How Do I Enroll in TRS Training?

TRS
time reporting system

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1. Go to the Human Resources training website
2. Click on "**UC Learning Center**" to enroll in the online training classes

3. The "**UC Merced Single Sign On**" page will open
4. Enter your "**UCMNETID**"
5. Enter your "**PASSWORD**"
6. Click "**LOGIN**"

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7. The "**UC Learning Center**" home page will open
8. In the "**Search**" box type "**PAY**"; then, click "**Go**". All the classes offered by Payroll Services will be listed
9. Select the class that you would like to enroll in: "**TRS Training For Employees**" or "**TRS Training For Supervisors**"