

# **Exceptional Assistant's Network Leaders Program**

## *Instructions to Register to Attend*

Enrollment Instructions, <http://www.hrs.virginia.edu/career/dot/generalinfo.html#instructions>  
(Note: Medical Center and Foundation employees will need to call 243-4847 to register)

Access the Integrated System, <http://www.virginia.edu/integratedsystem/launchoracle.html>

1. Application Launch Pad page, select "GO" beside, "Production Self Service."
2. Enter your user name and password.
  - Your user name is your computing id (usually your registered email address, before the "@virginia.edu").
  - If you are not sure what your password is you can click on the "forgot your password" link or call 243-7550
3. Select "UVA Employee Self Service" from the Navigator list.
4. Select "Learner Home" under Learning
5. Select the Course option in the Search drop-down list box.
6. Enter "Exceptional Assistants Network Leaders Program".
7. Select the "Go" button.
8. Select the desired "Course Name" link.
9. Select the "Offering Name" link to select the desired offering.
10. Review the list of classes.
11. Select "Enroll" to enroll in the class.
12. Enter your departments PTAO in under Enrollment Details.
13. Select the "Apply" button.
14. A confirmation will appear at top of your Enrollments page.