Registration Instructions for OSP Educational Offerings via Integrated System Self Service

1) Logon to the Integrated System \(\rightarrow\) Select “UVA Employee Self Service” \(\rightarrow\)”Learner Home.”
2) Type “OSP” in the Search Box and hit “Go.”
3) Click your mouse on the title of the class you wish to take.
4) Note the class description and then select and click your mouse on the class name again.

5) Select the blue “Enroll” icon for the class date you wish to attend.
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If you have system issues while attempting to register, please contact the number listed at: