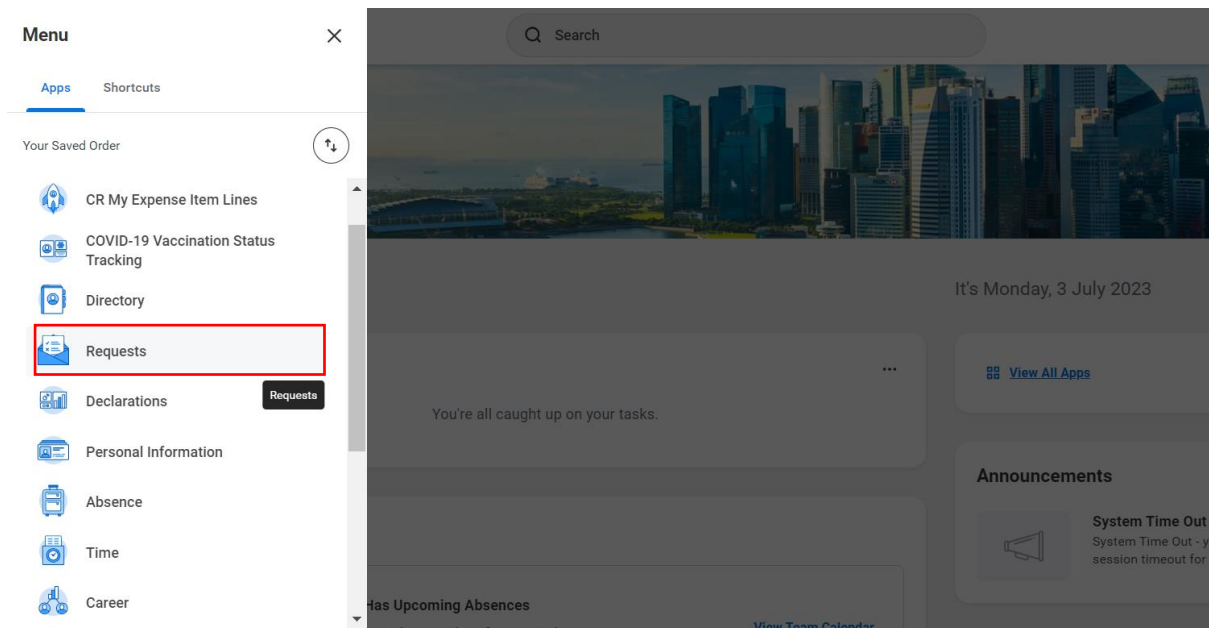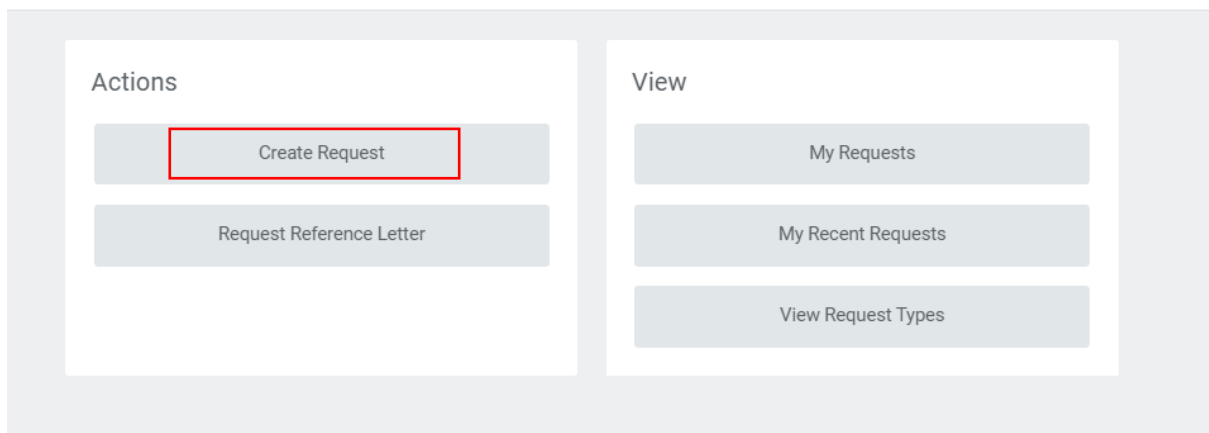## How to create a self-sourced training request

On the landing page of workday click on the Menu Hamburger icon on the top left and select "Requests" Tab.

Click "Create Request"

Click on the dropdown menu and select All >> Self Sourced Training

Complete and fill in all the fields and click "Submit" to submit the course.

Self-Sourced Training

Use this type to request Self-Sourced Training. Please complete <u>all fields</u>.

Describe the Request *

- Please indicate **"Self-Sourced Course"** in the <u>above</u> "Describe the Request" field.
- Please check with your Learning Partner if you are unsure of your agency's **Registration Policy**.

Name of Training* (Required)

Training Provider* (Required)

Start Date of Training* (Required)

Submit Save for Later Cancel