

# ORACLE

## DISD Employee Self-Service Training Services

To access the DISD Employee Self-Service Training Services from a DISD location, use this case sensitive Internet address:

[http://adminuxas02.dallasisd.org:8000/A\\_HTML/AppsLocalLogin.jsp](http://adminuxas02.dallasisd.org:8000/A_HTML/AppsLocalLogin.jsp)

## HOW TO RESET YOUR PASSWORD

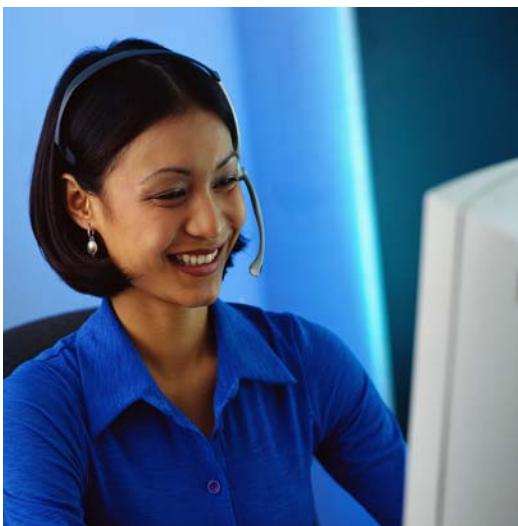


- Sign in using the biometric clock and choose Password Reset to reset your social security number as your temporary password, or
- Fill out the Password Reset Form <http://inet.dallasisd.org/forms/technology/docs/AccountRequest-Oracle.doc> and send to TAC: 972-925-5760. If you are not registered in the biometric clock, fax to 972-925-5760.

## For ?'s or Concerns:

### Registration & Attendance Information

Contact Professional Development and Staff Training at 972.925.8000.



## quick reference guide

### 1. View Training History

- Click on *DISD Employee Self-Service*.
- Under Training Self-Services, choose *Training History* to view all the events in which you are either enrolled, have attended or cancelled.
- The *Training History* can be printed for your records.

### 2. Enroll in a Class

- Click on *DISD Employee Self-Service*
- Under Training Self-Services choose *Enroll in Class*.
- At the top of the Class Search page, type in the name or partial name of the course or the 7 digit event code (7 digit number) and then click Search found at the bottom of the screen. Note: Do not select any other search criteria when following the step above.
- At the top of the screen, click on the appropriate course name that appears.
- Under the Schedule, click on the event code (7 digit number) of your choice.
- At the bottom of the screen, click on *Enroll in this Class*.
- **Finally, click on Done.** Check your training history status for confirmation.

### 3. Cancel an Enrollment

- Click on *DISD Employee Self-Service*.
- Under Training Self-Services, choose *Cancel Class Enrollment*. Scroll through the events in which you have enrolled until you find the one that you wish to cancel, and click *Cancel an Enrollment*. **Finally, click on Done.**
- Check your *Training History* status for confirmation.

### 4. Access Web Portal from Home

- Type the address below into your Web browser <http://disdportal.dallasisd.org> to get to the *E-Business Home Page*.
- Logon to Oracle.

