

All HISD Employees: All employees are required to take these two online course so they are familiar with OneSource's employee self service and learning management features.

Course Name	eTrain #	Delivery Format	Length	Location	Course Completed By:
Employee Self Service	OS2101	*Web-Based	1 HR	Online	Before July 5 (12 month employees) Before August 19 (all other employees)
OneSourceMe	OS2601	*Web-Based	1 HR	Online	Before August 19

Principals and Managers: Other training may be needed based on Job Role. Example: ProCard, Travel, etc.

Basic Navigation	OS0101	*Web-Based	1 HR	Online	Optional
MSS: Approving Documents and Employee Requests	OS2102	*Web-Based	1 HR	Online	Before July 5
Supplemental Account Code Course (for schools)	OS0302	ILT & *Web Based	3 HRS	Online and Budget Dept.	Before July 31
Supplemental Account Code Course (for departments)	OS0303				
Performance Management for Non-Teachers	OS2462	*Web-Based	1 HR	Online	Before August 31

Time Entry and Shopping Cart Requisitioners: Other training may be needed based on Job Role. Example: ProCard Travel, etc.

Basic Navigation	OS0101	*Web-Based	1 HR	Online	Optional
Enter Time & Process Purchases	OS0201	Instructor Led (ILT)	7 HRS	Several locations	Before July 5

Travel and ProCard

ProCard	OS2345	*Web-Based	1 HR	Online	Before July 5
Travel Expense Processing for Requisitioners	OS2343	*Web-Based	1 HR	Online	Before July 5
Travel Expense Processing for Approver	OS2344	*Web-Based	1 HR	Online	Before July 5

***Once you register for an online course, you will be emailed a link to the course starting in early to mid-June. This includes courses for ESS, MSS, Procard, Travel, OneSourceME etc. Employee access to web-based courses is being staggered to ensure maximum accessibility and speed by as many users as possible.**