

Follow the steps below to edit your Session:

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

Training Seminars Workshops	Sign Up! Training. Seminars. Workshops.
AccessID: aa8224	MAINTENANCE SET PROXY ID MY SESSIONS SESSIONS AT A GLANCE
Narrow or Broaden Your Search:	
Show All Categories	V Show All Programs
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.	grams 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
 Maintain Categories
 Session History - Employee Display
EPAF Eligibility
 <u>Reports/Downloads</u>
 Project Page

Step 3: The List of Programs page appears as shown. *Hint: Use the find and replace dialog box (Ctrl and F keys) to quickly find your Program.*

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Fin <u>d</u>	Replace	<u>G</u> o To	
Fi <u>n</u> d wha	t:		*
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Step 4: Click List Sessions from the List of Programs Screen.



Step 5: Click the Edit link next to the Session you wish to modify.

Step 6: Edit your session as needed. You will notice user defined fields with "what's this" links to assist you in your edits.

Step 7: Click the Change Session Info button at the top of the screen.





If you want to delete your session click the Delete This Session link at the top of the screen then click 'yes' to confirm your deletion at the bottom of the screen. You cannot delete a Program unless all the Sessions are deleted nor can you undo a deletion once it is deleted.

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