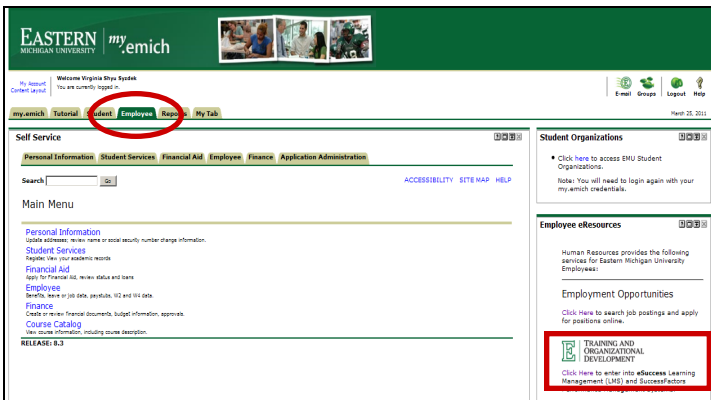


Effective FY 2012 EMU Staffing will launch an upgraded Online Hiring System (OHS 7).

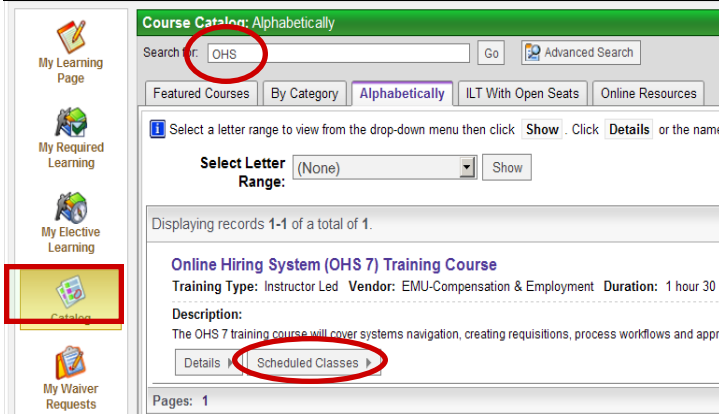
Please follow the step-by-step instructions below to register for Online Hiring System (OHS 7) Training class through EMU's eSuccess Learning Management System. This 90 minutes interactive training session will provide hands-on computer training on how to xoxoxoxoxox.

We are here to assist you! If you have any questions, please contact Training & Organizational Development at: hr_tod@emich.edu or call x71490.



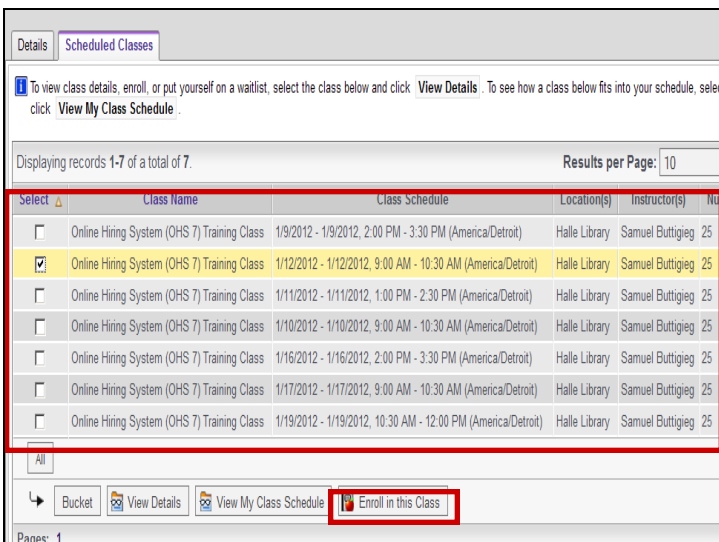
1. Logging into eSuccess

- Log into my.emich and click on the **Employee** tab.
- Scroll down to the **Training & Organizational Development** portal at the bottom right side of the page
- **Click Here** link to enter eSuccess



2. Search the Catalog

- Click on the **Catalog**
- Search for : **"OHS"** then Click Go
- Click on **"Scheduled Classes"** to see a list of available classes



3. Enroll in Desired Class

- Select the Desired scheduled Class (you only need to attend one.)
- Click **"Enroll in this Class"**
- The class will appear in your Elective Learning (Yellow Race Car) on your home page. Note that you will have the ability to drop or add a class as needed.
- Participants will receive an email reminder 24 hours prior to your scheduled time.
- All Classes are held in Halle Computer Lab 111.