



DDC REGISTRATION INSTRUCTIONS UPDATED DECEMBER 15, 2016

2.7 Register in a Program and enroll in a class

Purpose: Employee self registers in Defensive Driving Certification, and enrolls in the class.

There are two steps to registering for DDC. Sign into PeopleSoft.

****FIRST YOU MUST REGISTER FOR THE CERTIFICATION****

After you have done that, you then must pick a class and actually register for the class **OR** register for the online version.

Once you have done both of those steps, your supervisor will receive an email to approve or deny your registration. You will not actually be registered in the class or be able to launch the online version until your supervisor approves your enrollment.

If the class is full, you will be put on a wait list. If you have registered for a class and need to change dates, you need to drop yourself out of the one class and re-register yourself for the new class.

Please call Robin Stephens, State Fleet, at 328-1472 if you have problems or questions.

Step	Action
1.	<p>***DDC IS REQUIRED ONCE EVERY 4 YEARS***</p> <p>If you have taken DDC January 1, 2010 or later and registered through ELM in PeopleSoft, do the following: (If not, go to Step #2)</p> <p>***YOUR CERTIFICATION NEEDS TO BE IN WARNING STATUS IN ORDER TO REGISTER AGAIN FOR DDC!***</p> <p>From Employee Hub, Click "<u>Learning Home</u>"</p> <p>Under "<u>Find Classes</u>" in the search box type in "Defensive" and hit Enter</p> <p>Choose the correct date, time, and location of your choice for the classroom course; OR If you want to take the online course, that will be at the bottom of the list. To make sure you are registering for the correct class in the correct city, click on the link of the facility location, then go back to previous page.</p> <p>Click on "<u>Enroll</u>"</p> <p>Click on "<u>Submit Enrollment</u>" Button</p>



Step	Action
2.	<p>If you have not taken DDC since January 1, 2010 and have not registered through ELM in PeopleSoft before, do the following:</p> <p>Click on “<u>Learning Home</u>” Under “<u>Find Classes</u>” type in DEFENSIVE CERTIFICATION and it should bring up “Defensive Driving Course Certification (801DOTP001)”. This is the prerequisite piece. Click “<u>Register</u>” Click “<u>Submit Registration</u>” Click “<u>Return to Previous Page</u>”</p>
3.	<p>In the same Search box type DEFENSIVE and click ENTER</p> <p>CLASSROOM: On the DDC Schedule sent out by State Fleet, each date lists the ELM Activity Code. Find the activity code for the class you want to attend and click ENROLL. Then click Submit Enrollment.</p> <p>ONLINE: If you are doing the Online Version, find DEFENSIVE DRIVING COURSE (ONLINE VERSION) and click ENROLL. Then click Submit Enrollment.</p> <p>DO NOT CLICK “ADD ITEM TO PLAN”</p> <p>You will then get an enrollment confirmation that states you are pending approval. Your supervisor needs to approve your enrollment.</p>
4.	<p>Once approved for the Online Version, you need to go into Learning Home and click the Arrow button in the launch column by the Online Defensive Driving course and the Online Version will begin.</p>