Temple University

DestinyOne Human Resources Training Registration Instructions

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Introduction and Overview

DestinyOne is the registration system used by Temple University for non-credit and continuing education activity. You will be able to use this online system to register for the three HR training categories below. A hyperlink to each registration site is embedded in the name.

1. **HR Learning and Development**: A wide variety of training programs are offered. These trainings are for professional development and/or required training programs.
2. **HR Administrative Systems Training** – This training site will include trainings for a number of administrative systems, including Banner, Cognos, ERS, Kronos, Taleo, and TUmarketplace.
3. **HR Health and Wellness** – Health and Wellness posts a number of events for registration throughout the year. These include biometric screenings, info sessions, and much more.

Overview of the Registration Process

1. Visit the Human Resources Training shopping page using the above links.
2. Use the calendar and agenda view on the shopping page to add one or multiple training to your basket.
3. Click the checkout button or click the cart button at the top
4. Use your Accessnet to login to the DestinyOne system
   a. Note: First time users are asked to fill in their initials on the profile page. No other action is needed to create an account.
5. Follow the prompts to complete the checkout
6. You will be emailed a receipt confirming the time and location of the training

Detailed Shopping Instructions

Shopping for your course(s)

You will use the calendar page or the agenda view at the bottom to shop for training courses that you’d like to take.
After you have added a course to your cart, you can either checkout or continue shopping.

**Check Out**

On the checkout screen, you have a number of options.

1. You can remove a training from your basket by clicking **Remove**.
2. You can go back to the shopping page to add more courses to your basket by clicking **Keep Shopping**.
3. You can continue the checkout by clicking **Checkout**.
Figure 3: Shopping Cart
Logging In to DestinyOne using your Accessnet

If you are not already logged in, you will need to login to DestinyOne as a next step. All employees should use their Accessnet user name when logging in to DestinyOne. Click the **Continue button** under the **AccessNet Account** Login area.

Use your Accessnet Username and Password on the TUgateway page (Same as TUPortal).
DestinyOne Profile Page
The DestinyOne profile page will be pre-populated with information. First time users will only need to scroll to the bottom to initial the FERPA and other Campus policies and press Continue Checkout.

Returning Employee users will see a Continue Checkout button at the top of the page and can move straight forward without reviewing this information.

**Training Note:** The address and telephone and DOB has been pre-populated with default information. You do not need to update this information and can leave the default.

![MY PROFILE](image)

*This form is prepopulated for anyone that logs in with Accessnet. The only required information is at the bottom of the form.*

*Note: You can ignore this text. Your User Name will be your AccessNet.*
Finalizing your Registration

The last step in finishing your registration is clicking the policy confirmation box and then clicking 

Continue Checkout.
Cart

Enrollment Information

HRLD0003 - 001 - Speak-Up: Taking An Active Role In Your Own PDP

TU EMPHR - No Charge  $0.00
Online  $0.00

Subtotal  $0.00

CART TOTAL:  $0.00

Policy Confirmation

The policies, requirements, course offerings, schedules, activities, tuition, fees, location, and calendar of Temple University Continuing Education and Non-Credit programs are subject to change without notice at any time at the sole discretion of the administration. Such changes may be of any nature, including, but not limited to, the elimination of programs, classes, or activities; the relocation or modification of the content of any of the foregoing; and the cancellation of scheduled classes or academic activities. Payment of tuition or attendance of any class shall constitute a student's acceptance of the administration's rights as set forth in the above paragraph.

I have read and understand the drop, transfer, refund, security, and privacy policies and approve charging the above indicated amount on my credit card.*

* Registration Policies

Shopping

Then Checkout

Continue Checkout

Field fields are indicated by *
Receipt
You will receive a receipt by email and also will see the receipt page.

If you’d like to start shopping again, you can click the Logo in the top left of the page to go back to the shopping page. You will stay logged in if you continue shopping.

RECEIPT

You will also receive a receipt by email.

1801 N Broad Street
Philadelphia, PA 19122
USA

(215) 204700
Student Number: X0956684

The transaction was successfully completed. Please print this page for your records.

Cart

Enrollment Information

HRLD0003 - 601 - Speak-Up: Taking An Active Role in Your Own PDP

<table>
<thead>
<tr>
<th>TUE</th>
<th>PHR - No Charge</th>
<th>Online</th>
<th>$0.00</th>
</tr>
</thead>
</table>

Subtotal: $0.00

CART TOTAL: $0.00

Reviewing Your Enrollments

Anytime after registration, you can log in to view your course history and schedule. You can login by clicking the login button at the top right and using your accessnet.

Once you are in your account, My Enrollment History and My Course Schedule buttons will allow you to view your enrollments and schedule.
Access a Calendar that has all of your class information arranged by either day month or year. Hover over a course to get details including name, instructor, time, and location.