

OPS Benefits Orientation available online via webcourses@UCF

Web course **OPS02 - OPS Benefits Orientation Web** is now available via **webcourses@UCF** to provide OPS employees with an online benefits orientation including a summary of state benefit options.

Please refer to the instructions below to enroll:

1. Sign on to the portal at <https://my.ucf.edu>
2. Navigate to: Employee Self Service > Learning & Development > Request Training Enrollment
3. Search by Course Name: **OPS Benefits Orientation Web**, then select Search
Or Search by Course Number: **OPS02**, then select Search
4. Select View Available Sessions, then select the highlighted session #
5. Select continue to complete registration
6. Select submit
7. You will get a confirmation email from benefits@ucf.edu once registration is complete.
8. You can then access the course by logging into **webcourses@UCF** via the my.ucf.edu portal or <http://webcourses.ucf.edu>.
9. OPS Benefits Orientation course will be available under Courses/My Courses menu in **webcourses@UCF** and can be accessed 24 hours a day.