

GEMS Training Registration

1. Open a web browser and go to [MyUSF](#). From the Business Systems dropdown, select GEMS.

The screenshot shows the MyUSF website interface. At the top, the University of South Florida logo is on the left, and navigation links for 'EMAIL & TEAMS', 'LEARNING & TEACHING TOOLS', and 'BUSINESS SYSTEMS' are on the right. A green notification bar states 'You have successfully signed in as Julie Van Horn.' Below this, a banner reads 'Following Hurricane Ian, the University of South Florida has resumed classes and returned to normal.' The main content area features several tiles: 'My Notices' with a notification badge, 'Bull Bucks', '2022 SOUTH FLORIDA FOOTBALL TICKETS AVAILABLE NOW!', 'October 2022 Pharmaceutical Nanotechnology Info Session' with event details, 'INSIDE USF THE PODCAST' featuring 'INTERIM PROVOST ERIC EISENBERG', 'Employee Leave', and 'GEMS'. On the right side, a 'BUSINESS SYSTEMS' dropdown menu is open, listing various systems. The 'GEMS HR' option is highlighted with a yellow border.

UNIVERSITY of SOUTH FLORIDA

EMAIL & TEAMS ▾ LEARNING & TEACHING TOOLS ▾ BUSINESS SYSTEMS ▲ MY R

✓ You have successfully signed in as Julie Van Horn.

Following Hurricane Ian, the University of South Florida has resumed classes and returned to normal.

My Notices 1

Bull Bucks

2022 SOUTH FLORIDA FOOTBALL
TICKETS
AVAILABLE NOW!

October 2022
Pharmaceutical
Nanotechnology
Info Session

DATE, TIME, & REGISTRATION LINK
Thursday, October 13th 2022
2:00-3:30PM EST
Online Via Microsoft TEAMS.
Registration Link: [bit.ly/MSPNoct22](#)

INSIDE USF THE PODCAST

LISTEN HERE

INTERIM PROVOST
ERIC EISENBERG

Employee Leave
Leave Balances, Manage Leave ...

GEMS
View Paycheck, Tax Information, Careers ...

Archivum

Bull Marketplace

Chematrix
Materials Tracking

Contract Management

Data Marts

DocuSign

eDisclose

Facilities Work Orders
FAMIS

FAIR

FAST
Finance

Finance Mart

Foundation Reports

**GEMS
HR**

Health Banner

IFIS Space System

OASIS
Staff

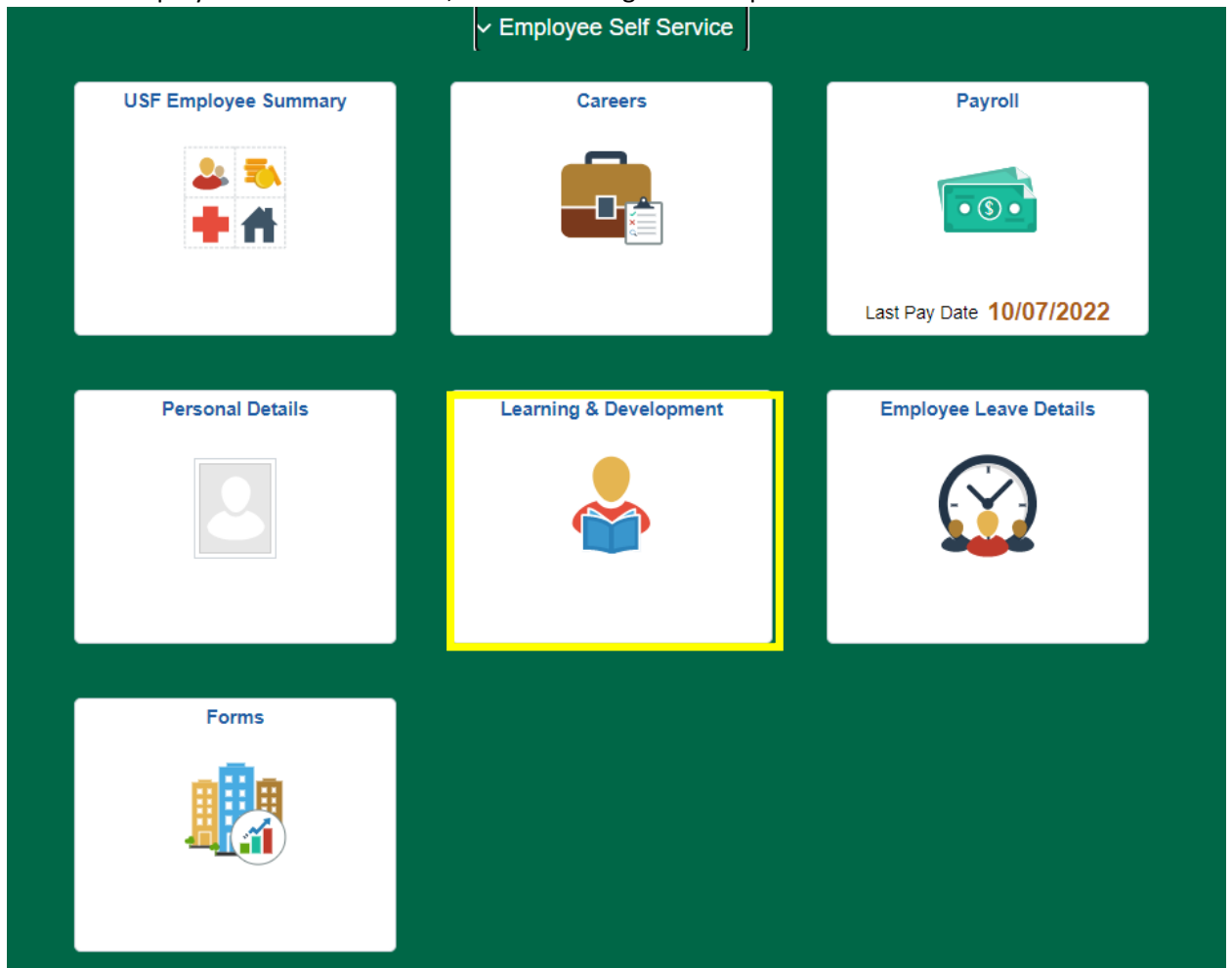
Payroll Certs

Space Mgmt
25Live

Succe

2. Log in with your USF NetID and password.

3. From the Employee Self Service menu, select Learning & Development.



- From the menu at left, select Request Training Enrollment, and then choose from the options to search for the desired course. For example, if you are looking for Forklift Safety, choose Search by Course Number and type EHSFRK in the provided field.

Employee Self Service

Training Summary

Request Training Enrollment

Julie Van Horn

Please choose one of the search methods below to find a course session.

Search by Category

Search by Course Name

Search by Course Number

Search by Location

Search by Date

Go To

Training Summary

Request Training Enrollment

Course Search

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number

Search

[Return to Request Training Enrollment](#)

- Select View Available Sessions

Request Training Enrollment

Course Search

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number

Search

Course Details

Course Number	Description	Course Detail	Subcategory	Sub-Category Descr	Session Availability
EHSFRK	EHS Forklift Safety		UNKNOWN	Unknown	View Available Sessions

[Return to Request Training Enrollment](#)

