**Online Georgia*FIRST* Training Enrollment Form**

Use this form to request enrollment in one or more Online Georgia*FIRST* Training Courses. Submit the completed form to the ITS Helpdesk at Helpdesk@usg.edu. Please ensure all areas are complete before emailing the form.

All Online Georgia*FIRST* Training is hosted through GeorgiaVIEW Vista (USG Training Initiatives). After you have been enrolled, you will receive notification and instructions on how to login and access the training. Once enrolled, you will have three months to complete the course(s) and successfully pass the end-of-course assessment. If you find that you will need more time to complete the course, please contact the ITS Helpdesk before the last day you have access to the course to request an extension. Only one extension may be granted for each course.

***Please complete all fields:***

|  |  |
| --- | --- |
| Name: |       |
| Institution: |       |
| Email Address: |       |
| Business Phone: |       |
| Job Title: |       |

***Please select which course(s) you want to enroll in:***

|  |  |  |
| --- | --- | --- |
|  | **Course Name** | **Number of CPEs** |
| [ ]  | Introduction to PeopleSoft Financials v8.9 | 3.0 |
| [ ]  | Query Course 1: Introduction to PeopleSoft Financials Web Query | 1.5 |
| [ ]  | Query Course 2: Creating a Basic Query | 2.5 |
| [ ]  | Query Course 3: Adding Selection Criteria to a Query | 3.5 |
| [ ]  | Query Course 4: Run-Time Prompts | 1.5 |
| [ ]  | Query Course 5: Using Aggregates in Your Queries | 0.5 |
| [ ]  | Query Course 6: Joining Records in Your Queries | 2.0 |
| [ ]  | AM Course 1: Introduction to Asset Management | 1.5 |
| [ ]  | AM Course 2: Creating Assets Manually | 3.5 |
| [ ]  | AM Course 3: Integrating Asset Management with Purchasing and Accounts Payable | 6.5 |
| [ ]  | AM Course 4: Working with Existing Assets | 6.5 |