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. The "Employee Self Service" page will open. Select the "Learning & Development" tile.
6. Click "Request Training Enrollment" in the left menu.
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.