Go to the HRMS web site http://www1.umn.edu/ohr/hrms and click the ULearn Registration Site link under Access and Training on the right hand side.

**HRMS Approvals, Assessment and Access:**

- Although individuals may self-register in the ULearn system, all HRMS courses require the approval of the Unit HRMS Key Contact. If you do not know who the HRMS Key Contact is for your area consult the Key Contact Directory on the HRMS web site. http://www1.umn.edu/ohr/hrms and get your Key Contact’s approval before registering.
- Assessments are required on almost all HRMS courses. Courses must be completed before the assessments will be released.
- Access to almost all HRMS roles requires the passing of an assessment. Data Security will determine assessments are in place prior to granting access. NOTE: When taking an assessment do not rush the process. Failing an assessment 3 times requires the individual to wait 3 months before being allowed to take the course again.

**Search for a Course**

On the ULearn home page, enter the Course Name in the Search box in the upper right.

**HRMS Course Choices are:**

- **Online**
  - HRMS Introduction
  - Appointment Inquiry
  - HSA Inquiry
  - Absence Recording
  - Address Entry & Maintenance

- **Instructor lead**
  - Appointment Entry
  - Pay Entry
  - HSA & Distribution Correction
Registering for and Launching On-Line Courses

In this example we searched for the Appointment Inquiry course and both the course and the assessment appear in the details.

Click on the Appointment Inquiry link.

The detail page provides an outline of the course and allows the user to launch the course to their computer.
Registering for Instructor Lead Courses

In this example we searched for the Appointment Entry course and the following detail page displayed.

The detail page shows the date, time and location of the next available course and allows the user to register for the course by clicking the “Assign” link.