Professional Development
Registering for a Course – SunGard BusinessPLUS

The following is an outline of the steps necessary for the Course Registration process. All registration and course completion processes are accessed through the Employee Online web-based system.

From the **Employee Online** login screen:
1. Enter your 7 character Employee ID for your Username (example E002323).
2. Enter your SSN for your Password (*DO NOT use hyphens when entering your SSN - example 123456789*).

If you have logged into Employee Online previously, use the password you created.

**Note:** You will be prompted to change your password (first time users only).

**Message Page**
From the Message Page, click on the **Professional Development** tab from the Dashboard.

**Browse Courses**
Click on the **Browse Courses** link from the toolbar on the left-hand side of the screen.
Browse Available Courses
1. From the Browse Available Courses screen, click on **Search** to view all available courses

![Browse Available Courses](image)

Search Results
1. Look at the course title name to locate the specific course in which you are supposed to register.
2. Click on the course title link.

![Search Results](image)

Course Registration
Click on the **Register** button at the bottom of the page to register for the selected course.

![Course Registration](image)

Registration Confirmation
After you click the Registration button, a confirmation page will appear letting you know that you have successfully registered for the selected course. You will also automatically receive an email notification confirming your registration and status for the course.