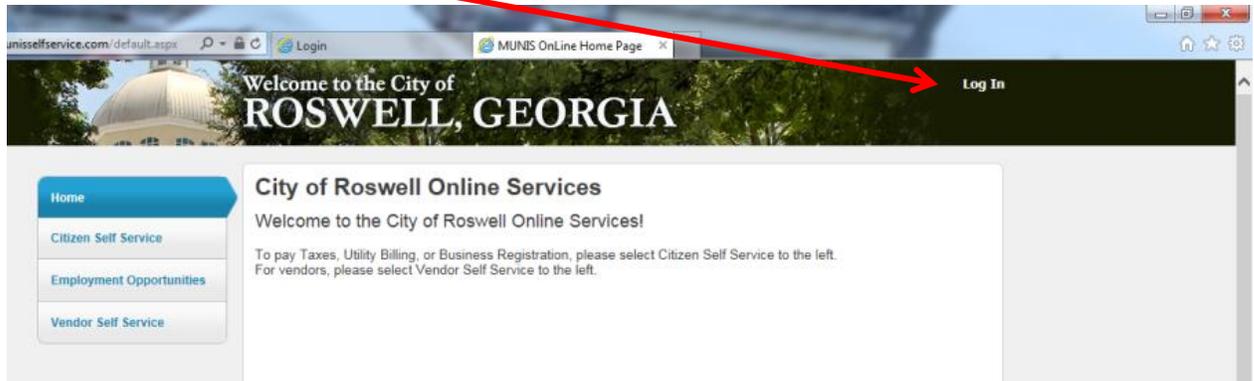


Register for Training Using Munis Self Service

- Training registration can be completed by using Munis Self Service (MSS). Use this link to connect to MSS: <https://selfservice.ci.roswell.ga.us/mss/>
- At the top right, click “log in” and enter your user name and password. This is the same that you use to log in to see your benefits.



- Select “Employee Self Service” on the left side of the screen



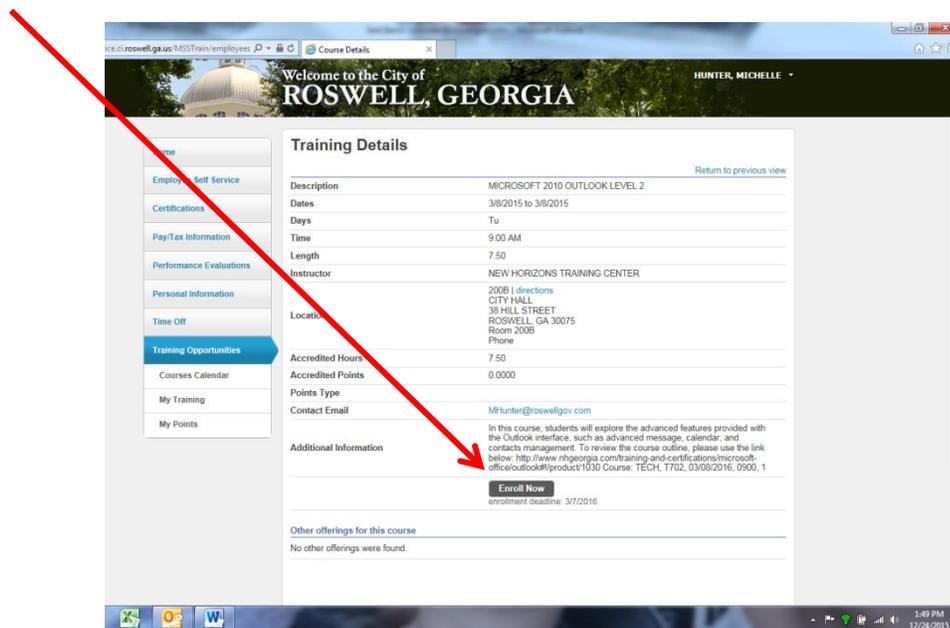
- Select “Training Opportunities”



- View the training courses being offered in the future and enroll by selecting “Details / Enroll” on the right side of the screen for the desired course.



- Select “Enroll Now” when you are ready to register for the course selected and have supervisory approval to attend.



- Once you are enrolled, an e-mail will come to the e-mail address on file to confirm registration.

To Cancel a Registration

Each training session has an allotted amount of participants. Once this number has been met, participants will be placed on a waiting list. If you are unable to attend, please cancel your registration so that other participants may attend.

- To cancel a registration, log into MSS just as you would to register for a course.
- Under Training Opportunities, you will see “My Training” and this will list all courses recorded in Munis as well as any upcoming courses for which you are registered.

The screenshot shows the City of Roswell, Georgia employee self-service portal. The page title is "Welcome to the City of ROSWELL, GEORGIA" and the user is identified as "HUNTER, MICHELLE". The "My Training" section displays a table of scheduled courses:

Description	Dates	Time	Details Cancel
MICROSOFT 2010 OUTLOOK LEVEL 2	3/8/2015 - 3/8/2015	9:00 AM	Details Cancel
MICROSOFT 2010 EXCEL LEVEL 1	2/3/2016 - 2/3/2016	9:00 AM	Details Cancel
MICROSOFT 2010 EXCEL LEVEL 2	3/2/2016 - 3/2/2016	9:00 AM	Details Cancel

Below the table, there is a note: "* This course is in conflict with another course for which you are scheduled." and "Training History - 54.50 total hours".

- From this screen, you can cancel a class if you are unable to attend.
- You will be prompted to confirm your cancellation. Select “OK” to confirm.
- Once you have cancelled your registration, an e-mail will come to the e-mail address on file to confirm cancellation.