8.9 HRMS Step by Step Guide

Update a Course Session – Enterprise Learning Module

**Overview:** This guide provides instruction on updating a session for a specific course. This function in HRMS requires a special security class and special training. Access to these pages is requested and approved by ES and Campus Access Coordinator agreement.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Training to Enterprise Learning.

*Note:* The screen shots used in this guide may not be representative of your access.

1. Navigate to the **Course Sessions** Table – Find an Existing Value Page

- Enterprise Learning
- Define Course/Cost Details
- Course Sessions

<table>
<thead>
<tr>
<th>Course Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Code:</strong></td>
<td>begins with</td>
</tr>
<tr>
<td><strong>Course Session Nbr.</strong></td>
<td>begins with</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>begins with</td>
</tr>
<tr>
<td><strong>Category Code:</strong></td>
<td>begins with</td>
</tr>
<tr>
<td><strong>Subcategory Code:</strong></td>
<td>begins with</td>
</tr>
<tr>
<td><strong>Course Start Date:</strong></td>
<td>=</td>
</tr>
<tr>
<td><strong>Course End Date:</strong></td>
<td>=</td>
</tr>
<tr>
<td><strong>Session Status:</strong></td>
<td>=</td>
</tr>
<tr>
<td><strong>Session Name:</strong></td>
<td>begins with</td>
</tr>
</tbody>
</table>

[Search](#)  [Clear](#)  [Basic Search](#)  [Save Search Criteria](#)
2. Search for Course Session

- Enter Course Code #
- Enter Session #
- Click Search

3. The Course Session Profile page displays

- Make changes, as applicable. The Course Session Table is not effective dated; any change made will override existing data
- Click Location, Instructor

Course Sessions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Course Code: A0026
Course Session Nbr: 0002
Description: 
Category Code: 
Subcategory Code: 
Course Start Date: 
Course End Date: 
Session Status: 
Session Name: 

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Course Session Profile Location, Instructor Equipment Finance

Course: Good Business Practices-WEB
Session Number: 0002
School: 

Session Status: Active
Session Name: Good Bus Pract - 2007
Session Administration

Start/End Dates: 01/08/2007 01/09/2007
Start/End Times: 9:00AM 5:00PM

Duration: Duration Unit: Hour

Min Students/Session: 1 Max Students/Session: 966,999

Session Language: 
Vendor ID: 

Save Return to Search Notify
4. Warning message appears

- Make changes, as applicable

- Click **Save**

**Updating a Course Session complete**