

Temple University

# **DestinyOne Human Resources Training Registration Instructions**

Last updated: January 23, 2017

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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.

Training Information

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

The Performance Development System and its mandatory Performance Development Plan were designed to involve employees in planning, developing, and evaluating their own performance. A Come to this workshop, bring along your PDP for this year, and receive assistance that will prepare you to be an active participant in your own progress throughout the year. A You will receive tools and tips on how to identify S.M.A.R.T. goals, document your performance and developmental activities, ask for feedback and assistance, assess your performance and to be able to speak-up when you ultimately meet with your supervisor to review your performance at the end of this fiscal year. A Whether you are coming to review your own Performance Development Plan or one for a direct report, this program will provide you with information to do both.

Fees: 0.00  
Section stuff: 001  
Schedule Info: Online

Add Training to Cart

Close

**HR LEARNING AND DEVELOPMENT - EMPLOYEE TRAINING**

January 2017

<< Prev Today Next >>

Bring up more info by hovering over the dots

Click to Add Course to Shopping Cart

Go to Specific Date  
mm/dd/yyyy --:-- -- Go to Date

Filter by Competency

- ☐ Client/Customer Service Orientation
- ☐ Continuous Improvement
- ☐ Leadership
- ☐ Problem Solving/Decision Making
- ☐ Professionalism
- ☐ Resilience and Adaptability
- ☐ Resource and Project Management
- ☐ Respect and Valuing Diversity
- ☐ Teamwork and Collaboration

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	
22	23	24	25	26	27	28
29	30	31	1	2	3	4

After you have added a course to your cart, you can either checkout or continue shopping.

The training was added to your cart.

Click to Continue Shopping

Close

Checkout

Click to Checkout

### 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**.



[ABOUT](#) [AREA OF STUDY](#) [ADMISSIONS](#) [CERTIFICATES](#)

## CART

[Keep Shopping](#)[Checkout](#)

### Courses

HRLD0003 - 001 - Speak-Up: Taking An Active Role in Your Own PDP		<a href="#">Remove</a>
TUEMPHR - No Charge		\$0.00
Online		\$0.00
Subtotal		\$0.00
CART TOTAL		\$0.00

[Keep Shopping](#)[Update](#)[Checkout](#)

[Registration Policies](#)

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.

## LOG IN OR CREATE AN ACCOUNT


Please select one of the following options

### I have a DestinyOne or Temple University AccessNet account

#### AccessNet Account Login

Log in using your Temple University AccessNet account.

Current Temple University faculty, staff, and undergraduate or graduate students can log in using their AccessNet credentials (i.e. the username and password used to log into TUPortal, TUmmail, etc.)



Continue

#### DestinyOne Account Login

Log in using your DestinyOne account.

User Name (case sensitive): [Forgot User Name](#)

TU\_

User name must begin with "TU\_"

Password (case sensitive): [Forgot Password](#)

Continue

### I am a new DestinyOne user

A user name and password will be emailed to you on completion of this transaction. Please enter your primary email to continue.

Email:

Retype Email Address:

Select one of the following options:

☒ Participant is over 18 years of age

☐ Participant is under 18 years of age

Continue

Use your Accessnet Username and Password on the TUgateway page (Same as TUPortal).

# TUgateway

Login with your AccessNet Username and Password

Username

Password

.....

LOGIN

[Need Help?](#)

System Status | TUhelp

Maintained by Computer Services

© 2015 Temple University Policies and Guidelines

## 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.

**Checkout**

My Profile / Payment / Receipt

### MY PROFILE

Please complete at minimum the required information (denoted by an asterisk\*) to proceed with your request.

User Name and Password

Personal Information

Email Address

Telephone / Fax

Address

Emergency Contact

Group Affiliations

Employer

Mailing List Preferences

Privacy Policies

#### Contact Information

#### User Name and Password

User Name:\*

User name must begin with "TU\_"

#### Personal Information

Salutation:

First Name:\*

Middle Name:

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.

## Privacy Policies

The Family Educational Rights and Privacy Act (FERPA) is a United States law that protects the privacy of student records. Temple University must have your explicit permission to release your contact information.

Your Employer/Affiliation(s) listed above allow you to choose to have your employer/group billed or to avail of membership discounts (when applicable) when you enroll for courses. This choice will be presented to you each time you enroll.

**Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:**

DJ

\* Initial to acknowledge and accept the below statements.

