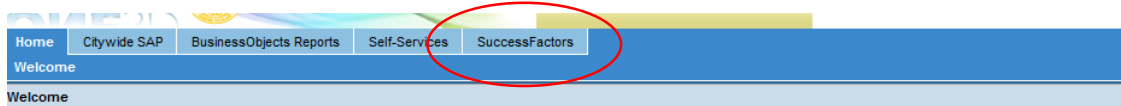


## How to Register for OpEx Academy Courses

Step 1: Log into your SuccessFactors Account <https://onesd.sandiego.gov/irj/portal>

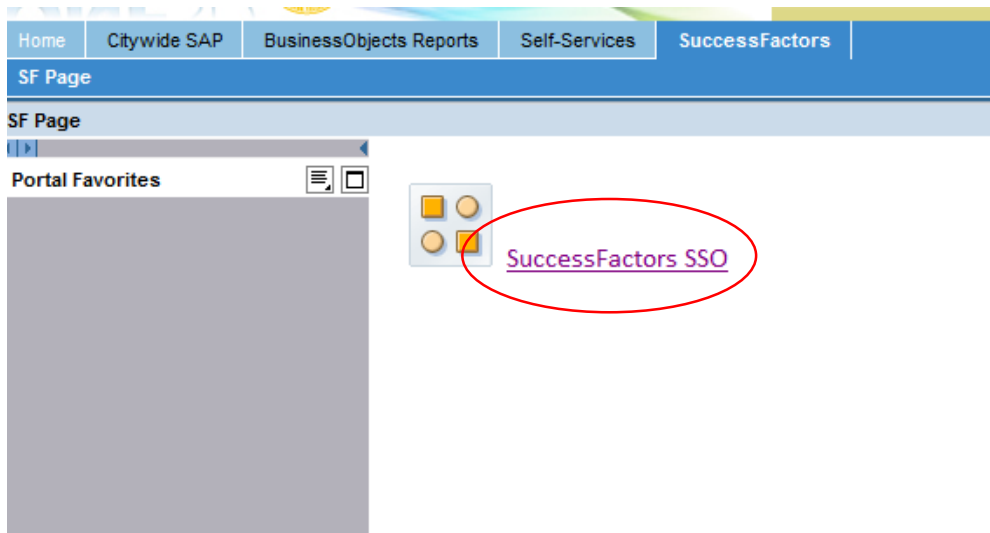
Step 2: Select the **SuccessFactors** Tab:



