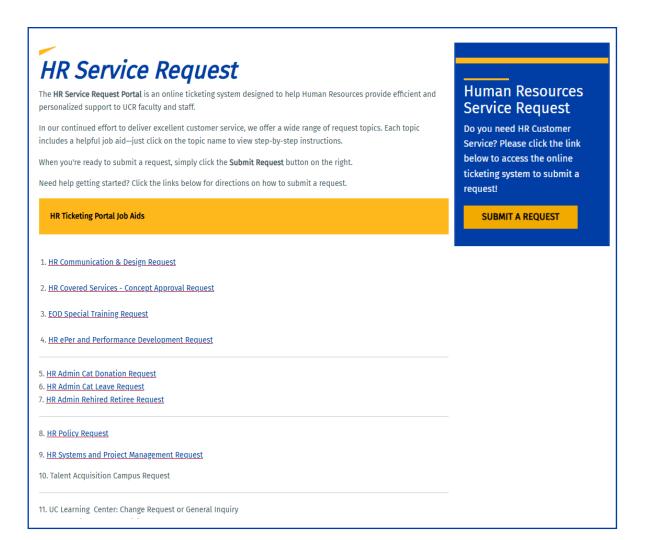


### HR SERVICE REQUEST PORTAL

#### **HR Service Request Portal**

The HR Service Request Portal is an online ticketing system used by Human Resources to provide customer support. UCR faculty and staff can use the service to submit a request for:

- 1. HR Communication & Design
- 2. HR Covered Services Concept Approval
- 3. EOD Special Training
- 4. HR ePer and Performance Development
- 5. HR Admin Catastrophic Donation
- 6. HR Admin Catastrophic Leave
- 7. HR Admin Rehired Retiree
- 8. HR Policy Request
- HR Systems and Project Management
- 10. Talent Acquisition Campus Request
- 11. UC Learning Center Requests





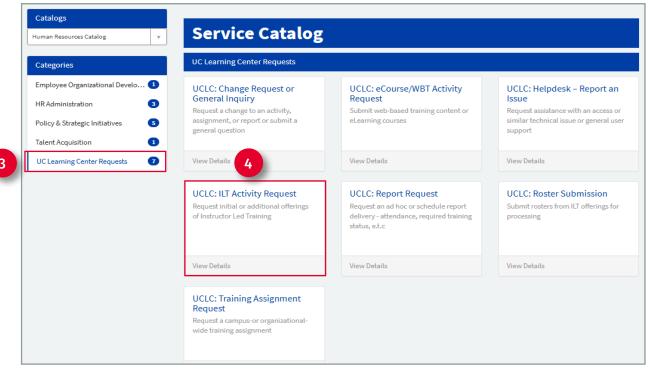
To submit an **ILT Activity Request** form to the **UC Learning Center**, navigate to the **Human Resources** homepage.

- From the HR homepage, select the HR Service Request option.
- The HR Service Request portal opens, click the **Submit a Request** button.
- The HR Service Catalog will display, select the UC Learning Center Requests from the categories menu.
- 4. Select the **UCLC ILT Activity Request** form.

**Note:** Use this form to request initial or additional offerings of Instructor Let Training (ILT).









- 5. The **UCLC: ILT Activity Request** form will open.
- The first half of the form is autopopulated with the **Requestor's** information.
- 7. If requesting service on behalf of another person, enter name of individual in the **Requestor** field.
- 8. Select if this is a first time **Initial Request** or **Additional Offering Request** of an existing course.
- 9. Enter the **Owner**, the department or organization responsible for or offering this activity.
- 10. Next, enter the **Activity Title**.
- 11. Then provide the **ActivityCode**.
- 12. Indicate if there are prerequisites for this activity. Select Yes or No.
- 13. Is there a cost to register for this course? Select Yes or No.

