

How Do I Enroll in TRS Training?



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**”

The image shows a screenshot of the UC Merced Single Sign On login page. At the top, 'UCMERCED' is written in large blue letters, with 'Single Sign On' in smaller blue letters below it, accompanied by a small gold padlock icon. The main content area is a white rounded rectangle with a blue border. It contains a 'Sign On' section with two input fields: 'UCMNETID:' and 'PASSWORD:'. Below these is a checkbox labeled 'Warn me before logging me into other sites.' and two buttons: 'LOGIN' and 'CLEAR'. Below the buttons is a link: 'Forget Password? click [here](#)'. At the bottom of the white box, there is a security warning: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!' and a paragraph: 'Be wary of any program or web page that asks you for your UCMNetID and password. UC Merced Web Pages that ask you for your UCMNet ID and password will generally have URLs that begin with "https://www.ucmerced.edu". In addition, your browser should visually indicate that you are accessing a secure page.'

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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”

A screenshot of the UC Learning Center interface. The search bar contains the text 'PAY' and a 'Go' button. Below the search bar, a table lists 12 search results. The results are filtered by 'Activity Type' and 'Start Date'. The table has columns for 'Activity Name', 'Activity Type', 'Code', 'Start Date', and 'End Date'. The results include various courses, with 'TRS Training For Employees' and 'TRS Training For Supervisors' highlighted in yellow. A red circle with the number '10' is overlaid on the highlighted rows. A red circle with the number '9' is overlaid on the search bar area. The interface also shows navigation tabs for 'Assess', 'Learn', and 'Collaborate', and a 'Learner' profile icon.

Activity Name	Activity Type	Code	Start Date	End Date
Driving Employee Engagement Through Performance Reviews (Part 2): D...	eCourse	ME-HR-CLCHR4		
Fastrax System Overview	eCourse	ME-PAY-FASTRAX-0714		
19 Introduction	eCourse	PAY-19-INTRO		
19 Module 1	eCourse	ME-PAY-19MOD1v9.15.14		
19 Module 2	eCourse	PAY-19-2		
19 Module 3	eCourse	PAY-19-3		
19 Verification Test	eCourse	PAY-19-TEST		
Personnel/Payroll Reporting	eCourse	ME-PAY-PPSREP1		
PPS Inquiry & Overview	eCourse	ME-PAY-PPSINQ1		
TRS Training For Employees	eCourse	ME-PAY-TRS2		
TRS Training For Supervisors	eCourse	ME-PAY-TRS1		