1. Access MYUSF from USF’s home page
2. Sign in with your NetID
3. Under the "Business Systems" dropdown menu, select "GEMS"
4. Authenticate your identity with DUO (If you have not registered, visit www.usf.edu/duo)
5. When you first open GEMS, it will look like a blank screen. Go to the main menu all the way on the top left.
6. From the main menu drop down, select "Self Service" then "Learning and Development" and then "Request Training Enrollment"
7. Choose a search method. Then enter the corresponding information on the resulting search screen.
8. Click on the resulting session links for more detail.
9. If the detail looks good, "continue" and "submit" request