I understand the following:

- I understand that Temple University abides by FERPA regulations and will not release my student information unless I expressly give Temple University permission to do so.
- I understand that if I choose one of the following:  
Affiliate my course enrollment(s) with a company or group, OR  
Request that my company or group be billed directly for my courses.

Temple University will release to the appropriate company or group the following enrollment de-tails: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s) and fees due.

DJ

\* Initial to acknowledge and accept the below statements.

Please take the time to familiarize yourself with two important university policies:

- Temple's policy on "Preventing and Addressing Sexual Assault, Domestic Violence, Dating Violence and Stalking," policy no. 04.82.02 (<http://policies.temple.edu/PDF/296.pdf>); and
- Temple's "Student Drug and Alcohol Policy," policy no. 03.70.01 ([http://policies.temple.edu/list\\_docs.asp#D](http://policies.temple.edu/list_docs.asp#D)).

The university's policy on preventing sexual violence includes a description of Temple's education and prevention efforts, as well as the procedures for reporting complaints of sexual assault, domestic or dating violence, or stalking as well as the assistance for victims.

The university's policy on student drug and alcohol use provides comprehensive information regarding health risks associated with drug use, criminal and university penalties for illegal drug and alcohol use, resources for drug and alcohol abuse, and other important information.

[Privacy Policy](#)

Continue Checkout

## 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

TUEMPHR - No Charge	\$0.00
Online	\$0.00
<hr/>	
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.\*

[Drop, Transfer, Refund, Security, and Privacy Policies](#)

[Shopping](#)

[Registration Policies](#)

\*Required fields are indicated by \*.

Then Checkout

Continue Checkout

## 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

Basket No.: 142658  
Date: Jan 5, 2017

(215) 2047000  
Student Number: X056584

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

## Cart

### Enrollment Information

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

TUEMPHR - No Charge	\$0.00
Online	\$0.00

Subtotal:	\$0.00
-----------	--------

CART TOTAL:	\$0.00
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## 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.

[Student Home](#)

## My Profile

User Name and Password

## Personal Information

Email Address

Telephone / Fax

Address

### Emergency Contact

### Group Affiliations

Employer

[Mailing List Preferences](#)

## Privacy Policies

### My Enrollment History

[Click To See Enrollment History](#)

## My Course Schedule

[Click To See Course Schedule](#)

## My Applications

## My Certificates and Designations

### My Account History

## Forms and Policies

## MY ENROLLMENT HISTORY

Click [here](#) to review our policies. Contact us at (215) 204-4866 or [destiny1@temple.edu](mailto:destiny1@temple.edu) if you have questions about making any changes to your enrollments.

Enrolled

## My Current Courses

Your currently enrolled courses. Contact us at (215) 204-4866 or [destiny1@temple.edu](mailto:destiny1@temple.edu) if you have any questions.

Course No. and Title	Enrolled	Term	Academic Units	CEUs	Actions and Status
 <b>HRLD0003 - 001 - Speak-Up: Taking An Active Role in Your Own PDP</b>	Jan 5, 2017	2016 - 2017 - Spring 2017			<a href="#">Request Drop</a> <a href="#">Request Transfer</a> <a href="#">Print...</a>

## MY COURSE SCHEDULE

Day

Week

Month

Year

Agenda

29 Jan 2017 – 4 Feb 2017

Today

◀

▶

	Sun, January 29	Mon, January 30	Tue, January 31	Wed, February 1	Thu, February 2	Fri, February 3	Sat, February 4
05:00 AM							
06:00 AM							
07:00 AM							

of your class

r day month

o get details

ne, and

Section

Course Code: OLLI3300

Section Title: Global Economics & Financial Markets (Walk-In)

Instructor(s): Michael Paolone

Schedule:

Days of Week: Thu

Start Time-End Time: 10:00 AM-11:30 AM

Campus: Center City

Building: TEMPLE UNIVERSITY CENTER CITY

Room: TUCC\_00408

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.

**Section**  
Course Code: OLLI3300  
Section Title: Global Economics & Financial Markets (Walk-In)  
Instructor(s): Michael Paolone  
Schedule:  
Days of Week: Thu  
Start Time-End Time: 10:00 AM-11:30 AM  
Campus: Center City  
Building: TEMPLE UNIVERSITY CENTER CITY  
Room: TUCC 00408