



## Registering for MindLeaders

Welcome to the DCHR e-Learning environment! In order to assist you in the MindLeaders registration process, we have developed this step-by-step guide to ensure you are able to access the online courses.

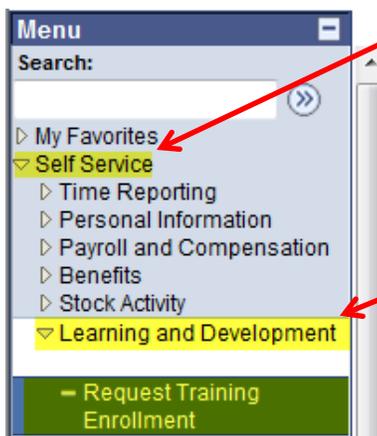
If, after following this step-by-step guide, you find you still need assistance, please don't hesitate to contact the Workforce Development Administration Office in DCHR at (202) 727-1523, or email us at [wda@dc.gov](mailto:wda@dc.gov).

To complete your registration for MindLeaders, follow the instructions in the yellow boxes below:

**1. Begin by logging into your PeopleSoft account**

<https://ess.dc.gov/psp/essprod/?cmd=login&languageCd=ENG&>

**2. Click on "SELF SERVICE"**



### Request Training Enrollment

**3. Click on "LEARNING AND DEVELOPMENT"**

Please choose one of the search methods below to find a course session.

[Search by Course Name](#)

[MindLeaders Registration](#)

**4. Click on "REQUEST TRAINING ENROLLMENT"**

**5. Click on "MINDLEADERS REGISTRATION"**

DC.gov

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New Window | Help | Customize Page

### Request Training Enrollment

#### View Available Sessions

ML0001 MindLeader Registration Course

Click on a session number in the list below to view session details or to request enrollment in the session.

Session	Start Date	Course Number	Description	Location	Duration (Hours)	Open Seats	Waitlisted
<a href="#">0001</a>	09/13/2012	ML0001	MindLeader Registration Course	WDA - Lobby South	0.0	993	0

[Return to Request Training Enrollment](#)

**6. Click on the session number. Please disregard the "Start Date".**

Request Training Enrollment  
Session Detail

Click Continue to submit your training request.

Course: ML0001 MindLeader Registration Course  
Session: 0001  
Location: WDA - Lobby South  
Start Date: 09/13/2012  
Duration (Hours): 0.0  
Language:  
Prerequisites: Prerequisite Courses  
None

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Thursday	09/13/2012	09/30/2012	10:00AM	4:00PM	WDA - Lobby South

If this session is full, place me on the waiting list.

[Continue](#)

[Return to Course Search](#)

**7. MindLeaders courses are offered online and can be taken at your convenience to fit your schedule. Please disregard the "Start Date" and the information in the "Session Schedule" box as they do not apply to online courses.**

**8. Click "CONTINUE"**

Submit Request

Enter comments (optional) and click the Submit button at the bottom of the page to complete your request.

Course: ML0001 MindLeader Registration Course  
Session: 0001  
Location: WDA - Lobby South  
Course Start Date: 09/13/2012 Start Time End Time  
Duration (Hours): 0.0  
Language:

**Renee Valdez**  
EmplID: 00067409  
Comment:

[Submit](#)

**9. Click "SUBMIT"**

**Request Training Enrollment**  
**Submit Confirmation**

✓ The Submit was successful.

**OK**

**10. You will receive the following confirmation if you have submitted the request correctly. Click "OK"**

**Submit Request - Confirmation**

Your request was submitted.

**Course:** ML0001 MindLeader Registration Course  
**Session:** 0001  
**Location:** WDA - Lobby South  
**Course Start Date:** 09/13/2012    **Start Time**    **End Time**  
**Duration (Hours):** 0.0  
**Language:**

**11. If you receive this confirmation page, you have successfully completed your registration for MindLeaders! Congratulations!**

**Renee Valdez**  
EmpID: 00067409

Process Detail			
Name	Role Name	Process Action	Process Action Date
	Originator	Submit	06/15/2012
	Manager		

[Comments](#)

Your Manager/"ReportsTo" will receive an email notifying him/her that they need to approve your training request. Once they approve your request in PeopleSoft, you will receive the email below stating you have requested approval to take a course and will be notified once your manager approves or denies your request.

From: pshcm@dc.gov [mailto:pshcm@dc.gov]  
 Sent: Friday, June 15, 2012 6:18 PM  
 To: Employee Name  
 Subject: Request submitted for approval

The following request(s) was successfully submitted for approval(s). You will be notified when it is approved or denied by each approver.

Submitted Request(s)

Employee ID : 00067409  
 Employee Name : Employee Name  
 Transaction : Training Enrollment

Please visit the following URL for detailed information about the request(s):

[https://pshcm.dc.gov/psp/hcmprd/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.TRN\\_REQUEST\\_STS.GBL?Page=TRN\\_REQUEST\\_MGR&Action=U&SS\\_GRP\\_ID=27250&TRANSACTION\\_NAME=HR\\_TRAIN\\_ENROLL](https://pshcm.dc.gov/psp/hcmprd/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TRN_REQUEST_STS.GBL?Page=TRN_REQUEST_MGR&Action=U&SS_GRP_ID=27250&TRANSACTION_NAME=HR_TRAIN_ENROLL)

This communication was sent via PeopleSoft Workflow Technology. Please do not reply to this email.

- If your Manager's Name is wrong, contact your Agency Training Coordinator to enroll you directly into the Training. For a directory of the Training Coordinators, click this link: <http://wda.dc.gov/for-training-coordinators>
- If you do not receive an email with the webinar link when your request is approved, contact your Agency HR Advisor (<http://dchr.dc.gov/dcop/cwp/view,a,1216,q,528839.asp>) or contact the Workforce Development Administration Office at (202) 727-1523 or email us at [wda@dc.gov](mailto:wda@dc.gov).

When you receive the approval email, the process will proceed and you will receive an email containing your MindLeaders Username and Password with instructions on how you should proceed and a link to take you to the MindLeaders login page.

If you have any questions or concerns, please contact the Workforce Development Administration at (202) 727-1523 or send us an email at [WDA@DC.GOV](mailto:WDA@DC.GOV).