

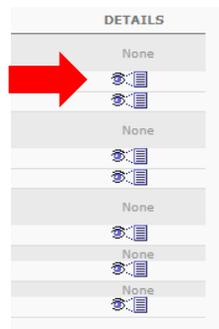
Enrollment Instructions for Staff Conference

Directions: Complete both part one and part two to enroll in this Staff Conference.

Part One- Enrolling in the Staff Conference

To enroll in this Staff Conference, complete the following steps:

1. Open an internet browser and type **talent.okstate.edu** and hit enter.
2. Enter your login email address and password.
3. In the search bar in the upper right corner of the screen, type in Spring 2021 Staff Conference and press enter.
4. Several options will appear. Click on **Build A Better Future: Spring Staff Conference 2021**.
5. Click on “Open Curriculum”. To ensure you have registered, hover over the Learning tab at the top of the page and click on “View Your Transcript.”
6. Under each section, click activate under “options.”
7. To view the individual sessions you were enrolled in, click on the eye/document icon under “Details” tab to the far right.



Part Two-Enrolling in Specific Courses within the Staff Conference

To enroll in specific courses within the staff conference, complete the following steps:

1. Open an internet browser and type **talent.okstate.edu** and hit enter.
2. Enter your login email address and password.
3. Hover over the Learning tab at the top of the page and click on Events Calendar.
4. To the far left of the Calendar, there is a Location filter. Click the X so the location displays “All.” This will show all training courses. Also, this must be done each time you enroll in a course in order to see all offered training courses.
5. Go to the month of the conference (April) and click on the desired keynote session link on the calendar.
6. Click on Request.
7. To enroll in additional conference sessions, follow steps 4-6 for each session enrollment. There are three (3) total for the conference (Keynote, Session I, and Session II).

If you have questions or need additional assistance, contact the Human Resources Department at OSU in Tulsa at tulsa.hr@okstate.edu or 918-594-8221.