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: <u>https://selfservice.ci.roswell.ga.us/mss/</u>
- 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.

nisselfservice.com/default.aspx D -	- 🔒 🖒 🧐 Login 🖉 MUNIS OnLine Home Page 🗡	ි යා ම බ යා ම
	Welcome to the City of ROSWELL, GEORGIA	Â
Home	City of Roswell Online Services	
Citizen Self Service	Welcome to the City of Roswell Online Services! To pay Taxes, Utility Billing, or Business Registration, please select Citizen Self Service to the left	
Employment Opportunities	For vendors, please select Vendor Self Service to the left.	
Vendor Self Service		

• 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.

Home	Training Opportunities Courses Calend			rses Calendar My Training
Employee Self Service	All Training By Location Search			V
Certifications	Description	Date	Time	
	MICROSOFT 2010 OUTLOOK LEVEL 2	3/8/2015	9:00 AM	Details / Enroll
y/Tax Information	MICROSOFT 2010 EXCEL LEVEL 1	2/3/2016	9:00 AM	Details / Enroll
Performance Evaluations	MICROSOFT 2010 WORD LEVEL 2	2/9/2016	9:00 AM	Details / Enroll
ersonal Information	MICROSOFT 2010 POWERPOINT LEVEL 2	2/11/2016	9:00 AM	Details / Enroll
Time Off	MICROSOFT 2010 EXCEL LEVEL 2	3/2/2016	9:00 AM	Details / Enroll
Fraining Opportunities	L			
Courses Calendar				
and Training				
my rioning				

• Select "Enroll Now" when you are ready to register for the course selected and have supervisory approval to attend.

	ROSWELL,	GEORGIA
Anno	Training Details	
Employ Self Service	Description	Return to previous view MICROSOFT 2010 OUTLOOK EVEL 2
	Dates	3/8/2015 to 3/8/2015
Certifications	Davs	Tu
Pay/Tax Information	Time	9.00 AM
	Length	7.50
Performance Evaluations	Instructor	NEW HORIZONS TRAINING CENTER
Personal Information	Location	2008 directions CITY HALL 38 HILL STREET ROSWELL GA 30075 Boom 2008
Training Opportunities		Phone
rianning opportunities	Accredited Hours	7.50
Courses Calendar	Accredited Points	0.0000
My Training	Points Type	
	Contact Email	MHunter@rosweligov.com
My Points	Additional Information	In this course, students will explore the advanced features provided with the Outlook interface, such as advanced messager, calendar, and contacts management. To review the course outline, please use the link below. http://www.nhgeorgia.com/training-and-centifications/inicrosoft- office/outlook#if/product/1030 Course. TEOH, 17702, 030802016, 0900, 1
		Enroll Now enrolment deadline: 3/7/2016
	Other offerings for this course	
	No other officiant user found	

• 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.

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and the second	ROSWELL, GE	ORGIA		
	My Training			
Home	Scheduled	Poturo to	Fraining Opportur	uitios I Hido Training History
Employee Self Service	Description	Dates	Time	nues (ride Training history
Benefits	MICROSOFT 2010 OUTLOOK LEVEL 2	3/8/2015 - 3/8/2015	9:00 AM	Details Cancel
Deut au la farmation	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
Personal Information				1
Time Off	 This course is in conflict with another course for v Training History - 54,50 total hours 	which you are scheduled.		
valming opportunities				

- 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.