* Requestor (If requesting on behalf of another person, please	enter name of individual here)
1 Dora Rubio	
First Name	Employee ID
Dora	6 10
Email	NetID:
dora.rubio@ucr.edu	d
Work Phone	Last Name
(951)	Rubio
Organization Name	Department Name
Chancellor	Human Resources Dept
Organization	Department
ORG20	D01103
Please allow 3 business days for processing before activity of the street street is this for an initial, or first time, request for a new course or a support of the street street is supported by the street street street is supported by the street street street is supported by the street street street street is supported by the street s	
*Owner: The department or organization responsible for or off	Fering this activity
*Activity Title:	
*Activity Code:	
* Are there activities in the UCLC that are prerequisites for this	activity?



- 14. Select if these are **Individual Offerings or Required Sessions?**
- 15. In the **Add Dates** section, click the **Add** button to enter:
  - a. Start time
  - b. End time
  - c. Instructor(s) responsible for roster/sign-in sheet
  - d. Max Capacity
  - e. Location
- 16. Provide the **Registration Deadline** (e.g., 7 days prior), if any?
- 17. Also provide the **Cancellation Deadline** (eg., 7 days prior), if any?
- 18. Enter the **UCPath based criteria** for registration audience if registration should be restricted.
- 19. List anyone **Who Needs Access** to the rosters besides the instructors.

None					
* Add Dates					
Add	Remove All				
Actions	Start time	End time	Instructor(s) Responsible for roster/sign-in sheet	Max Capacity	Location
			No data to display		
			No data to display		
OFFERING PROP	ERTIES		No data to display		
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- 20. Enter **What is the Minimum Capacity, if any?** If the registration falls below the minimum capacity, instructors will receive a notice 3, 2, and 1 week prior to start date. No action is taken in the LMS.
- 21. In the field **Additional Information** field, enter special instructions. Use this space to communicate activity properties, logistics, or special requests not captured elsewhere on this form.
- 22. Use the Add Attachments icon to include **An activity image** with this request to be used in the UCLC.
- 23. Attachments can be added to the form by clicking the **Add Attachments** icon at the bottom of the form,
- 24. The **Required Information** box will list the fields that must be completed in order to submit this request.
- 25. Finally, click the **Submit** Button.

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what is the unless requ	Minimum Capacity, if any? If the registration falls below the minimum cap. instructors will receive a notice 3, 2, and 1 weeks prior to start date. No action is ta ested.	iken in the
·		
Additional	nformation; •	
Special Ins	tructions: Use this space to communicate activity properties, logistics, or special requests not captured elsewhere on this form	
	CONCILIATION: Completed sign-in sheets must be submitted for each session/offering in order for learner attendance to be reflected in the UCLC. If a ny outstanding registrations may be canceled. See the Instructor Guide for details on sign-in sheets.	a roster is ı
	activity image (PNG or JPG) with this request to be used in the UCLC. Image ratio should be 16:9. Optimal image size is 221w x 124h pixels. Requests	submitted
	activity image (PNG or JPG) with this request to be used in the UCLC. Image ratio should be 16:9. Optimal image size is 221w x 124h pixels. Requests ill have a generic image provided.	submitted
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an image v	in that a generic image provided.  Information Is this for an initial, or first time, request for a new course or additional offerings of an existing course? Owner: The department or organization responsible for or offering this and the second sec	25



#### **REQUEST DETAILS SCREEN**

Once the Request is submitted, the **Request Detail** screen will open. The Requestor
will receive an email notification when a
Request is submitted. The email will provide
a link to access and track the Request.

Information available in this screen includes:

- The Request Item Number (RITM#) that has been assigned to this Request.
- 2. The Request Form Details submitted.
- 3. Add additional indivual(s) to this request with the **Watch List** option.
- Use the **Attachments** option to include additional attachments to the Request or you can edit and delete any attachments submitted with the form.
- Type and **Send a message** to HR Administration regarding this submission.
- You can also access and track all submitted requests in your My Dashboard portal.

