

## 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

#### Course Sessions

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

[Find an Existing Value](#)

[Add a New Value](#)

Course Code:	begins with	<input type="text"/>	
Course Session Nbr:	begins with	<input type="text"/>	
Description:	begins with	<input type="text"/>	
Category Code:	begins with	<input type="text"/>	
Subcategory Code:	begins with	<input type="text"/>	
Course Start Date:	=	<input type="text"/>	
Course End Date:	=	<input type="text"/>	
Session Status:	=	<input type="text"/>	
Session Name:	begins with	<input type="text"/>	

[Search](#)

[Clear](#)

[Basic Search](#)

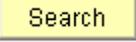


[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

## 2. Search for Course Session

- Enter Course Code #
- Enter Session #

Click 

### Course Sessions

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

[Find an Existing Value](#) | [Add a New Value](#)

---

**Course Code:** begins with  

**Course Session Nbr:** begins with

**Description:** begins with

**Category Code:** begins with  

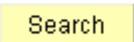
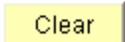
**Subcategory Code:** begins with  

**Course Start Date:** =  

**Course End Date:** =  

**Session Status:** =

**Session Name:** begins with

  [Basic Search](#)  [Save Search Criteria](#)

## 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](#)

[Find an Existing Value](#) | [Add a New Value](#)

[Course Session Profile](#) | [Location, Instructor](#) | [Equipment](#) | [Expense](#)

---

**Course:** A00026 Good Business Practices-WEB **Course Status:** Active

**Session Number:** 0002 **School:**

---

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

**Start/End Dates:**      **Rescheduled**

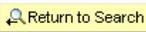
**Start/End Times:**

**Duration:**  **Duration Unit:**

**Min Students/Session:**  **Max Students/Session:**

**Session Language:**

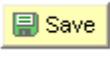
**Vendor ID:**  

[Course Session Profile](#) | [Location, Instructor](#) | [Equipment](#) | [Expense](#)

#### 4. Warning message appears

Make changes, as applicable

Click 

[Course Session Profile](#) | **Location, Instructor** | [Equipment](#) | [Expense](#)

**Course:** A00026 Good Business Practices-WEB      **Course Status:** Active  
**Session #:** 0002      **Session Status:** Active

**Training Location** [Find](#) | [View All](#) | First  Last

**Start/End Dates:**        **Start/End Times:**

**Duration:**       **Duration Unit:**

**Facility:**         **Vendor ID:**   [Training Facility Address](#)

Select free Training Room

**Room Code:**      **Maximum Nbr of Students:**

**Building:**

**Floor #:**

**Instructor** [Find](#) | [View All](#) | First  Last

Vendor	Instructor ID	Name
<input type="text"/> <input type="button" value="q"/>	<a href="#">Select free Instructor</a>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Updating a Course Session complete