The implementation of ConnectCarolina’s learning management system allows faculty and staff to easily enroll online in course sessions using the self-service option found on the portal home page. The system provides email notifications of enrollment, course and course session updates, waitlist placement, and more. It also sends email notifications of enrollment, cancellations, and other changes to the participant’s supervisor. As part of the implementation, employee training history was converted from the University’s legacy system so that complete training records are also available.

**Self Service**

The self-service function on the home page provides three functions for faculty and staff with access to the system. These links are the starting points to enroll in a course session, cancel a course enrollment, or view individual training summaries.

Individuals can search for available training classes by course name, course number, training location, or training date. A complete list of open sessions is displayed. This includes information about the date, time, and location for a particular course. Users can see the number of people registered and immediately know if there is space available.
**Cancel Course Enrollment**

This self-service function on the home page allows users to easily cancel their registration for a class. This link displays a complete list of classes a person has enrolled in and their individual status. Simply click on the cancel button next to the class in question and your name will be removed from the class roster. Notifications will be sent to your and your supervisor to confirm your cancellation.

![Cancel Course Enrollment](image1)

**Notifications**

When you submit a cancellation as well as a request for training enrollment, notification is sent to you and your supervisor. If space is available in the course session, a request is approved and you are registered. If the maximum number of students, as defined in the course description, has been met, you have the option to be added to the waitlist. As space becomes available, the first person on the waitlist is automatically registered for class and additional notifications are sent to you and your supervisor.

**Training Summary**

Clicking on the Training Summary link displays a complete list of courses, including the date and status of the class you have signed up for. Possible status options include enrolled, waitlisted, completed, no show, and cancelled.

![Training Summary](image2)