Directions for Course Registration in PeopleSoft

2. In the top right of the HARVie home page click the “go to:” arrow for PeopleSoft.
   ![PeopleSoft](image)
3. In PeopleSoft, navigate to Self Service>Learning and Development>Request Training Enrollment.
4. Click the Search by Course Name link.
5. In the Category field, enter “SPA” and click Search.
6. Course Name of Overview of Sponsored Proj Adm displays.
7. Click the “View Available Sessions” link to view the date and location of available sessions.
8. Click on the session number link to view the session detail such as start and end time.
9. Enter your 33 digit billing code in the Payment Information section and click Continue.
   (There is no fee for this course, but there is a $75 late cancellation/no show fee. See note below for more information.)
10. Click the Submit button to finalize the registration process.

You will receive a confirmation for your registration within 24 hours from the Center for Workplace Development (CWD).

If you would like assistance with the registration process, please call CWD at 617-495-4895.

NOTE: If you are unable to attend this session, you must cancel your attendance no later than three business days prior to the session start date to avoid a late cancellation or no show fee. To cancel, please log on to PeopleSoft Self Service, go to your Training Summary, click on the Course Title and then click on “Cancel this Training Request.”