

Follow the steps below to edit your Program:

Step 1: At the top of the screen, click the Maintenance link.

Training Seminara Workshops	Sign Up! Training. Seminars. Workshops.
AccessID: aa8224 Narrow or Broaden Your Search: Show All Categories	MAINTENANCE SET PROXY ID MY SESSIONS SESSIONS AT A GLANCE
Go Find Course by Keyword:	Go
Select Program / Register - Select a highlighted pro	gram from the menu below. You will be presented with a list of available sessions.
Program Search Option: Display only Employee prog Click <u>HERE</u> to view all available programs.	rams and events.
Academic Staff	
Program (click highlighted programs to view sessions)	Program Information Program Web Site
ASPDC Awards Reception	Each year, the Academic Staff Professional Development

Step 2: From the Maintenance Menu, click the List Programs link.

Maintenance Menu						
HOME BACK MAINT. MENU						
List Programs						
Presenters						
o List/Edit Presenters						
o Add New Presenter						
 List of "At Risk" Sessions 						
<u>Maintain Categories</u>						
 Session History - Employee Display 						
EPAF Eligibility						
 <u>Reports/Downloads</u> 						
Project Page						

Step 3: The List of Programs page appears. Use the find and replace dialog box (*Ctrl and F keys*)and enter a keyword from your program title to quickly find your Program from the list.

Find an	d Replace						?×
Find	Replace	<u>G</u> o To					
Fi <u>n</u> d wha	t:				_		~
Пніс	hlight all item	is found in:					
Main I	Document		3	More ∓	Find Next	Car	ncel

Step 4: Click Edit Event from the List of Programs Screen (shown below).





For additional help or to Register a Person, please contact the office of Organization & Employee Development.



Now that you have created a Program/Event/Course, you have an option to Remove from Listing at the Edit screen.