Instruction for using Organization Development & Training Calendar

- To navigate within the calendar click the tabs on your screen to see different calendar screens. The following tab choices are below: Today’s Events, This Month, This Year, or Upcoming.

- Once you see an event you would like to read more about, click the event name. For example Interviewer Certification is in red below. Click the red words and it will bring you to a more detailed description of that event.

- See the complete description of the event by clicking the word (link).
• Red highlighted words often open up a corresponding link. For example under the description where it reads Register Now for PER006 at myUCF, it will navigate you to the myUCF site to begin the registration process on PeopleSoft. The screen below is the myUCF portal.

• For instructions on using employee self-service go to http://www.hr.ucf.edu/web/training/calendar.shtml.

• Contact Organization Development & Training if you have any questions about the calendar at 407-823-0440 or od&training@ucf.edu