

Cue Card: Navy ERP Planned Training Request

This cue card outlines the step-by-step procedures for entering a Planned Training Request into Navy ERP

Helpful Hints:

- Web-Based Training can be done by all personnel.
- Planned Training Request can only be submitted by Civilian and Military personnel. All other employee types must be manually booked via Course POC.
- The Planned Training Request is routed to your 1st line Supervisor via SAP Workflow after you have gone to your Universal Worklist (UWL) and selected that Supervisor from a drop down list.
- Notify your Supervisor to approve your request in Navy ERP.
- Requesting participation does not guarantee a seat in the course. Employee is not booked into the course until Supervisor approves the planned training request via workflow.

Step by step instructions:

1. Log on to Navy ERP by opening Internet Explorer and entering the following URL:
<https://ep.erp.navy.mil/irj/portal>.
2. Click on the **Training** Tab
3. Under the **Navigation** heading scroll down to locate the catalog hyperlinks. These links are located under the **Course Catalog** heading. Use the [NAVY ERP TRAINING](#) hyperlink to access Navy ERP courses. Use the [NAVAIR COURSE CATALOG](#) hyperlink to access NAVAIR specific courses. Click on the hyperlink to open the appropriate course catalog. For our example we will use the Navy ERP Training hyperlink.
4. Select a Subject Area: ([ROLE-BASED COURSES](#) , [BUSINESS PROCESS OVERVIEWS](#) , or [BASICS](#)) from the **Assigned Subject Areas** listing (i.e. Role Based - Workforce Management WFM).
5. The course listing is not in alphabetical order. To put the course titles in alphabetical order click the  next to **Course** .
6. Select a course by clicking on a Role Based hyperlink within the **Assigned Courses** listing. (example: [CIVILIAN MANNING](#))
7. Scroll down the page to view available course dates. To see additional course dates you may need to change the field: **Course dates for the next** **days:** from 90 to a maximum of 365 days. Click the **Refresh Course Dates** button to display available course dates.
8. Click on the course dates you would like to attend.
9. A brief description of the selected course is displayed. Scroll down and click on the **Request Participation** button.



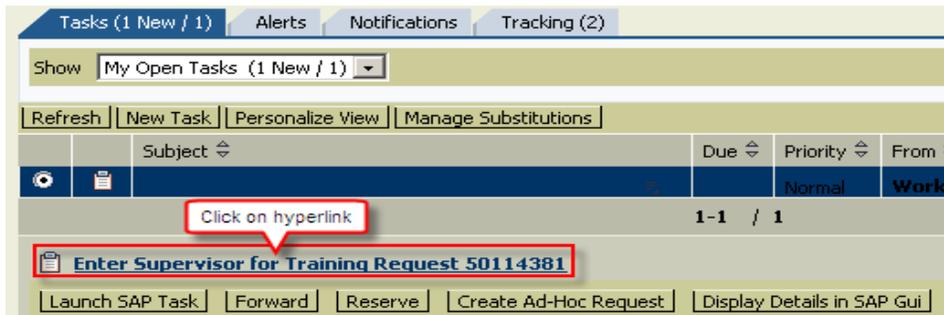
Navy ERP Planned Training Request



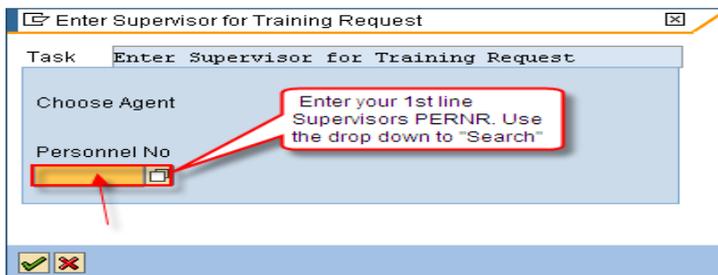
10. A pop-up window is displayed. Click **OK** to request participation.

11. The training request has been work flowed to your **Universal Worklist (UWL)**. To forward this request for approval, go to your UWL and select a 1st line Supervisor.

- Click on the **HOME** Tab **Home** Employee Self-Service .
- Click on the “**Universal Worklist**” (UWL) **Welcome** **Universal Worklist** .
- Click on the **Tasks** menu tab to view your request. Once you have located the Planned Training Request, click the hyperlink.



12. Use the drop down to do a Search for your 1st line Supervisor. Double click on their PERNR, click the **GREEN CHECK MARK** . The Planned Training Request is sent to your Supervisor for review.



NOTE: If the employee’s Supervisor is not displayed, please enter a Navy ERP Help Desk ticket. If a 1st line Supervisor does not take action within seven (7) days, a training message titled “No action on training request” is sent to your Universal Worklist. Issues associated with your 1st line Supervisor receiving the Planned Training Request should be directed to the Navy ERP Help Desk at 888-292-5919.