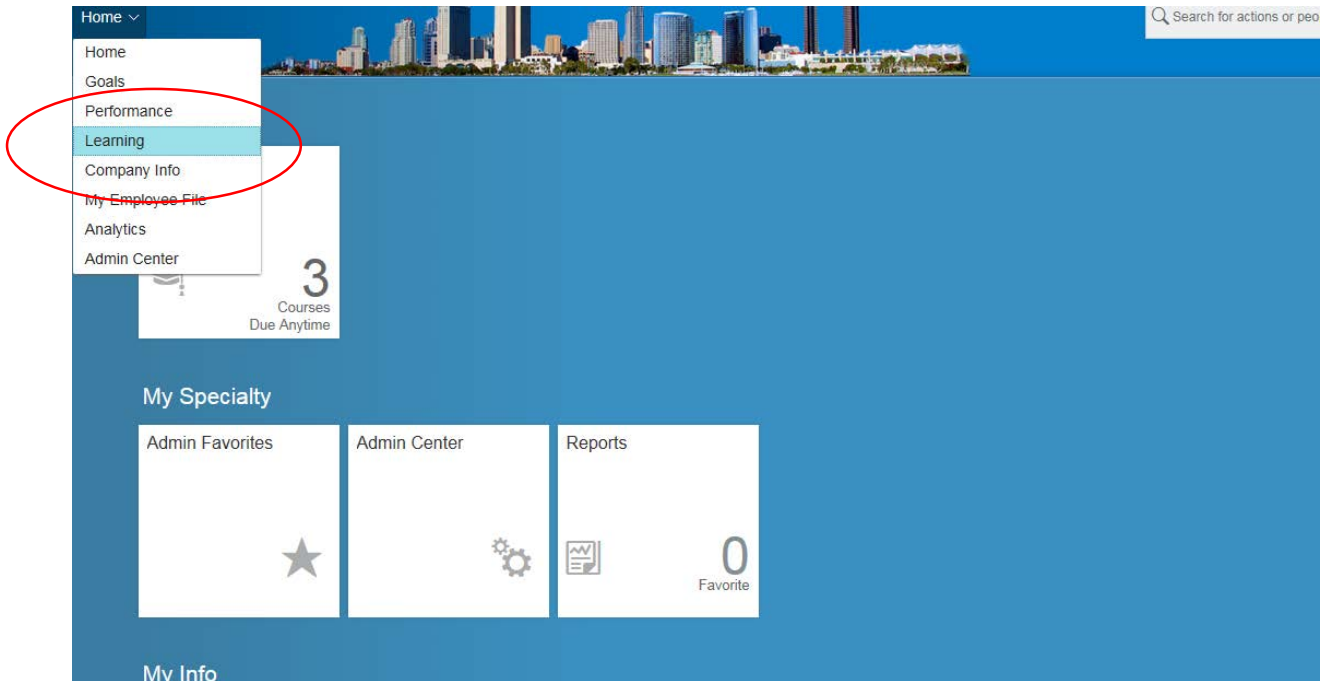
### Welcome to the OneSD Portal

- [ERP Support Website](#) - Have questions about SAP? Please visit the website for SAP help, training videos, and much more!
- [Business Process Coordinator](#) - For direct help with SAP transactions, questions about SAP related departmental processes, and other a SAP please contact one of the BPCs.
- [uPerform Website](#) - For access to Work Instructions for all SAP transactions and Employee Self Service / Manager Self Service functions
- For SAP System Outages, Logon Errors, Scanning and Printing Issues contact the IT Help Desk at x-65999 or 1-877-796-5999 (toll free)

Step 3: Select **SuccessFactors SSO**

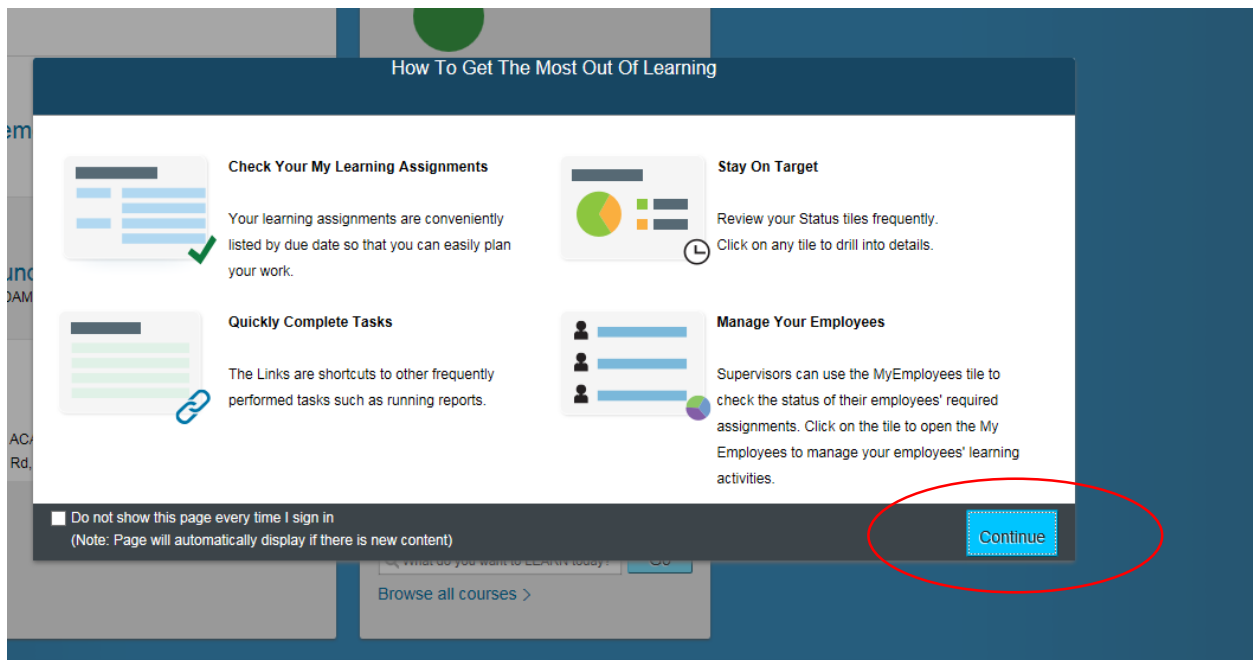


Step 4: Select **Learning** from the **Home** drop down menu in the upper left hand corner of the screen



Step 5: Select **Continue** if this screen pops-up

**NOTE:** You may not get this message, move on to step 6



Step 6: Type **OpEx** into the **Find Learning** box and select **Go**


The screenshot shows the 'My Learning' dashboard. On the left, under 'My Learning Assignments', there are three course cards: 'Drupal Content Management System Training', 'Project Management Fundamentals', and 'Supervisors Academy'. On the right, there is a 'My Curricula' section with a green circle and 'Due Later (1)', and a 'Learning History' section with a 'View All' button and the text 'No learning events were recorded in last 30 days.' At the bottom right, the 'Find Learning' search box is highlighted with a red circle. It contains the text 'OpEx' in the search field and a 'Go' button next to it. Below the search field is a 'Browse' button and a 'Search Field' dropdown menu.

