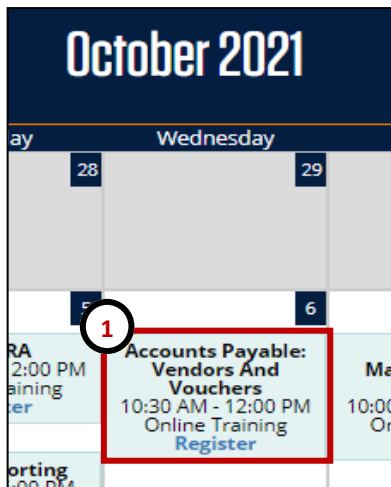


How to register for a PeopleSoft training:



1. Select the **Register** link on a course from the PeopleSoft training calendar.
2. The link will direct you to the Campus Edge registration tool. Once there, click the **Login here to register** link.

ACCOUNTS PAYABLE: VENDORS & VOUCHERS 10/06

LOGIN HERE TO REGISTER

2

UTEP Students, Faculty and Staff

Please login using your UTEP credentials.

Username *

Password *

Remember me

LOG IN

3. Log into Campus Edge using your UTEP username and password.
4. Select the **Login Here to Register** button.
5. You will be prompted to log in once again. Enter your credentials and select the **register** button.

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LOGIN HERE TO REGISTER

4

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REGISTRATION FORM

Name

Paydirt, Pete

Email

paydirtpete@utep.edu

5

REGISTER or [Cancel](#)

Please note: Once you finish with the registration, you will see more details about the session.

How to save a training to your Outlook Calendar:

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✕ CANCEL REGISTRATION

📅 SAVE TO CALENDAR

6

6. Click on **Save to Calendar**.

7. The scheduler will open. To save as a reminder select the **Save & Close** button on the upper left-hand corner. Once saved, the event will appear on your Outlook Calendar.

