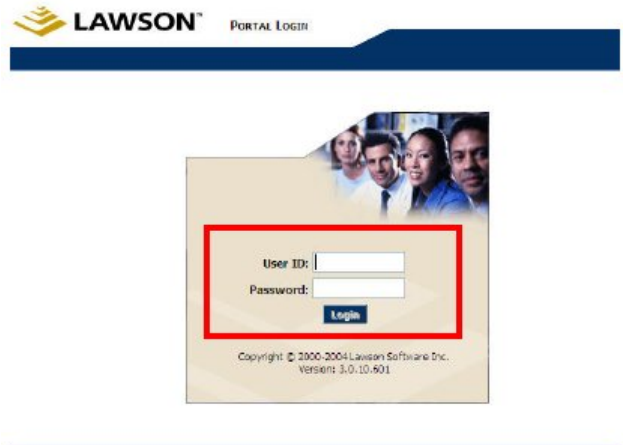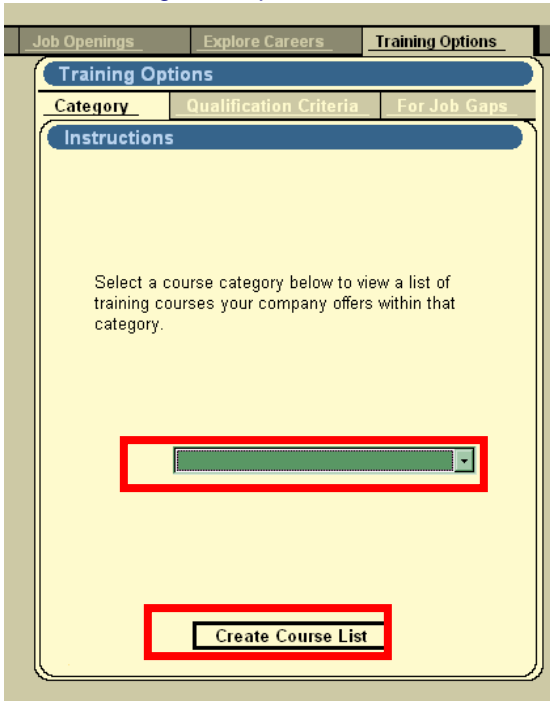

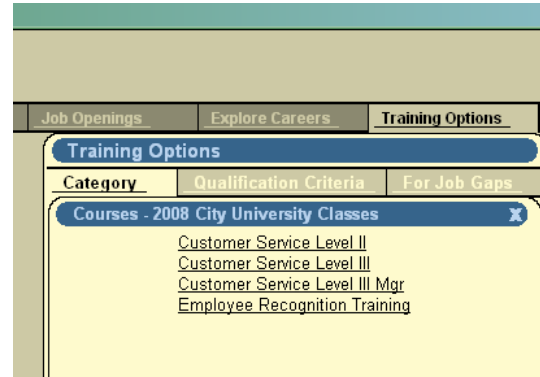**Step 2.** Select the **Career Management** link   **Step 3.** Select **Training Options** link
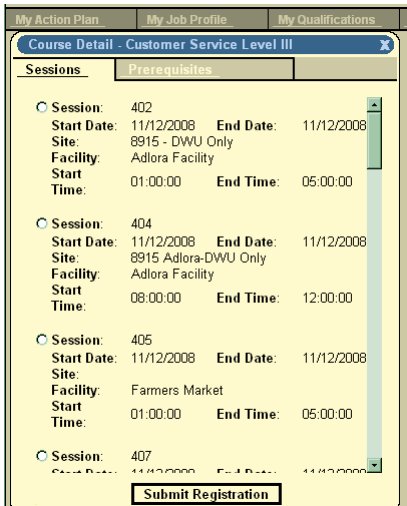
Step 4. In the **drop down box**, **select the Department
who is sponsoring the course you wish to register for**.
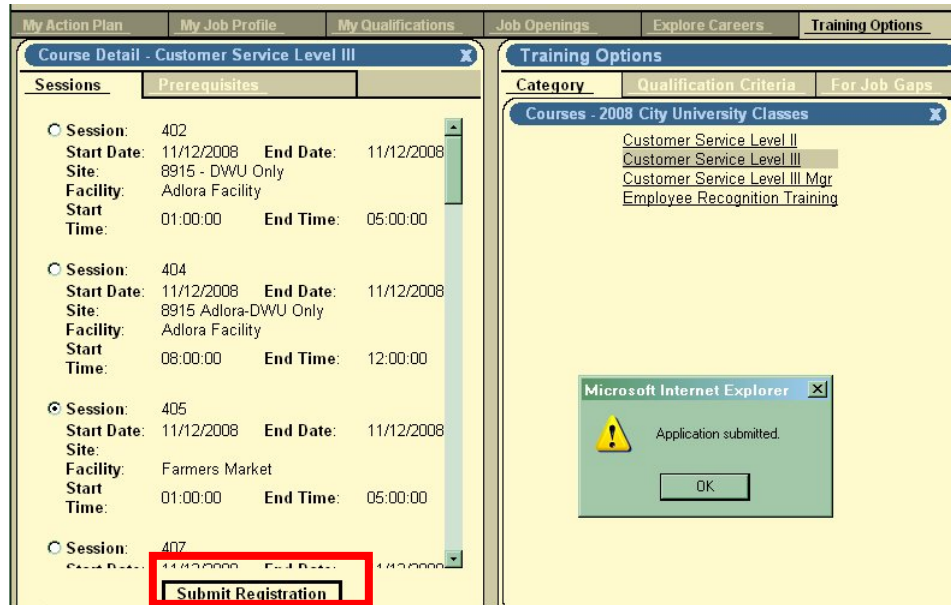After selecting the Department, then click on **Create Course List**.

Step 5. Select the course you wish to
register for

Step 6. Select the session you wish to attend   **Step 7.** Click on **Submit Registration**

Congratulations! You are now registered for your training session!