

Frequently Asked Questions concerning *MUNIS* Employee Self Service Online Registration

1. How do I get my *MUNIS* username and password?

Follow the directions on the Staff Development Online Course Registration [How to Use](#) link.

2. How do I enroll in a course?

- Start with the Staff Development Homepage.
- Click on the Employee Self Service Online Course Registration link.
- Go to the top right to choose **Log in**. (Go to [How to Use](#) link for a visual.)
- Enter your employee ID as your user name; then enter your password.
- Once you are logged in, choose **Employee Self Service** on the left just below **Home**.
- Click the next to the last choice on the left: **Training Opportunities**.
- Look at the list of courses available. Choose **Details/Enroll** on the right.
- After verifying that the details fit your schedule and needs, hit **Enroll Now**.
- The confirmation page on *MUNIS* that states, "you have successfully enrolled in this training" is only the first step of knowing your enrollment status. The most important step is to read your SPS emails from noreply@munis.ws to receive your current information that distinguishes whether you are on the list to attend or on the waiting list because the class is already full.

3. How do I know which course to choose when I see the same title?

Look at the dates and intended audience carefully. In order to best serve teachers, we typically offer a course multiple times. This provides choice, flexibility and differentiation. Notice the details in the description to choose the course that is best for you. Some of our courses are required for STEP UP teachers; therefore, we reserve enough seats for them to meet their requirement. However, we also provide limited seating for Non-STEP UP teachers by listing the same course as Non-STEP UP. **Please only enroll in the course with the title or description that matches you.** Click "Details/Enroll" to read additional information on the intended audience.

4. How do I know if I am considered a STEP UP or Non-STEP UP teacher?

STEP UP teachers are defined as those teachers who are currently a Tier I, II, or Tier III teacher in the STEP UP induction program. The STEP UP program covers a beginning teacher's first five years of employment. Teachers with less than one full year of teaching experience in a public school qualify to begin Tier I of the STEP UP program. **Non-STEP UP teachers are all other teachers.** This includes any teacher who has completed the STEP UP program or is in his or her sixth year of teaching.

5. What happens if I am placed on a waiting list?

MUNIS Employee Self Service online registration system immediately notifies you by email stating that you have been placed on a waitlist at position _____. If seats become available, you will be notified by email that you have been moved to the course list. If your schedule allows you to attend, you do not need to do anything further. However, if your plans will not allow you to attend, please use the *MUNIS* Employee Self Service to cancel so that the next person on the waiting list can be notified.

6. What is the method for me to cancel enrollment?

If your plans change, with the click of a button you can remove your name from the course list, thus opening a seat for a colleague who is on the waiting list. With this feature, all seats available for a course can be filled quickly and efficiently.

- Return to the **Training Opportunities** section where courses are listed
- Choose **Details *** on the right on the course you had enrolled in
- The screen will show that you are enrolled. Click **Cancel Enrollment**.
- You will receive email notification that you have cancelled enrollment for the course.

7. How many times may I repeat a course?

Zero. Because of limited resources, beginning June 14, 2010 attendance at Summer Academy sessions is limited to those teachers for whom the course is ***required or*** those teachers who have ***never*** attended the academy previously. **Please enroll only for the academ(ies) you have not previously attended.**

8. Is there a limit on the number of courses I may enroll in?

While there is no limit to the number of courses in which you may participate, perhaps the bigger question is how much new learning is reasonable for you to effectively implement? Our goal is that teachers will return to their classrooms to implement the learning they have experienced in our courses. For this reason, teachers who qualify to participate in the STEP UP program are asked to follow the scope and sequence of modules offered in Tiers I, II, and III. **As mentioned above, please enroll only for the academ(ies) you have not previously attended.**

9. Why is the time for some courses listed as 4:00 pm, but the length says 4:15 – 6:15 or 4:15 – 8:15 pm?

We are waiting on a program enhancement that will allow us to enter course times on the quarter hour; **currently only half hour increments are possible in the “Time” field.** Since it is our practice to begin many of our courses at 4:15 instead of 4:30, we are listing the time as 4:00 pm. However, the **Course Length listings will always be the correct time.** We apologize for any confusion this may cause.

10. Why did I get an email confirmation for a class I already attended?

MUNIS allows you to view the credit you have earned for all your trainings. We have discovered that in a few unique situations, when our office enters credit for a course attended, an email is automatically generated. Please read the email to verify that it is something you completed. If it is, delete and know that it is now part of your training record. If you have questions in these situations, feel free to call 523-5571.