

Registration Guide for the 2-Day PSS training on CHRS Learning

1. Access [CHRS Learning](#).
2. (1) Search for 'peer staff' under 'Find Learning'. (2) Click 'Go'.

The screenshot shows the CHRS Learning dashboard. The top navigation bar includes the CHRS logo and a 'Learning' dropdown menu. Below the navigation is a 'My Learning' section with a 'My Learning Assignments' panel. This panel contains a search bar with the text 'Course name or ID' and a 'Go' button. Below the search bar are several course cards, including 'Advocating for Change in Your Organization', 'Building Resilience', 'Building Your Team', and 'Business Communication'. To the right of the assignments panel is a 'My Curricula' section with a green checkmark and the text 'You currently have no required curricula. Go to Curriculum Status'. Below this is a 'Find Learning' section, which is highlighted with a red box. Inside this box, the search bar contains the text 'peer staff' and the 'Go' button. Two yellow callout circles with numbers '1' and '2' point to the search bar and the 'Go' button, respectively. Below the 'Find Learning' section are four more panels: 'History' (with a '0' badge), 'Links' (with 'Add to Learning Hist...', 'Options and Settings', and 'Reports'), 'Bookmarks' (with a '0' badge), and 'Featured' (with a '0' badge).

3. Select 'See Classes'.

The screenshot shows the search results page for 'peer staff'. The top navigation bar is the same as in the previous screenshot. Below the navigation is a 'My Learning' section with a 'Results for "peer staff"' panel. This panel shows '303 Courses' and '0 Social Learning'. Below the results are several filter options: 'Refine By', 'Learning Type', 'Source', 'Delivery Method', 'Rating' (with an 'Include unrated' checkbox), and 'Categories'. To the right of the filters is a large 'PSS' logo. Below the logo is a card for 'Peer Staff Supporter Programme Train... (CLASS PSSPT_01)'. At the bottom of this card, the 'See Classes' button is highlighted with a red box. Below the card are 'Assign to Me' and '↓ More' options.

4. Scroll down to 'Available Classes'. Select your preferred session and click "Register Now".

The screenshot shows a user interface for course registration. On the left, there are filters for 'Rating' (with an 'Include unrated' checkbox) and 'Categories'. The main content area displays a course card for 'Peer Staff Supporter Programme Training – Be a Peer Staff Supporter'. The card includes a 'See Classes' link, an 'Assign to Me' button, and a 'Start Course' button. Below the course title, there are tabs for 'Preview Details' and 'Classes'. The 'Classes' tab is active, showing the course dates: '13/06/2023 09:00 AM - 14/06/2023 05:00 PM Asia/Singapore' and the location: 'University Health Centre - UHC Function Room, Basement Level'. It also lists the training schedule: '2-day training: 13 June 2023 (Tue): 9am - 5pm, 14 June 2023 (Wed): 9am - 5pm'. At the bottom of the card, it states '24 seats available' and a 'Register Now' button is highlighted with a red border.

5. Click 'Confirm' to proceed with your registration.

The screenshot shows a 'Registration' page. At the top, there is a 'My Learning' link and a 'Back' button. The main heading is 'Registration'. Below this, there is a text prompt: 'Lastly, enter any comments that you wish to be associated with your request and/or registration.' To the right of this text are two buttons: 'Previous' and 'Confirm', with the 'Confirm' button highlighted in red. Below the text, there is a section for 'Class' information: 'Peer Staff Supporter Programme Training – Be a Peer Staff Supporter' (with a blue icon), 'CLASS PSSPT_01', 'Revision: 1 - 19/04/2023 01:55 PM Asia/Singapore', 'Start Date: 13/06/2023 09:00 AM Asia/Singapore', 'End Date: 14/06/2023 05:00 PM Asia/Singapore', and 'Capacity: 0 of 24 enrolled, 0 waitlisted'.

6. Once you have completed registration, you should receive a system-generated notification from CHRS@se.nus.edu.sg and an Outlook calendar invite.

7. The item is listed in your Learning Assignments as 'Enrolled'. See you at the 2-Day PSS training!

The screenshot shows a learning assignment card. On the left is the 'PSS' logo. On the right, there is a status indicator 'ENROLLED' with a dropdown arrow, highlighted in red. The main text of the card reads: 'Peer Staff Supporter Programme Training – Be a Peer Staff Supporter', 'CLASS PSSPT_01 rev.1 19/04/2023', and 'Begins 13/06/2023 at University Health Centre' followed by a person icon and 'Self-Assigned'.

If you have further queries, please reach out to the Health & Wellbeing team at hwb@nus.edu.sg or tent@nus.edu.sg.