Step 7: Choose the course you would like to take and select **View Course Dates**

The screenshot shows the 'Courses (3)' page. On the left, there is a 'Narrow Courses:' sidebar with a 'Category' dropdown menu. The main content area displays three course cards, each with a red circle around the 'View Course Dates' link. The first card is 'OpEx Academy Advanced (COURSE COSD\_MYR\_ADVANCED)', the second is 'OpEx Academy Champion (COURSE COSD\_MYR\_ACADEMY\_CHAMPION)', and the third is 'OpEx Academy Introductory Class (COURSE COSD\_OPEX\_ACADEMY\_INTRODUCTORY)'. Each card includes a small image of a person, the course title, and a brief description.

Step 8: Find the **Course Date** that you would like to register for and select **Register Now**

**NOTE:** You must hover your cursor over the course dates in order for the Register Now icon to appear



**OpEx Academy Advanced** (COURSE COSD\_MYR\_ADVANCED)  
*Instructor-led Course*  **Assign to Me**

OpEx Academy Advanced Class: This week-long course is open to all City employees and provided on Cit [more](#)

[See Offerings for Price](#)  
▼ **Hide Course Dates**

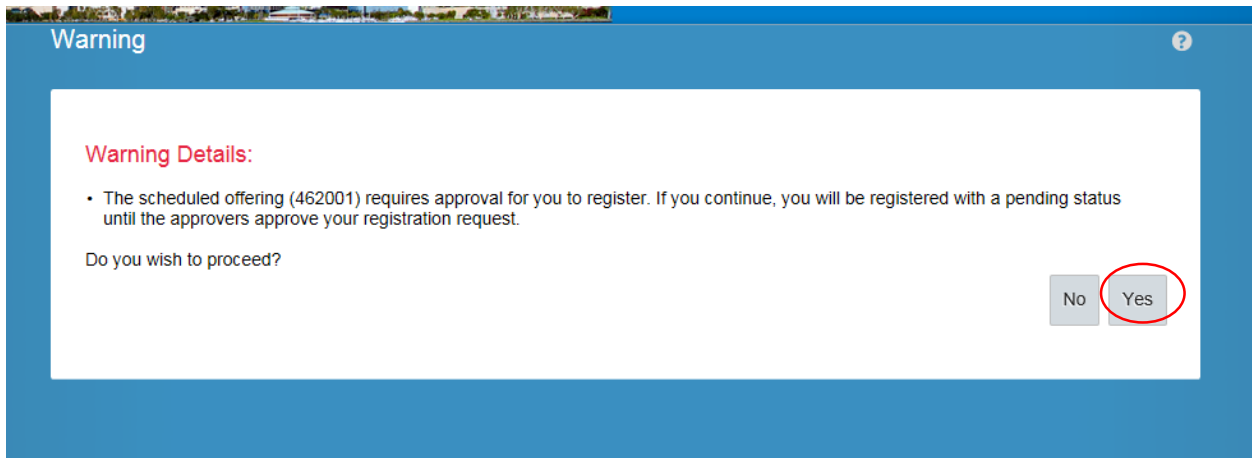
**3/13/2017 09:00 AM - 5 days**  
OpEx Academy Advanced Class: This week-long course is open to all City employees and provided on Cit [more](#)

City Administration Building - Conf CAB 8 B - 202 C St, San Diego, CA 92101  
**Free | 13 seats available**

**7/17/2017 09:00 AM - 5 days**  
OpEx Academy Advanced Class: This week-long course is open to all City employees and provided on Cit [more](#)

City Administration Building - Conf CAB 8 B - 202 C St, San Diego, CA 92101  
**Free | 18 seats available**

Step 9: Select **Yes**



**Warning** ?

**Warning Details:**

- The scheduled offering (462001) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed?

## Step 10: Select **Confirm**

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.



### Scheduled Offering

#### OpEx Academy Advanced

COURSE COSD\_MYR\_ADVANCED

**Revision:** 1 - 2/9/2017 10:50 AM America/San Diego

**Start Date:** 3/13/2017 09:00 AM America/San Diego

**End Date:** 3/17/2017 05:00 PM America/San Diego

**Capacity:** 7 of 20 enrolled, 0 waitlisted, 4 pending

**Price:** Free

Once you are approved by your supervisor you will receive an email stating you have been enrolled in the course.

If you have any questions please contact Barbara Lamb [blamb@sandiego.gov](mailto:blamb@sandiego.gov) or Jeremy Culuko [jculuko@sandiego.gov](mailto:jculuko@sandiego.gov)