
Announcement of EOD's Consolidated Registration Process

Announcing EOD's New Registration Process

Employee & Organizational Development (EOD) is pleased to announce a consolidated registration system. Employees will now use one registration system to register for *all* EOD open-enrollment courses and workshops, both in technology and professional development. Along with this consolidation are several changes, as follows:

Registration Process:

- **Requirements:** Employees will need their NetID and Password as well as their FAMIS Account Number. For no-cost courses, the FAMIS Account will only be charged in the event of a no-show or late-cancellation (please see our cancellation policy).
- **To View Courses and Schedule:** Access EOD's registration system through EOD's main web site <http://EODinfo.tamu.edu/> or directly at <http://training.tamu.edu/>. Once on the registration site, available courses can be viewed by clicking the [Courses](#) link at the top of the page; the current schedule for all EOD courses and workshops can be accessed by clicking on the [Schedule](#) link.
- **To Register:** Simply click the Register link on the schedule to the right of the desired course. Follow the system prompts to log in with NetID and Password, enter or verify employee profile information, and select "Submit Registration."

Changes in Cancellation Policy:

- **Policy:** In order to avoid an administrative fee, attendance must be cancelled prior to two business days of the scheduled workshop or course.
- **Reason:** A cancellation policy is in effect to help ensure that EOD's customers are able to fully take advantage of all course offerings by freeing up potentially unused seats and minimizing the purchase and preparation of unused class materials. The cancellation policy encourages participants to cancel in advance if they are not able to attend a session of a course.
- **Late cancellation:** \$35 administrative fee will be incurred for cancellations made within two business days of the scheduled workshop or course.
- **No shows:** Greater of \$35 or full price of a scheduled session will be incurred for classes cancelled the day of a scheduled session or if participants do not show up for a session.
- **Illness:** If an employee cannot attend due to illness or an emergency that causes absence from work, the supervisor may email EOD at EODinfo@tamu.edu to request that the fee be waived.
- **Cancellation Process:** Simply go to <http://training.tamu.edu> and click the "My Training" link, find the course to be cancelled, and click the "Drop this Class" button.

For more information on registration and cancellation, please visit:

<http://training.tamu.edu/information.php>.

Employee & Organizational Development (EOD)

Division of Finance

Texas A&M University

1401 TAMU | College Station, TX 77843

Tel. 979.845.4153 | Fax. 979.845.4188

EODinfo@tamu.edu

<http://EODinfo.tamu.edu>

