



DDC REGISTRATION INSTRUCTIONS UPDATED May 21, 2019

2.7 Enroll in a DDC class, get automatically registered.

Purpose: Employee self enrolls in Defensive Driving Class, and is automatically registered.

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>***YOUR CERTIFICATION NEEDS TO BE IN WARNING STATUS IN ORDER TO ENROLL AGAIN FOR DDC!***</p>
2.	Sign into PeopleSoft.
3.	<p>From Employee Self Service, Click the “Learning” tile.</p> <p>Under the “Find learning” tile in the search box type in “Defensive” and click >></p> <p>If you click on the Defensive Driving Course it will have classroom classes for you to choose from.</p> <p>Choose the correct date, time, and location of your choice for the classroom course; OR</p> <p>If you want to take the online course, click on Defensive Driving Course (Online Version). 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>
4.	<p>Click on “Enroll”</p> <p>Click on “Submit Enrollment” Button</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>
5.	<p>Once you have done that step, your supervisor will receive an email to approve or deny your enrollment. You will not actually be registered in the class or be able to launch the online version until your supervisor approves your enrollment.</p> <p>If the class is full, you will be put on a wait list. If you have enrolled in a class and need to change dates, you need to drop yourself out of the one class and re-enroll yourself for the new class.</p>
6.	<p>Once approved for the Online Version, you need to go into Learning then My Learning and click the Arrow button in the launch column by the Online Defensive Driving course and the Online Version will begin.</p>