To register for Administration and Finance Classes:

1. Log into PASS
   (http://www.uhd.edu/about/hr/pass.html)
2. Input your User ID (which is your Employee ID) and password
3. Select the P.A.S.S. site link
4. Select Training
5. Select Request Training Enrollment
6. Select Search by Course Number or Course Name
7. Select View Category for Category AF Finance (to the right).

8. Select View Available Sessions
9. Select Session number
10. Verify date, time, and location
11. Click Continue
12. Click Submit
13. You should receive a confirmation email.