

PeopleSoft Training Registration Guidelines

- You must register via the web. <http://sandi.net/ero> . This provides us with a list of who is attending. We use this list for our preparation, and to have the materials necessary for teaching the class. Classes are held at the Fremont Training Center, Bungalow B3.

Fremont Map: http://sandi.net/peoplesoft/training/maps/map2_fremont.pdf

- There must be a minimum of **four** students enrolled to conduct a class.
- You will be notified of class cancellations by email and/or phone 24 hours in advance.
- Enrolled students who have been bumped because of a class that was cancelled will be given priority registration for the next available class.
- Open Lab is available for those who have already been trained, and need assistance with Time & Labor, PAR, ePro, Expenses, and Mileage. We cannot provide full training in open lab. Schedules are posted via the web http://sandi.net/peoplesoft/training/open_lab/practice.asp and are held at Fremont Training Center, Old Town in **Bungalow B3 for HR and Financial**. You do not need to register for Open Lab. Help is provided on a first come, first serve basis.
- If you are attending class at Fremont, you must park in the lower lot off Congress Street.