

How to Request a Course in OPUS: Quick Reference

1. Log into OPUS at <http://opus.pinellascounty.org>.

Enter your Single Sign-On user name and password.

User Name

Password

2. Select **PIN OLM Learner** then **Learner Home**.

Navigation menu items: PIN BCC iExpense, PIN BCC iExpense Reporting and Analysis, PIN Employee Self Service, PIN OLM Learner, Learning (Learner Home, External Learning).

3. Search for a course.

- To view all courses, click the **Course Catalog** tab and select ***Learning Catalog** or the name of a department.
- To search by keyword, type word(s) in the search box as shown below (for example, type **Listening**), and click **Go**.

Search Course Exact Phrase

4. Click on the course desired (for example, **Effective Listening**).

Courses

Click on 'Course' link to view details and enroll into class. 'Choose Class Or Enroll' link please re-enter Search Criteria.

Course Name
Effective Listening
Breakthrough Listening

5. Click on the Offering Name (for example, **Effective Listening**).

Offerings

Offering Name
Effective Listening

6. Click on the class date desired (for example, **Sep 2019**):

Class Name	Location
Effective Listening - Sep 2019	M-Annex Bldg - HR Training Rm 429

7. Review information, then click **Enroll**.

Learner Home | Course Catalog | Learning History

Search Course Exact Phrase [Advanced Search](#)

Learner Home: Current Learning > Courses > Course > Offering >

Class: Effective Listening - Sep 2019

Use this page to view the class details, and enroll or unenroll.

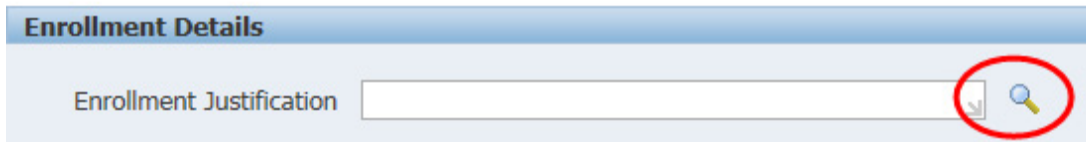
Course Name Effective Listening Language English

8. **If your supervisor knows why you are requesting the class**, click **Review** and click **Submit**.


Your request will be forwarded to the Approver for review. Once approved, you will get a confirmation email (from wfepd) indicating that you are approved to take the class.

If your supervisor does NOT know why you are requesting the class, follow the additional steps shown below:

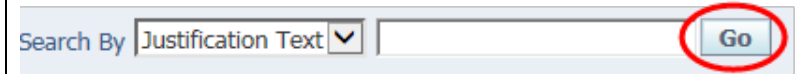
9. At the Class Summary screen, instead of clicking Review, click the **magnifying glass** next to Enrollment Justification.



Enrollment Details









Enrollment Justification 

10. In the window that opens, click **Go**.



Search By

11. Select the justification desired (for example, Competency Development), and click **Select**.

Select	Quick Select	Justification Text
<input type="radio"/>		Mandatory Requirement
<input type="radio"/>		Performance Improvement Plan
<input type="radio"/>		Career Development
<input type="radio"/>		Career Ladder
<input type="radio"/>		Succession Management
<input type="radio"/>		Learning Path
<input type="radio"/>		Safety
<input type="radio"/>		Benefits/Wellness
<input checked="" type="radio"/>		Competency Development

12. Click **Review** and click **Submit**.



Your request will be forwarded to the Approver for review. Once approved, you will get a confirmation email (from wfepd) indicating that you are approved to take the class.