Temple University

DestinyOne Human Resources Training Registration Instructions

Last updated: January 23, 2017

Contents

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.**

CART

Keep Shopping   Checkout

Courses

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

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.

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 Here

* 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 Here

* 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).

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
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. *

First Click Here

Then Checkout

Continue Checkout

Shopping

...tion Policies

...d 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.

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

My 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 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 if you have any questions.

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

Click To See Enrollment History

Click To See Course Schedule

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							

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.